



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**KAVITHA MEMORIAL DEGREE COLLEGE**

H.NO 11-6-10/3 N.S.T. ROAD NEHRU NAGAR  
507002

[www.kavithacollege.com](http://www.kavithacollege.com)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**September 2020**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Kavitha Memorial Degree College (KMDC) is a symbol of ethos, the principles we stand for and deep-rooted cultural values. It is the manifestation of morals that are dear to us.

The philosophy of Sri Kavitha Educational Society (SKES) has been to give back to the society what we got from them. Our enthusiastic team of Management is strong in its conviction and highly motivated and eager to pass the same to the students and faculty.

### GOVERNING COUNCIL MEMBERS

- Sri M Niranjan reddy, President, SKES, Chairman
- Prof Gangadhar reddy, University nominee, Member
- Dr.M.V Ramana, Principal,SR & BGNR Govt. Degree college, State Govt. Nominee, Member
- Sri Kota Appi reddy, Secretary & correspondent SKES, Member
- Prof. P.Krishna Murthy, Principal, KITS, Member
- Dr.Ch Anjaneyulu, Vice – principal, KMDC, Member
- Sri V Sudhakar Reddy, Treasurer, SKES, Member
- Sri P Matta Reddy, Member, SKES, Member
- Sri K Raghunatha Reddy, Member, SKES, Member
- Prof Ch Rajesham, Chairman, Board of Studies, Dept of Commerce and Business Management, KU, UGC Nominee(Proposed), Member
- Dr.K.V. Ramana Rao, Principal, KMDC, Ex Officio Member & Convener

Sri Kavitha Educational Society (SKES) is registered under the Public Societies Registration Act 1350 (Act I of 1350 F) with Registration number 1119 of 1991.

Every year the stupendous performance by our student is a testimony of the untiring efforts of faculty, students and management members. These achievements are constantly reminding us of onerous responsibility shouldered on us by the parents and students.

As an educational institution, Kavitha College had a small and humble beginning in 1991. Today, our students can be seen making wonderful progress in their chosen careers.

At this juncture, we rededicate ourselves and it is our constant endeavour to strive to upgrade the teaching and learning facilities and infrastructure that are conducive to stimulate academic environment. We are planning to extend all quality resources that enable our students to face the challenges posed by the present world of competition. It is a never-ending revolution at Kavitha Memorial Degree college and we promise to bring in useful courses by attaining AUTONOMY for the benefits of the student community.

### Vision

To be a center of excellence in value based holistic quality education carving research, innovation and

entrepreneurial attitude that transforms students into globally competent society sensitized graduates.

## **Mission**

- To create a student centric institute support with innovative student pedagogy
- To maximize the utilization of the state-of-the-art infrastructure for the overall development of individuals.
- To encourage independent thinking and application-oriented collaborative research in the areas of contemporary interest to contribute to the development of the region and the nation.
- To provide effective teaching & learning environment for training graduates with values, entrepreneurial attitude and globally employable skills.
- To encourage participation in games & sports, co-curricular and extra-curricular activities resulting in overall personality development.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- The oldest degree college in Khammam town with a long-standing history in imparting quality education. the management is determined to extend its service to the student community by recruiting high quality teachers having rich teaching experience.
- The Management of Kavitha Memorial Degree College (KMDC) sponsored by Sri Kavitha Educational Society (SKES) is led by lawyers of High Repute, Academicians and Industrialists. the college is located in the centre of the city surrounded by historical monuments viz., Khammam Forte, Narasimha Swami Temple.

Our major strengths also include:

- Good reputation for high quality teaching & laboratory based practical skills & knowledge development
- Equal emphasis on co-curricular and value-added programs on advance studies in science.
- Eco-friendly and amicable ambience for working
- College follows academic calendar strictly and the teachers maintain the daily academic work diary.
- Beyond the syllabus curriculum to make the students ready for the present global scenario constant encouragement of faculty for pursuing Ph.D., research, advancement of qualification etc.
- Constant mentoring, monitoring, and a strong feedback system of students
- Training and Grooming of students to make them industry ready and enhancing their employability skills by imparting technical training, Soft skill, group discussion & Aptitude classes etc.
- Strong network of College NCC & NSS Units and the participation of student volunteers is impressive in the activities
- Good faculty retention due to peaceful work environment
- Various activity clubs viz. Science Expo club, Cultural club, Sports club etc., for Innovation & all-round development and extracurricular activities
- Academic achievements of student in University examination and other platforms
- Achievements in placement by students in various reputed organizations and reputed companies
- Strong Alumni base that helps for the job generation and referral drive of junior students. They also appraise the college about any known students still jobless, who are given opportunity for new jobs

through job fair

- College collects the feedback from the students & staff holders for the improvement of the system
- Excellent library facility as an adding resource for the independent learners

### **Institutional Weakness**

- There is scarcity of well qualified i.e. Ph.D. and senior professors mainly in core fields. However, there is continuous effort made by the management to recruit senior level faculty members from reputed institutions.
- There is a dearth of faculty members with Ph.D. qualification even after continuous search and advertisement
- Shortage of ample opportunity for Research Activities due to funding problem by Govt., Non-Govt. & External agencies
- Space limitation for further expansion of facilities
- International and National Collaboration activities to be done
- College strictly adhere to course curriculum is as per Kakatiya University Warangal, as there is no flexibility in academic curriculum design and development
- Less industrial job vacancies

### **Institutional Opportunity**

- Collaboration with and National Institutes of repute and other recognitions
- Faculty – student exchange program with reputed National universities
- Focus on research activities & collaboration with institutes and industries
- Involving more faculty members in research-oriented programs
- Preparing students in Soft Skill, Aptitude, GD, ICET, PGCET etc examinations
- Developing Skill centre for Vocational / Advanced Skill / Research Centre / Incubation centre etc. Keeping this motive in mind KMDC have training wings to cater to neighbourhood students through schemes like TASK, JKC
- There is lot of scope for the college to improve upon innovation and creativity through the schemes like Lab-to-Land
- Activities of R&D cell, T&P Cell, NSS & NCC committees realising the Vision & Mission of the institution
- More participation in university activities.
- Now after NAAC certification, we will apply for autonomy so as to attain academic freedom with respect to introduction of new courses and hence will have curriculum flexibility

### **Institutional Challenge**

- Students come with various vernacular and ethnic backgrounds and training them and Telugu speaking students in English language and developing their communication skills is really a challenging job.
- Major Gap in course curriculum with respect to Industry standards and our inability to modify it as per present market scenario due to guidelines by affiliating university.
- Keeping pace with continuous modification of technological advancement
- To motivate faculty for New Product Development/Research/ R&D/ Innovation etc.

- To attract eminent Professors, Ph.D. Holders and Researchers in Campus to share their knowledge and experience with students.
- To internally generate PhDs by encouraging faculty already working with the institution to register for higher studies. Three faculty members have already registered and few more faculty are in pipeline
- Stiff competition towards bringing core companies to campus for bulk hiring
- Having a greater companion with institutions surrounding with a compromised quality in the vicinity

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

- Kavitha Memorial Degree College is affiliated to Kakatiya University, Warangal and it has a coherent, sequenced institutional level academic plan for curriculum delivery that is duly ensures consistent teaching and learning expectations.
- This is effectively mentored by Academic Planning and Development committee (APDC).
- Based on this University Almanac, the college is preparing its own department wise Academic Activity Calendar for effective curriculum delivery.
- The curricular planning and implementation include Preparation of Academic Calendar, library books upgradation, course allocation, timetable preparation, design and dissemination of Course Plan, preparation of course file, monitoring the Teaching Learning Process
- Curriculum is delivered by perfect blend of Full-Time faculties with wide academic exposure.
- The feedback is collected from the students, faculty, alumni and employers and the remedial action is proposed to APDC with a request for course correction.
- Make Up classes for slow learners and Seminars for advance learners are arranged to enhance teaching effectiveness.
- Wherever, the course expectations are not met, Guest Lectures and invited talks are arranged for meeting the course outcomes.
- IQAC cell is mandated with introducing the modern pedagogical tools using ICT effectively. The same is proposed to departmental teaching activity.
- Teachers of our Institution participate in Assessment /evaluation process of the affiliating University
- Achieved academic flexibility by implementing Choice Based Credit System (CBCS) in 100% of Programmes
- Around 15 Add on /Certificate programs offered during the last five years with around 25% of students utilising the opportunity.
- Around 35% of courses include experiential learning through project work/field work/internship during last five years
- Environmental science, Gender Sensitization, Public Health and Hygiene, Water Resource Management courses are taught as a part of curriculum orienting students on social issues.
- It is a regular practice to organize camps related to health, career development, cleanliness, women empowerment, yoga, gender issues, environment, agriculture, psychology, legal awareness etc.
- Our students response to the Kerala floods, Nirbhaya incident and NSS unit reacting to various environment issues viz., to avoid usage of plastic, Plantation program, Blood donation camps, is an evidence for their commitment towards the current societal issues.

### Teaching-learning and Evaluation

- Institution is located in a predominantly tribal populated district. Majority of our students come from socially, economically diversified backgrounds. Average Enrolment percentage of last five years is around 70% with over 550 students admitted every year.
- Out of the sanctioned intake, 60% of seats are reserved for various categories viz., SC, ST, OBC, Divyangjan, etc. and about 88% (400 students are admitted /450 reserved seats) of seats are filled against seats reserved for during the last five years. In addition,
- Cent percent of full-time teachers against sanctioned posts (86) are recruited for the last five years. Out of that 5 faculty are with PhD qualification.
- The Average teaching experience of full-time teachers in our institution is six and half years.
- For the latest completed academic year, the admitted students- Full time teacher ratio is found to be around 20% and mentor - mentee ratio is 25%
- FDPs are conducted every year to update themselves with the innovative teaching-learning practices to effectively use the modern tools of pedagogy i.e. ICT / AV aids etc.
- Teachers are encouraged to prepare e-learning resources using MS-Word, Power Point Presentations. Laboratory Manuals, Teaching Modules.
- Academic Planning and Development Committee (APDC) at the beginning of the Academic year / semester sort the courses suitable for various learning categories viz. experiential learning, participative learning and problem solving.
- The Programme outcomes (POs) and Course Outcomes (COs) have communicated the learning outcomes to all the stakeholders through website, brochures of various courses, etc.,
- The POs, COs are mapped with human and physical capital and the attainment of the same is evaluated every semester by IQAC and APDC.
- Internal Assessment tests are conducted as per the university Almanac that include the dates for Internal Assessment Tests by strictly adhering to the norms of the Kakatiya University.
- Two internal examinations are conducted in each course and best of the two will be considered as the final internal marks and uploaded to University website. Exam related grievances are resolved within 48 hours.
- With all the efforts the average pass percentage of students during last five years is little above 40%

### **Research, Innovations and Extension**

- KMDC encourages faculty, students and staff to engage in various activities for the holistic development of neighbourhood community.
- Every year the community-based activities viz. Village adoption & Winter Camps, Harithaharam, awareness rallies on Blood donation, AIDS, etc., are organized.
- Rudramkota village near Khammam Urban is Mandal was adopted to conduct various society activities
- 58% of students (an average of around 650) are involved in the 53 extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. ) and / or those organised in collaboration with industry, community and NGOs during the last five years.
- 28 awards and recognitions received for extension activities from government/ government recognised bodies during the last five years
- Further sensitizing student on social issues through rallies and road shows on traffic rule awareness, Ethical Voting, gender sensitization, girl and women empowerment, drug abuse and Drug De-Addiction campaign etc.,
- Anti-Plastic Rally / Oath is taken-up by the students and they have actively involved in spreading this message in their respective villages.

- KMDC Blood Donors' group maintains a database of the blood groups of all the students and also responds to the calls from the neighbour hospitals and the students donate blood regularly to the needy as well as to the Blood banks
- KMDC is still striving hard to improve the research culture among faculty and students. They are encouraged by providing necessary financial support to carryout research more effectively.
- Around 6.00 Lakhs worth of support is received from various agencies for research projects / endowments in the institution during the last five years
- 31 Seminars/conferences/workshops conducted by the institution during the last five years
- 17 functional MoUs with national and international institutions, universities, industries, corporate houses etc. were signed are in execution during the last five years. With this 12 collaborations / linkages for Faculty exchange programmes, Student exchange, Internship, Field trip, On-the- job training, research etc., are conducted during the last five years

### **Infrastructure and Learning Resources**

- KMDC is one of the oldest college with over 29 years of academic excellence.
- Our library is having around 15000 volumes and 4000 titles in addition to good online browsing facility. A reading hall with 60 seating capacity is provided to accommodate students during library hour.
- Students are encouraged to access the library during library hour in addition to the open hours for library access. We have subscription for e-journals, e-ShodhSindhu, Shodhganga Membership, e-books and also open access journals. Around 200 students use this facility every day (regular working days excluding Exam Days and Holidays). Apart from the normal working hours i.e. 9.30am-4.30pm extended hours of Library is provided on request.
- Augmenting with the Physical Facilities requirement is a continuous process. We have adequate infrastructure and physical facilities for teaching- learning with 39 classrooms, A seminar Hall, 31 laboratories, 169 computing equipment etc. The maintenance of the above is carried out based on the predefined maintenance calendar in addition to the need-based maintenance for physical, academic and support facilities.
- Around 25 Percent (10 out of 40) of classrooms are with ICT- enabled facilities. Continuous efforts are made to maximize the utilization of the ICT facilities to ensure effective teaching. Adequate expenditure on the infrastructure augmentation and maintenance is made during last five years.
- A computer for every 8 students is arranged to facilitate the students with the minimum computing facilities. Students are given access to communications lab to train and test their skills for the employment opportunities.
- Adequate internet facility is provided through a leased line internet connection. Around a 4 lakh of rupees spent every year on the maintenance of campus infrastructure viz., physical and academic support facilities.
- We have adequate facilities for cultural activities, sports, indoor, outdoor, gymnasium, yoga etc.
- Cricket practice nets, shuttle courts. tennikoit court, volleyball court are some of the outdoor sports facilities inside the campus. However, MOU with the local sports complexes provide opportunity to utilise best of its facilities. Our students participated in various sports meets and bagged medals at National level.

### **Student Support and Progression**

- Cent percent of students benefited by scholarships and free-ships provided by the Government during

last five years. All the seats reserved for the various categories are filled as per the government order. In addition, few more general quota seats are also filled with the reserved category candidates in excess of the reserved seats. The students who are not covered under reimbursement of tuition fee scheme of Government of Telangana, are given special scholarship by the institution / non- government agencies. During the last five years around three percent students benefited by these scholarships.

- Training in the capacity building and skills enhancement initiatives such as Soft skills, Language and communication skills, Yoga, physical fitness, health and hygiene, ICT/computing skills is provided as per the academic calendar every year.
- Campus Recruitment Training (CRT) is a regular activity. Employable skills such as computing skills are imparted through an activity-based training through student seminars. Around 15% of the outgoing students are benefitted by guidance for competitive examinations / placements and career counselling. Majority of the outgoing students (over 50%) prefer higher education and 30% of outgoing students qualified for state/national level tests.
- We have transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. Organisation wide awareness and undertakings on policies with zero tolerance from time to time by eminent people, resulted in no incident recorded since inception. Timely redressal of the grievances is ensured without leaving even a minor issue. All the guidelines of statutory/regulatory bodies are Implemented very meticulously.
- Students are given opportunity to play during sports hour. The physical director train students on the sports / games of their choice even beyond college hours at the sports complex. Gym facility at these complexes is also extended at subsidised prices with the recommendation from the institute / physical Director.
- About 50 awards were bagged by our students for outstanding performance in sports/cultural activities at university/state/national / international level during the last five years. Good number of students are involved in various administrative, co-curricular and extracurricular activities. Our alumni actively participate in various academic and social activities.

### **Governance, Leadership and Management**

- The Governing Body of KMDC strongly believes in participative management i.e. decentralization at all levels.
- This institution is established with a vision to provide quality education and to be among the best of the institutions.
- This feedback is on the policies of the institution, efforts in realising Vision & Mission of the institution, infrastructure, curriculum and also on the employable skills of the students.
- Feedback is collected from the students, Staff members, Parents, Alumni, Employers / Industry and analysed. Principal ensures that all stakeholders are involved in different activities.
- Based on the feedback analysis necessary changes in the policies are incorporated.
- The governance at KMDC is reflective of and has an inbuilt mechanism of delegating the authority and providing operational autonomy to various functionaries to work towards vision and mission of the institution.
- The Principal makes action plans in consultation with faculty members to review of outcomes from the implementation of action plans through meetings with functional committees and makes necessary changes in action plans wherever required.
- The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.
- The institution has effective welfare measures for teaching and non-teaching staff.



- Above all the Management is so benevolent that they treat all the employees of the institutions as members of this giant family.
- Oneness is always ensured among the members of KMDC family resulting into lot of job satisfaction and working comfort.
- The retention of senior faculty is a measure of its commitment towards the welfare of its members.
- Each year two professional development administrative training programs organized by the institution for all the teaching and non-teaching staff
- The financial management of the institution is monitored by the Finance Committee.
- 30 percent of teachers provided with financial support to attend either conferences or workshops
- The Internal Quality Assurance Cell constantly reviews the strategies and processes in practice in order to sustain and improve quality among the faculty members.
- IQAC has become instrumental in suggesting a number of quality improvement measures in the college.

### **Institutional Values and Best Practices**

- KMDC is a co-education institution. Boys and girls are given equal opportunity to utilise the resource of the institution for their betterment. Equal opportunity is ensured at all levels of instructional governance, faculty recruitment and also student enrolment.
- We treat all students as one by extending facilities to the needy irrespective of gender. Various committees such as Women Empowerment Cell, Internal Complaint Cell, Grievance redressal committee are constituted strictly adhering to the guidelines
- Optimum utilisation of the available resources with minimum waste production is very essential not only in terms of economy but also for minimizing waste production. However, the waste produced must be handled properly. This is not only economical equation but also environmental consciousness.
- Waste management techniques are adopted to handle degradable and non-degradable waste. Green audit, Energy audit, Environment audit are conducted at regular intervals by internal audit teams and necessary corrective measures are taken.
- Water conservation facilities available in the Institution viz., Rain water harvesting, Borewell/Open well recharge Waste water recycling etc.,
- Green campus initiatives are in place, that include, Restricted entry of automobiles, Use of Bicycles/ Battery powered vehicles, Pedestrian Friendly pathways, Ban on use of Plastic, landscaping with trees and plants etc.,
- At KMDC top priority is given to culture and strive to impart mutual respect among various regional, Communal, Social and Linguistic diversities. The Cultural committee, NSS team and NCC cadets are responsible to initiate various activities in this direction. Oneness among the peer group is established through these activities.
- Various National festivals, commemorative days, Traditional day, Rangavalli(Rangoli), Bathukamma, Cultural Day is celebrated by the Student Activity Cell, where students are given opportunity to showcase their skills viz., Dancing, Singing, Mimicry and Mime. The rich Indian heritage is unveiled by the student performances during these competitions.
- Students of KMDC-NSS unit participate in Medaram Jatara – a village festival of this region.
- Best Practices are followed by IQAC Viz., “Student Centric” practices to Achieve Graduate attributes and Promotion of Universal values for successful life. The objectives of the best practices is to achieve a successful graduate with employable skills and desirable values.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	KAVITHA MEMORIAL DEGREE COLLEGE
Address	H.NO 11-6-10/3 N.S.T. ROAD NEHRU NAGAR
City	Khammam
State	Telangana
Pin	507002
Website	<a href="http://www.kavithacollege.com">www.kavithacollege.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	K.V.RAMAN A RAO	08742-223799	9000551035	08742-22079 9	km dc_ug@yahoo.c om
IQAC / CIQA coordinator	S.AJAY KUMAR CHAITANY A	08742-228346	9703724816	08742-22222 2	coordinatoriqac.km dc@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	12-06-1991

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Telangana	Kakatiya University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	17-07-1997	<a href="#">View Document</a>
12B of UGC	17-07-1997	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes <a href="#">autonomydoc_1599968875.pdf</a>
If yes, has the College applied for availing the autonomous status?	No

**Recognitions**

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	H.NO 11-6-10/3 N.S.T. ROAD NEHRU NAGAR	Urban	1	6755

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Mathematics	36	Intermediate MPC Or its Equivalent	English	50	36
UG	BSc,Mathematics	36	Intermediate MPC Or its Equivalent	English	50	23
UG	BSc,Chemistry	36	Intermediate MPC Or its Equivalent	English	50	41
UG	BSc,Botany	36	Intermediate BiPC Or its Equivalent	English	100	40
UG	BSc,Micro Biology	36	Intermediate BiPC Or its Equivalent	English	50	16
UG	BCom,Commerce And Business Management	36	Any Intermediate	English	60	15
UG	BBA,Commerce And Business Management	36	Any Intermediate	English	60	54
UG	BCom,Commerce And Business Management	36	Any Intermediate	English	120	112

UG	BA,Department Of Arts	36	Any Intermediate	English	60	47
UG	BA,Department Of Arts	36	Any Intermediate	Telugu	60	0
UG	BSc,Physics And Electronics	36	Intermediate MPC Or its Equivalent	English	100	94
UG	BSc,Physics And Electronics	36	Intermediate MPC Or Equivalent	English	50	44

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	5				12				69			
Recruited	3	2	0	5	6	6	0	12	37	32	0	69
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				28
Recruited	26	2	0	28
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	6	4	0	10
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	2	0	0	0	0	0	0	0	5
M.Phil.	0	0	0	1	0	0	0	0	0	1
PG	0	0	0	5	6	0	37	32	0	80

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

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

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

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	367	2	0	0	369
	Female	151	2	0	0	153
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	50	55	77	50
	Female	19	29	31	41
	Others	0	0	0	0
ST	Male	36	30	42	44
	Female	14	25	13	19
	Others	0	0	0	0
OBC	Male	190	203	213	205
	Female	54	64	54	100
	Others	0	0	0	0
General	Male	149	108	166	135
	Female	64	57	93	64
	Others	0	0	0	0
Others	Male	6	6	7	7
	Female	2	3	2	4
	Others	0	0	0	0
<b>Total</b>		<b>584</b>	<b>580</b>	<b>698</b>	<b>669</b>



## Extended Profile

### 1 Program

#### 1.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
768	642	546	412	425
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	13	13	13	13

### 2 Students

#### 2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1434	1703	1792	1884	1858
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
380	420	460	460	533

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
427	593	571	575	596

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
84	90	94	95	114

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
85	90	94	95	114

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 40**

**4.2**

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

2018-19	2017-18	2016-17	2015-16	2014-15
91	82	54	26	37

**4.3**

**Number of Computers**

**Response: 169**

**4.4**

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

**Response: 152**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

The college has a coherent, sequenced institutional level academic plan for curriculum delivery that is duly ensures consistent teaching and learning expectations. This is effectively mentored by Academic Planning and Development committee (APDC) at the top level with senior academicians and experts in academic management. The delivery is taken care by the series of committees such as Time-Table committee, Departmental Academic review committee, IQAC of the college with each committee having specific mandate to coherently meet the academic objectives of the college.

The college is affiliated to KU and follows the university almanac. Based on this broad plan, the college is preparing its own almanac and based on this each department is allowed to prepare an Academic Activity calendar for effective curriculum delivery.

The curricular planning and implementation is performed in a systematic way.

- Preparation of Academic Calendar
- Library books Up gradation
- Course Allocation
- Time-Table Preparation
- Design and Dissemination of Course Plan
- Preparation of Course file
- Methodologies adopted tor course delivery
- Monitoring the Teaching Learning Process

Keeping in view of the Program Outcome and Program Specific Outcomes, the course outcomes are framed.

##### Course Outcome:

The Course outcomes of all the courses are designed as per the Blooms Taxonomy, wherein curriculum of courses is designed keeping in view of six layers of Blooms Taxonomy.

**Remember:** Our curriculum in this stage motivates students to remember and recall facts and basic concepts.

**Understand:** Our curriculum in this stage helps the students to explain idea and concepts by describing, classifying and discussing.

**Apply:** Our curriculum in this stage allows students to use the gathered knowledge of the last two stages in

different critical situations.

**Analyze:** Our curriculum in this stage helps Students to draw connections among ideas; they can organize, relate, compare and contrast under given situations.

**Evaluate:** Our curriculum in this stage is designed to inculcate confidence, clarity of idea and making justifiable decision.

**Create:** In our curriculum, at this stage, we try to make students capable of creating and producing new and original work.

- Curriculum is delivered by perfect blend of Full-Time faculties with wide academic exposure.
- The feedback is collected from the students, faculty, Alumni and Employers are assessed and the remedial action is proposed to APDC with a request for course correction.
- Faculty Development Program are conducted every year in the college to hone up skills of the faculty and preparing them to be an effective teacher. The faculty members are encouraged to register for online courses and attend FDP at various institute of repute.
- Make Up classes for slow learners and Seminars for Advance learners are arranged to enhance teaching effectiveness.
- Wherever, the course expectations are not met, Guest Lectures and invited talks are arranged for meeting the course outcomes.
- IQAC is mandated with introducing the modern pedagogical tools using ICT effectively. The same is proposed to Departmental teaching activity.

The IQAC monitors the overall teaching and learning process by collecting the students' feedback. The college undergoes academic and administrative audit every year from the external agency (Viz., KU)

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

#### Response:

The academic calendar known as Almanac, serves as an information sources and planning document for faculty, department and students. It highlights the important dates and details of activities throughout the year in the college. College Almanac lists out important dates about the college reopening, instructional dates in each term / Semester, internal and university examinations (Theory and practicals) dates in consultation with examination branch and HoDs. It is circulated to all the departments at the beginning of the each semester. The details are shared with the students in students handbook and uploaded on college website.

- The academic calendar- College Almanac is prepared in accordance with the University Almanac

prescribed by Kakatiya University.

- Teaching plans- They are prepared by the faculty members for each subject before the commencement of the semester for each course. Teaching plan includes the topic, sub topics, number of lecture hours required, teaching methodology and teaching aids to be used, co-curricular and extracurricular activities planned.
- Teaching schedules- They are prepared by the Time-Table committee, both department and course wise schedules by the end of the previous semester for the smooth conduct of the classes from the day of reopening of the new academic year. After the approval of the Principal, it is circulated in advance to all the departments.
- Course Files- They are prepared by the Subject teachers, which contain the objectives of the course, Program outcomes, teaching methodology, teaching tools used, and hourly teaching schedules, curricular and extracurricular activities, guest/extension lectures planned, field trips if any.
- Examination schedules- They are prepared by the Examination branch of the college at the beginning of the each semester. The schedule has the details of continuous internal evaluation and end semester evaluation. This includes the schedules of unit test – I & II, internal assessment I& II and Pre-final examinations. This is communicated to students well in advance and displayed on notice boards, student handbook and college website.
- Scheme of Evaluation – The college circulates evaluation rules for continuous internal assessments is prepared by the course teacher along with question paper and get it approved by the Head of the department. The HoD makes sure that the scheme of evaluation is followed by the course teachers for evaluating the answer scripts and the same is made available for the students for ensuring transparency in evaluation process.
- Adherence Mechanism-The adherence mechanism followed includes, periodical departmental reviews by the Principal with HoDs with regard to Teaching, Learning and Evaluation. The teaching schedules of the faculty are reviewed from time to time by the HoDs and Principal. The Teaching dairies and attendance registers with the topic covered are submitted to the head of the department and reviewed by the Principal.
- Laboratory performance is evaluated based on the regularity, timely completion of experiments, presentation of content in both observation and record book and the performance in the viva voce.

Progress Report is prepared periodically by the faculty member for each student which is verified by HoD.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

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

**4. Assessment /evaluation process of the affiliating University****Response:** D. Any 1 of the above

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

**1.2 Academic Flexibility****1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****Response:** 100**1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.**

Response: 12

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years****Response:** 15**1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
06	03	03	02	01

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 24.02

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

2018-19	2017-18	2016-17	2015-16	2014-15
545	387	582	500	71

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

The curriculum offered by the university addresses the cross cutting issues like Gender, Environment and Sustainability, Human Values and Professional Ethics. The institute believes in maintaining healthy environment for all of its stakeholders.

The vision, mission, motto and core values of the college speak volume about these cross-cutting issues. Naturally, the institution integrates various life skills, values, local and global challenges through its curriculum delivery, and each teacher integrates all these issues as a part of their teaching-learning process.

As a part of curriculum the following courses were included in majority of the programmes offered by the institution



- Environmental science
- Gender Sensitization
- Public Health and Hygiene
- Water Resource Management

These courses not only enhance professional competencies but also inculcate general competencies thereby leading to the holistic development of the graduates.

- Gender equality is ensured through creating an equal opportunity at all levels. Recruitment of women faculty and involving the female students and teachers in decision making and encouraging them to participate in Gender specific programs like Seminar on Health awareness for adolescent girls, legal awareness on anti ragging measures and SHE team etc. A specific course on Gender sensitization is taught to all the students and creates a fair understanding of the issues related to Gender equality and Gender sensitization.
- The gender equity awareness is facilitated by encouraging our students to respond on the current issues in the society through debates, rallies, seminars, etc., Moreover, a separate Gender Sensitization Cell has also been constituted to deal with the gender sensitive issues and to instil the value of gender equity among the students.
- Awareness on Environment and sustainability is created through offering Environmental Science course, and organizing field visits, tree plantation, rain water harvesting etc. in addition several activities such as Haritha Haram a program organised by Government of Telangana, Swatcha Bharath (Swatch College Campus) an initiative by Govt, of India, special society awakening activities viz. campaign on Plastic free India, switching to non-conventional Energy sources, green initiatives etc. were conducted at regular intervals. Environment Day, Earth Day and Water Day are celebrated every year in which students actively participate
- Human values and Professional Ethics are being taught through various programs in the college. Human values are inculcated by regularly organizing social activities like Blood Donation Camps, Health check up camps, etc. along with celebration of Birth / death days of famous personalities who fought for the welfare of the society, In addition Professional ethics are taught through various experiential learning activities Viz. industrial visits, summer internships, workshops / Guest Lectures / Seminars by industrial and subject experts.
- It is a regular practice to organize camps related to health, career development, cleanliness, women empowerment, yoga, gender issues, environment, agriculture, psychology, legal awareness etc.

Measure of success: Our students response to the Kerala floods, Nirbhaya incident and NSS unit reacting to various environment issues viz., to avoid usage of plastic, Plantation program, Blood donation camps, is an evidence for their commitment towards the current societal issues.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years****Response:** 3.56**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
11	9	9	9	9

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

**1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year****Response:** 11.12**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 141

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System**

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

**Response:** A. All of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

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

**Response:** C. Feedback collected and analysed

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 68.35

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

2018-19	2017-18	2016-17	2015-16	2014-15
522	584	580	698	669

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
810	960	980	980	980

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 88.34

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

2018-19	2017-18	2016-17	2015-16	2014-15
266	308	361	398	379

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

#### Response:

KMDC is located in a predominantly tribal populated district. Majority of our students come from socially, economically diversified backgrounds. There is a lot of heterogeneity within a section with respect to their knowledge, skills, attitude and motivation. In addition, students are from vernacular medium and would have opted to study in English medium at undergraduate level itself. Hence, we assess the learning levels of the students after the admissions on a two – point formula.

- The student Performance at SSC and +2 Level
- The medium of study of students at SSC and +2 level

Based on the data, the students will be identified as advanced and slow learners, Induction and orientation programs are conducted as per the guidelines of UGC and affiliating university at the beginning of each academic year to create awareness about the course, its prospects, availability of the facilities (learning resources) and the examination system etc. Bridge courses are conducted immediately after orientation / induction for first semester students to help them for a smooth transition into college study from intermediate level. Students hailing from rural background are mentored to break their language barriers and improve their language and communicative skills. Inputs are collected from the concerned mentors through one to one interaction during the theory/ practical sessions in various subjects. Students' performance in in-house examinations is taken as an index to assess their improved learning ability and also to identify the slow learners and bridge the gap between the slow learners and the advanced learners. The faculty of the respective UG classes extend valid support in classifying the students with reports based on observation and class tests.

#### Activities for slow learners

1. Make up classes and tutorials for students with slow learning capacity to improve their knowledge on the subject, clarify doubts and revise critical topics.
2. Question banks with necessary hints to answer provided
3. The institute has a system to communicate performance and attendance of students to parents regularly. A Set of 20 students are assigned to a faculty as a mentor for personal and academic care. This eventually helps in improved attendance and academic performance of the students
4. Guidance to refer to the examination papers of previous years and identify the frequently repeated questions.
5. Based on the performance in the university examinations the students are given remedial catching where ever necessary.

#### Activities for advance learners:

The class mentors will identify advance learners through their performance in in-house examination and one to one interaction with them in theory / practical classes. Based on these observations the HOD will recommend the activities to be adopted. Advance learners are encouraged by the mentors to pursue higher goals which includes.

1. Special coaching for advance studies - progression to higher studies in India or Abroad.
2. Guidance for preparation to competitive examinations,
3. Participation in various seminars, development of working models, idea presentations, workshops, conferences, etc
4. Encouraging them to initiate towards Research activities and publish articles

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

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

**Response:** 18:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

Academic Planning and Development Committee at the beginning of the Academic year / semester sort the courses suitable for various learning categories viz. experiential learning, participative learning and problem solving. Based on this the course delivery strategies viz., mapping with outcomes (Pos), teaching aids, teaching resources are planned.

Our institution believes that students are the central aspect of teaching-learning process where involving the learners in all the areas will lead to acquisition of skills viz., interactive, collaborative and independent learning. To realize this, we encourage teachers to be more interactive.

Students are given free access to the learning material and resources and will be given opportunity to ask questions / raise doubts during the class rooms sessions. To broaden the students' horizon of learning, we

conduct field trips to various industries, historical places and other institutions. Group discussions, JAM sessions, student seminars etc are frequently organized to encourage participative learning process.

#### Experiential Learning Activities:

- The students take active part in organizing various co-curricular and extracurricular, inter/ intra departmental, inter/intra collegiate events which will give them an opportunity to equip them with organizing and managerial skills.
- The department faculty are continuously encouraged to take up innovative methods of teaching to enhance the teaching effectiveness viz. using social media and phone groups to transfer audio-visuals to communicate course content more effectively.
- In addition to laboratory courses, Project work, Mini-Projects are the courses within the syllabi where experiential learning implemented very effectively.
- Experiential Learning Activities beyond syllabi: Educational tours and industry visits, hands on training workshops, field trips, surveys, case studies
- This enable student to gain hands on experience on the topics of their interest.

#### Participative learning Activities

- Interactive teaching-learning methodologies (viz. Case studies, Debates, Group discussions, JAM session, Seminars, Elocution, Quizzes) are followed in regular classes for some identified courses to enhance the learning experience of the students

and to create interest and enthusiasm in the concerned subject.

#### Problem solving methodologies –

- The problem-solving methodologies viz., Trial and error method, Insight method, Mean-end analysis, Algorithms and heuristics etc., are followed by teachers during classroom teaching to enhance the learning process of the students.
- Students are encouraged to try different solutions and rules out that one which don't work. The solutions are found by the students from their past experiences. The problems are divided in to small steps in case of complex problems.

In the process of enriching the students, care is taken to inculcate practices that foster skills viz., smart learning, time management, organizing skills and decision-making skills.

Necessary training is given to faculty members every year through Faculty Development Programmes (FDPs) to update themselves with the innovative teaching-learning practices to effectively use the modern tools of pedagogy i.e. ICT / AV aids etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

KMDC encourages faculty members to use modern pedagogical tools along with the traditional techniques to carryout regular class work. A telescopic monitoring mechanism continuously monitors the class work and feed information pertaining to the student satisfaction. Principal, Heads of the Departments and Class in-charges play a vital role in identifying the student needs and based on the requirements modifications in teaching process are suggested.

ICT facility is being used by the faculty members of Arts and Sciences groups. The e-content readily available on net is used by Literature study, Social Sciences faculty, at par with the Sciences faculty.

Faculty Development Programmes are conducted every year to impart technical skills to the teaching faculty. Teachers are encouraged to prepare e-learning resources using MS-Word, Power Point Presentations. Laboratory Manuals, Teaching Modules were prepared and updated during summer recession every year.

The following are the various other content delivery methods used to during the courses

- Use of chalkboard by faculty members as a teaching aid for the class room lectures
- LCD projector presentations in addition to regular classwork
- To enhance students' self-learning abilities Internet classes / E-classes
- video lecture available on net as an opensource content
- use of motion pictures / educational films
- E-Lab Manuals
- Group Discussion
- Lecture With a Quiz

The faculty members' contributions for effective teaching-learning Process using ICT include:

1. Timetable Preparation and circulation using Office Automation Software – ECAP
2. Attendance Monitoring and communication using WhatsApp Groups
3. PPTs preparation and effective teaching using LCD projectors
4. Using the multimedia devices, like Projector and Computers to conduct Quiz, surprise tests, group discussion, class-room seminars etc.,
5. the learning experience of students is quite effective, enjoyable, attentive, interactive and communicative with the use of ICT as a support structure to the traditional teaching.
6. Faculty also use Java-applets and short videos available in the net to explain the subject content more effectively.

The faculty members develop learning modules more student-centric by giving scope for interactive



approach in teaching rather than mono-tone. Peer learning techniques viz., group discussion, role play and technical debate with the support of ICT facilities are given high priority. The new learning resources through extensive use of internet (viz., e-journals, Open source content) bridge the gap between classroom and industry.

In addition, the Affiliating University is also using ICT for major communication and also for the Electronic Distribution of Examination paper. Students are given opportunity to browse the e-content in the library.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

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

**Response:** 23:1

#### 2.3.3.1 Number of mentors

Response: 68

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

## 2.4 Teacher Profile and Quality

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

**Response:** 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 5.17

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	5	5

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 6.45

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

Response: 550

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

Internal Assessment tests are conducted as per the university Almanac that include the dates for Internal Assessment Tests by strictly adhering to the norms of the Kakatiya University. The dates were mentioned in the College Almanac also. The detailed time-table is circulated to the students at least 2 weeks before the commencement of the said examinations.

#### Continuous improvements through internal assessments

1. Before Academic Year 2016-17, the internal Assessment tests were not part of the award of degree and the University examinations were conducted at the end of academic year in April/May for 100 marks.
2. However, as a Institutional Policy, In House Examination committee was set up in every academic year and it holds Unit test, Half-Yearly and Pre Final Examinations were conducted to keep track of students academic progression. This arrangement is mandated with a view to take remedial steps like conducting make up classes and tutorials and special guest lectures wherever necessary.
3. In House Examination policy guidelines were part of Prospectus and widely distributed to all the students and made available in Institution Website.
4. From the Academic Year 2016-17, Internal Assessment were introduced with 20 marks for all the theory courses only.
5. During Academic Year 2016-17 the Internal Assessment Test question paper was consisting of short answer questions but in view of wide range of syllabus coverage, the question paper pattern is changed to Objective pattern and also 5 marks are allotted for assignment for sciences stream and 10 questions each carrying 2 marks for commerce and arts stream
6. Internal Assessment Tests are conducted twice in the semester.
7. Apart from Internal Assessment tests, Slip test and Pre-final (in the Semester end examination pattern) examinations are conducted.

#### Procedure adopted for Pre-final examinations:

- Circulation of detailed time-table
- Two sets of examination paper submission by the faculty 3 days before the examinations
- Centralized seating arrangement and invigilation duties
- Submission of marks within 3 days from the last date of the examination after discussing the student performance in class room sessions in WWW (Where Went Wrong).
- The marks will be displayed on the notice board within a week after the end of examination.
- A scrutiny committee to review results and suggest all the possible remedies to resolve inconsistencies if any.
- Special care taken to weed out any bias to the students thereby increasing objectivity.
- The progress of the students in the laboratory sessions are continuously evaluated periodically through Progress sheet for each student and the same is recorded and assessed twice in a semester.
- Conduction of Laboratory examinations once in a semester by the Internal and external examiners for both odd and even semester.
- Internal Assessment (IA) I covers first 2 units and IA II covers the remaining 2 units. A comparative study of Internal Assessment I & II is taken up for initiating the steps for improvement.

Two internal examinations are conducted in each course and best of the two will be considered as the final internal marks and uploaded to University website. Exam related grievances are resolved within 48 hours.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

Internal Assessment is conducted as per the university almanac that includes the dates for Internal Assessment examination the strictly adhering to the norms and guidelines of the Kakatiya University. The detailed Time-Table is circulated to the students at least 10 days before the commencement of examinations.

Continuous improvements in Internal Assessment:

Earlier to the Academic Year 2016-17, the internal assessment examination marks were not a part for the award of the degree. However, as a part of institutional training policy the internal examinations were conducted as per the institution almanac. Institute notifies evaluation process and related guidelines on the notice board as well as on institute website. Distribution of marks and schedule of internal evaluation are circulated to all the faculty and students well in advance.

From the Academic Year 2016-17 examination question paper was consisting of short answer questions but in view of the wide range of syllabus the question paper pattern is changed to objective pattern with 5 marks for assignment.

Apart from the Midterm examinations, Unit tests, slip tests and pre-final examinations are also conducted.

Procedure adopted for Midterm Examinations:

- Circulation of Detailed timetable
- Two sets of Examination paper submission by the faculty 3 days before the examinations
- Centralized Seating arrangement and Invigilation duties
- Submission of marks within 3 days from the last date of exam after discussing in the classroom.
- The marks will be displayed on the notice board within a week after end of exam.
- A scrutiny committee is constituted to review results and suggest all the possible remedies to resolve inconsistencies if any.
- Care is taken to weed out any bias to the students thereby increasing objectivity.
- The progress of the students in the laboratory sessions are continuously evaluated through a progress sheet for each student and the same is recorded and assessed twice in a semester.
- Laboratory examinations are conducted once in semester by the internal and external examiners for odd and even semester.
- Internal assessment I covers first 2 units and Internal Assessment II covers the remaining 2 units. A comparative study in Internal Assessment I & II is taken up for initiating steps for improvement.
- Two internal examinations are conducted in each course and best of the two will be considered as the final internal marks and uploaded to University website.

- Assignments given to the students at the end of each unit and the marks secured will be included in the internal examinations.
- Based on the marks obtained in internal Assessment tests make up classes will be planned. This will ensure for timely academic progression of the students throughout the semester. The Mentors personally inform the performance of identified advanced and slow learners to the parents.

In case of any grievances all the grievances should be resolved within 48 hours (2 working days) from the date of receipt.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

#### Response:

The programs offered by the college cater to multiple interests of the student community and also at producing the qualified and skilled human resource required for the well-being of the Nation. Considering the vision, mission and the value systems, the Program Outcomes (POs) and Program Specific Outcomes (PSOs) are stated. Necessary emphasis is given to ascertain the holistic development of the student while drafting the POs and PSOs. Keeping in view of market demand, employer requirements and also enhanced life-long learning abilities required, the Academic Planning and development Committee (APDC) after thorough discussions drafted the POs and PSOs. The Program outcomes primarily target to impart knowledge and skills which is critical for building the students competence and personality.

The faculty member, immediately, after the course allocation derive the course objectives and Course Outcomes (COs) after discussions with peer groups. Department Review Committee (DRC) maps the link between Vision, Mission, PSOs, Pos, course objectives and Course Outcomes (Cos). The mapping procedure is adopted to identify the attainment of POs and PSOs based on the feedback received from employers, experts, industry, alumni, faculty and students.

Mechanism of Communication: The College clearly stated Programme outcomes of the Programs and Courses. To communicate the learning outcomes to all the stakeholders the following mechanism is adopted:

- Hard Copy of syllabi and Programme Outcomes are available in the Departments for ready reference to all the stakeholders
- Programme Outcomes are displayed on the walls in the key areas of the institution including department, Laboratories, Library, Seminar Hall and also corridors for effective circulation
- Brainstorming sessions are conducted as a part of the Induction / orientation programme where the

Vision, Mission, Core Values, POs, PSOs, COs are communicated to the students.

- Vision, Mission, Core Values, Pos, PSOs are communicated during Parents meeting, Alumni meetings, Training and Placement activities, etc. and the feedback on the need for improvement is collected to update the same to suit to the present-day requirements.
- Students are encouraged to take part field studies spreading the concern among all the stake holders through the activities of NSS and NCC
- Soft Copy of Curriculum and Programme Outcomes and Course Outcomes are made available on the Institution website.
- The importance of the Programme outcomes has been communicated to the teachers in every IQAC Meeting and College Committee Meeting.
- All the faculty members must maintain the course file for all the courses they are handling that contain the vision and mission statements along with the POs and PSOs along with the Course objectives and Course Outcomes of that course.
- The students are also made aware of the same through handouts of various activities / pamphlets / lab manuals / various special circulars.

In addition, the POs / PSOs and COs are communicated through various committees constituted from time to time.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

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

#### Response:

The institution is committed to impart quality education to the student community which is reflected in their vision, mission, program outcomes, Program Specific Outcomes and course outcomes.

To achieve this goal, the POs, COs are mapped with human and physical capital and the attainment of the same is evaluated every semester.

The selection committee while recruiting faculty members thoroughly examine the qualifications, experience along with the ability of the candidates to deliver the POs and COs.

The Faculty members are also encouraged to update their subject knowledge and keep track of the changing trends in teaching methodology and delivery by pursuing higher studies, participating in the faculty development programs, seminars etc. Special training to use Infrastructure, ICT facilities, modern lab equipment is another focus for improved attainment of POs and COs.

PO and CO attainment is linked to the teaching tools identified by the faculty to teach a given course. Departments have evolved from the traditional chalk and talk teaching techniques and the use of experiential learning techniques viz., seminars, workshops, field visits and internships are encouraged.

The college uses various criterion for direct and indirect assessments. The student performance data vis-a-vis university examination is compared and evaluated. The POs and COs attainment is evaluated by.

#### **Direct Method:**

- The continuous Internal Examinations (CIE) and the end semester examinations are the prime tools for evaluation of PO and CO attainment. The CIE matrix comprises of two internal assessment tests, assignments, practicals and attendance. The marks obtained by the students are mapped to COs and POs.
- Some of the UG programs have a mandatory Internship where the industry evaluates the students' performance based on certain criteria drawn from the POs.
- Experiential Learning in the form of organizing events like workshops/Seminars/Fests is also used to evaluate students organizational and leadership skills which are having a component of PO attainment.
- Academic Audit Committee scrutinizes the results and interacts with the students to take their feedback COs and POs attainment
- Community Development Program is also another important component. The students' involvement and their impact on community also help to map PO attainment.

#### **Indirect Method:**

- Student feedback on curriculum is obtained and the same is shared with the departments so that their feedback is discussed and relevant changes, if any, are made.
- Feedback is collected from the employers, experts, industry, alumni on the curriculum, facilities, Training Needs etc. to identify the attainment of POs and PSOs
- Feedback from the stakeholders will help the faculty members to initiate measures such as introduction of Assignments, Field trips, projects etc. for improved attainment of learning outcomes.
- The results of CIE and ESE will be thoroughly discussed and approved with a brief POs and COs attainment in Academic Audit Committee.

POs is evaluated based on the performance of the students in terms of their progression to higher studies, passing the competitive examinations and placement.

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

### **2.6.3 Average pass percentage of Students during last five years**

**Response:** 40.69**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
169	300	217	217	238

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

2018-19	2017-18	2016-17	2015-16	2014-15
427	593	571	575	595

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.76

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

Response: 6.32

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	2.92

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

Response: 22.22

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	0	01	01	01

##### 3.1.2.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
9	9	9	9	9

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

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

Response: 17

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

2018-19	2017-18	2016-17	2015-16	2014-15
04	01	04	03	01

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.2 Research Publications and Awards

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.04**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

KMDC encourages faculty, students and staff to engage in various activities for the holistic development of neighbourhood community.

As a part of activity calendar, every year the community-based activities viz. Village adoption & Winter Camps, Haritha Haram Awareness rally, Blood donation Camps, AIDS awareness Rally, etc., are organized under which students and staff participate voluntarily for the welfare of the society.

As a part of the Village adoption & Winter Camps at Regulachalaka, Koyachilaka village near Khammam was adopted and the activities viz. Promoting green cover of the village by planting more saplings, fund collection drives, propagation Swatch Bharat Activities (clean and Hygienic neighbourhood), demonetization and digital payment (Digital Literacy), campaign about renewable energy, general literacy, Awareness on traffic rules etc.

Further, an effort is made to sensitize students on social issues by encouraging the students to participate in rallies and road shows with themes viz. traffic rule awareness, Ethical Voting, gender sensitization, girl and women empowerment, drug abuse and Drug De-Addiction campaign etc., in the neighbourhood community. Anti-Plastic Rally / Oath is taken-up by the students and they have actively involved in spreading this message in their respective villages.

An activity initiated by the students to collect old books from their brothers and sisters and nearby people

and distributing to the children in adopted village received lot of appreciation from the local administration.

KMDC Blood Donors' group maintains a database of the blood groups of all the students and also responds to the calls from the neighbour hospitals and the students donate blood regularly to the needy as well as to the Blood banks

In addition, the following NSS & NCC activities were organized annually

- NSS Day celebrations
- NCC Day celebrations
- Fund mobilization for Flood Victims
- NSS students acted as volunteers in General Elections.
- District level NSS Leadership training program for 7 days
- NCC Cadets are encouraged to taking part in Pulse Polio, Environmental protection, blood donation camps

This attempt to involve the students in extension and outreach activities sensitize them towards social issues viz., child abuse, female child protection, victims of violence, kind towards old and infirm, domestic violence, refugees and displaced persons etc.,

The activities conducted are primarily aimed to imbibe the values of social responsibility in the minds of the students such as:

- To extend a helping hand towards people in need and distress
- To understand the needs of under privileged children
- To promote cleanliness in all span of life and common places and vacant areas or neighbourhoods.
- To attain social values and a deep interest in environmental related issues.

Learning outcomes of the extension activities are:

1. Enhanced knowledge and deep understanding of societal issues and to search solution by getting involved with their lives.
2. Build-up relation and tie-up with organizations / NGO to carry extinction activities after graduation.
3. To develop a passion and brotherhood towards poor, affected people, community, animals, etc.,

Develop problem solving skills, social skills, communication skills, management skills, leadership skills, analytic skills, perceptual skills etc., through experiential learning techniques.

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

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

Response: 24

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 55

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	7	5

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response: 52.4**

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

2018-19	2017-18	2016-17	2015-16	2014-15
640	751	747	601	415

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Collaboration

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

**Response: 15**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response: 18**

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	02	01	01	02

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

##### Response:

KMDC has set up the physical facilities such as Class rooms, Smart classrooms, UG laboratories, Library, office of the Principal and various Heads of the Departments and ICT enabled Seminar Hall. The facilities were developed, maintained and upgraded to comply with norms laid down by the Affiliating University i.e. Kakatiya University, Warangal and UGC, New Delhi. Institution building is a continuous process. The management is benevolent to arrange all the necessary facilities from time to time to support the teaching and learning process.

The Academic areas such as classrooms, tutorial rooms are constructed keeping in view of the illumination, acoustics and proper ventilation. The basic facilities such as electricity, comfortable seating arrangement (Dual Desks) are provided considering each classroom as a independent unit. The special classrooms are equipped with modern teaching aids (ICT facilities) such as smart boards. The teaching faculty are encouraged to use innovative teaching methodologies to teach important topics.

##### Class Room infrastructure:

- Class Rooms (500 sft each) - 39 no.
- Tutorials (200 sft each)-10 no.
- Class Rooms with LCD / OHP and Duel Desks, Electrical wiring.-10

The seminar hall has Public Addressing system, LCD projector, Personal Computer internet facility and Adequate seating arrangements. The ambience is aesthetically very pleasant. Greenery is maintained with tall trees inside the campus. As the campus is located in the heart of the Khammam town the students prefer to attend on their own transport. A guest room is arranged in the campus to accommodate the guests visiting the campus for student training / visiting faculty. Laboratories for each subject have adequate storage space. The chemistry labs are safeguarded with exhaust fans, separate drain facility and charts. The labs have displays in the form of charts, posters and safety instructions. separate registers are maintained to record for the usage of consumables, glassware and the activities in the laboratories

No of Laboratories - 31 laboratories (with 500 sft each) with state of the art laboratory facilities

Usage registers / logbooks are maintained to record the use of instruments where ever required. Uninterrupted Power Supply is provided to support the computers in Laboratories and office with backup power supply. To address the increasing demand of mineral water facility a mineral water plant is installed with a capacity of around 500L/hr capacity. The plant is maintained at regular intervals. Computing equipment are arranged with LAN facility and around 100 numbers of computers are connected in network in the computer lab.

- Seminar Hall with 200 seating capacity with LCD, Audio Visual Facilities and Public Addressing System



- Computer Lab with 112 systems
- Computer centre with 30 systems
- Training and Placement & Career Guidance Room – 1
- Digital library with 8 systems
- Smart Class Rooms - 10

The principal office is attached with the Admission and Accounts office. Committee room is also established with adequate seating capacity.

Library cum reading hall is equipped with adequate seating arrangements, Display racks, Almirahs, periodical section, magazines, journals, reference books, issue books and rare books.

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

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

##### **Response:**

In addition to the academics, the students are encouraged to participate in the co-curricular and extra-curricular activities. As a part of extra-curricular activities annual cultural competitions are organised in the institution viz., dance, song (group and solo), Essay writing, debate, rangoli, flower decoration, poster making, painting etc., both at the time of Youth Festival, social gatherings and College Annual day. The winners are felicitated in the College annual function celebrations.

- Also, the students are motivated to participate in cultural events organized during traffic awareness, women empowerment, inter college competition etc.,
- Other than this, the institution also support the participants of the cultural events through
  - Participants of the cultural activities are financially supported in form of choreographer, dress, transportation etc.
  - Those students who are selected by the represent college at university level, state and national level to participate in the competitions are financially supported by the college by providing them TA/ DA.
  - Faculty members help the students and groom them for cultural activities.

Students are motivated to participate and unveil their talents on special occasions like Republic Day, Independence Day, Gandhi Jayanti, Swami Vivekananda Jayanti etc. Refreshments are provided to students and staffs during National festival celebration.

- The college has Open Dais with a capacity of 1000 students a big stage of 20' X 15' (approximately) having all the necessary equipment viz., Mike arrangements, Podium, Banner for felicitation during annual meet are arranged by the institution and is used for conducting annual

function and various cultural activities.

- The institution also has a seminar hall (approximately 2000 sq. fts each in area) having audio system and fixed LCD with the seating capacity of approximately 200 students simultaneously in each hall which are also used for conducting various cultural programs.

Within a radius of 2 km, we have Pavilion Grounds of Khammam Municipality and Sardar Patel Stadium of Sports authority of India. We have an MOU with Sardar Patel Stadium to use the facilities for holding practice sports sessions. This sports complex is having cricket nets, TT, Basket Ball, Foot Ball, Tennis, shuttle (indoor), swimming, skating etc.,

For all major sports events of the institution with a prior notice these facilities are utilised. At both these places Gym facility is also available at subsidised rates. Our Physical Directors have a liaison with these gym centres to accommodate the interested students.

In addition

- College has sports facilities for outdoor games viz., Shuttle, Badminton, cricket Practice Nets and indoor games viz., Table- Tennis, Carom, Chess, Ludo.
- The institution has sports room accommodating all the indoor game facilities.
- The players are provided Track suit, T- shirts for practice.
- A provision to reimburse TA/DA to players for participation in State and National events.
- A provision for Refreshment and Lunch to participants of various games and sports.
- Winners are felicitated with mementos / certificates.

Yoga Centre- A separate yoga centre is established to encourage the students to practice. This will assist the faculty and students to overcome the ill effects of work stress.

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

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

**Response:** 25

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

**Response:** 3

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 1.72

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

Kavitha Memorial Degree College (KMDC) was established in 1991 and is one of the oldest degree colleges established under Kakatiya University, Warangal. The Library of KMDC is established in the main building with adequate infrastructure and seating arrangement. The collection of books in the library includes around 15000 books, with over 3500 titles and 1500 reference books, 234 journals, 21 magazines, 13 newspapers apart from the above an access to open journals is given through unlimited Digital library facility. The students are given permission to access these e-content during the college hours. Extended library hours are arranged to the students on request. CSIR material is also available for students' access.

The collection of books include documents covering a wide range of subjects from Telugu literature, English literature, Sciences, Arts, History and Social sciences, languages etc. The library is digitalised, and has a spacious reading hall and reference section. The reading area can accommodate 50 users at any point

of time.

The library is automated with integrated library management software ECAP. The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc are done through the software. The reading and reference section is provided all necessary furniture. The users can search the collection of books by title, author, publisher etc through the software. The books are being bar coded and the users are given unique barcode ID. Apart from the printed books the library is having access to e resources of n list which is a part of e-Shodh Sindhu consortium of INFLIBNET, where the users are given awareness and made to access browse and download e books, e journals, databases etc. The new books are displayed for two weeks on the display stand. User orientation is provided at the beginning of the year regarding the various facilities services and resources available in the library. The library is provided with internet service. The Internet room is equipped with 10 systems with 3 Mbps internet connectivity. For Enhancing security CCTV cameras have been installed. Fire safety units are also available. At the entrance of the library a register is placed to track and record the movement of the users of the library. Faculty encourage the students to refer to the library books to solve the assignments. Students are encouraged to access reference books to solve various assignment questions. To enhance the employable skills especially communication skills, book / newspaper reading is made as mandatory for all the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

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

**Response:** E. None of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response:** 0.44

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 12.5

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

Response: 203

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

Keeping in view of the fast-changing trends in the teaching and Learning process, we at KMDC encourage the faculty members to use innovative pedagogical approaches. KMDC adopts quality in teaching through enhanced utilization of ICT facilities. Faculty encourages the students to give seminars and participate in group discussions conducted as a assigned activity supplementary to class work. Project Based learning, Experiential Learning techniques are introduced where ever necessary. State-of-the art laboratory facilities and computing facilities are provided to support academic requirements.

**Infrastructure:**

- Computer Laboratory with over 90 Computers connected in LAN

- Wi-fi Campus.
- Printers, Scanners, LCD / OHP Projectors, UPS, surveillance using CCTV.
- Software for student data Handling.

The IT infrastructure is maintained and updated at regular intervals viz.,

- Regular maintenance of all the major equipment such as UPS, Generator, major lab equipment
- Upgrading IT Facilities, Desktop Computers, Printers, OHP / LCD Projectors, UPS, CCTV cameras and Scanners
- The institute has always been reviewing the current needs and accordingly the internet bandwidth is enhanced from time to time.
- Leased Line Internet connectivity over RF and is available to class rooms, Seminar Halls, Library
- The internet facility is very much useful in browsing the E-learning resource through DELNET, e-Shodh Sindhu etc.,
- Students and faculty are encouraged to register for IGNOU courses
- Before the commencement of lab work, the faculty use LCD projectors for demonstration of the experiments.
- Student is encouraged to utilize the available internet facility to participate in group discussion, debate, seminars etc., by developing various demonstration modules such as PPT / slides / charts / Java applets / short videos / prototypes.
- Effective utilization of infrastructure is ensured through training the lab technicians / system administrator by permitting them to attend various training programmes / workshops.

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

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

**Response:** 10:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

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

**Response:** A. 250 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 4.13

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.42	2.70	4.48	1.58	1.83

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

**Response:**

In tune with the vision and mission of the institution KMDC is having a roadmap to impart quality education to the students by providing state of the art facilities both in classroom as well as in the laboratories. Hence the lab in-charges and the faculty members ensure the effective functioning of the equipment from time to time.

The maintenance of the academic support facilities is divided as

- Periodic maintenance and
- Need based maintenance.

Maintenance Committee is responsible to ensure the effective functioning of the academic support

facilities. This committee will oversee the maintenance of buildings, classrooms and laboratories and prescribes maintenance schedule for effective usage of the facilities.

Responsibilities of the Supervisor cum caretaker:

- To efficiently organize the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc.
- To conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- To employ adequate in - house staff to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment.
- To ascertain cleaning and up keeping of Classrooms, Staffrooms, Seminar halls and Laboratories, etc., by Non - teaching staff assigned for each floor.
- To ensure maintenance of the washrooms and rest rooms as per the maintenance schedules.
- To arrange dustbins at key areas in every floor and in open space.
- To maintain Green Cover in the campus.
- To ensure satisfactory working condition of all major equipment (viz., Generator, UPS, Air Conditioners, CCTV cameras and Water treatment plant) installed in the campus through annual maintenance contracts (AMC) where ever applicable.
- The campus maintenance is monitored through surveillance Cameras.
- Lab assistants under the supervision of the System administrator / Lab in-charge maintain the Desktop computers, Servers, Printers, Scanners, Laboratory equipment, Lab accessories etc.,
- The non-teaching staff are trained in maintenance of minor laboratory equipment and computers
- Every Laboratory maintains a Stock Register, Maintenance Register, and Breakage Register for the all the available equipment.
- Proper inspection is done and verification of stock takes place at the end of every year.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Principal.
- The requirements are collectively processed in every semester break so as to keep things ready for the new semester.
- Pest control of library books and records is done every year by the maintenance department.
- This team looks after the regular maintenance furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house- keeping approach roads and neatness of the entire premises.

Housekeeping services are regularly executed and monitored.

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



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 87.89

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1297	1555	1614	1674	1611

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

Response: 3.07

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

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

**Response:** B. 3 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

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

**Response:** 12.63

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

2018-19	2017-18	2016-17	2015-16	2014-15
208	224	180	259	240

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

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

**Response:** B. 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 18.96

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

2018-19	2017-18	2016-17	2015-16	2014-15
47	82	45	59	38

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 51.93

#### 5.2.2.1 Number of outgoing student progressing to higher education.

Response: 229

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

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

Response: 17.33

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	02	0	0	0

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

2018-19	2017-18	2016-17	2015-16	2014-15
45	57	61	48	52

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

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

Response: 49

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

#### Response:

At KMDC we believe in the participation of all the stakeholders of the Institute (viz., students, staff, faculty, alumni, parents and management) in the governance to ensure transparency and accountability. KMDC students actively participate in various student activities in the form of organizing events by forming student organizing committees. They assist to coordinate all the events related to academic, co-curricular & Extra-curricular activities, under the supervision of the advisory committee comprising of teaching faculty. Organizing committee has the members from all the Departments. They participate in academic administrative work by strategically involving students where ever necessary. This cell will bridge the gap between faculty and students. They also encourage aspiring students to take part in the activities conducted by the Institute. It encourages the students to develop their leadership skills through these activities.

Members of the Organizing committee are given in below document and link:

Contributions of the Students in Academic Administration:

1. Periodic academic monitoring
2. Monitoring attendance of Students through peer teams
3. Information circulation and academic data transfer viz., lecture notes, assignments, activities of training and placement, seminars, guest lectures, industrial visits
4. By helping the department in inviting the external guest speakers and organizing the Seminars & Workshops and to help the college to set up advance laboratories and library facilities.
5. The CRs are also the members of the training and placement cell of the college
  - Training need analysis
  - Identification of market needs
  - Organisation of Training sessions
  - Browsing the market for genuine placement organisations.
  - E-mail communication to the organisations inviting them for recruitment drive.
  - Event management on the day of placement drive.
  - liaison between HR team, TPO and students

Contributions of the Students in co-curricular activities:

1. Coordination in organizing Sports & Games for the students
  - Planning and conduct of regular practice sessions for the students

- Circulating the information pertaining to the activities of sports and games committee and also about the events being organized by institutions around and also by the affiliating university
  - To coordinate with PD to conduct the annual sport meet.
2. NSS volunteers are involving in the campaign against Nirbhaya incidents and other social charity activities concerning the societal issues
  3. NCC Cadets of the college are involved in the Election duties and traffic management by city traffic police and mass immunization programs of Govt of Telangana.
  4. Coordination in organizing Cultural events
    - To Plan for annual cultural day in liaison with the cultural committee of the college.
    - Circulating the information pertaining to the activities of cultural committee and also about the competitions being hoisted by surrounding institutions
  5. Through a students' discipline committee to monitor and guide the student crowds during various academic / co-curricular activities.

The college students are involved in fund raising for orphans and victims of natural calamities like Kerala Flood victims.

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

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

Response: 16

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

2018-19	2017-18	2016-17	2015-16	2014-15
15	15	15	15	15

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

#### Response:

The institution has very great foundation for the alumni association since long time because there was an only college at that time of its inception and maintaining the same standards from then to now. Institution organize at least one alumni's meet in a year. Local and outsider Alumni take care of the arrangements that are placed in industries, education, business, professional fields, entertainment and media industry, academics and social work.

Most of our teachers are the members of the alumni association which helps the institution in terms of academic planning, placements and career guidance. Alumni members are the active members in IQAC, NSS, NCC and Fund raising/Donation Committee etc.

Alumni association contributes significantly in the development of the institution in various aspects like

#### Academics

- Arrange and support in placement activities for the students of Institute
- Enhancing the student's employability by bridging the gap Between Industry and Institution interaction.
- Supporting and guiding the institute on various professional platforms like seminars, symposiums etc.
- Planting an idea of self-employment in the mind of students and making them confident and become entrepreneurs
- Encourage the students of the Institute and members of the Association for research & development work in various fields
- Mentor the students of the Institute for higher education, development of character and being Good citizens.
- Provide scholarships to deserving students and ex-students of the Institute for the purpose of education and sports.

#### Personality Development

- To help and assist other regional bodies for training programs in entrepreneurship development, with resources available with association
- Helping and guiding students also in extra-curricular activities which helps in all round development of the students
- To help and guide students and ex-students of the Institute for anti-drug, anti-ragging, and any other anti-social activities.
- To promote and foster mutually beneficial interaction between Alumni and the Institute.

**Institution**

- Encourage the formation of regional chapters to increase participation of Alumni.
- Giving a helping hand by providing medical support to the teaching and non-Teaching staff
- Encourage the Alumni to take abiding interest in the process and development of Institute.

**Society**

- Promote computer and internet literacy among the society.
- Organize debates on various social issues.
- Help towards environmental conservation, anti-pollution activities against air, water and sound pollution, by slide show, street play, demos, handbills and all possible ways of social awareness.
- Help victims and victim areas of natural calamity and disasters like earth quakes, flood, storms, malnutrition, fire and violence etc.
- Publish books, periodicals for public interest.
- Arrange blood donation, eye donation, organ donation and health awareness Camps

.Mentioning the above objectives of Alumni Association our alumni contributes in many ways for the development and betterment of our Institute. Our students and Institute are benefited in various fields such as student placement, training, expert lectures, career guidance sessions, Industrial visits and mentoring. The alumni of Institute is guiding and nurturing our students to become engineering professionals. It is our plan to develop everlasting relations with our alumni which in turn will give rise to mutual benefits.

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

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

**Response:** E. <1 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

**Vision:** To be a centre of excellence in value based holistic quality education carving research, innovation and entrepreneurial attitude that transforms students into globally competent society sensitized graduates.

**Mission:** To create a student centric institute support with innovative student pedagogy

- To maximize the utilization of the state-of-the-art infrastructure for the overall development of individuals.
- To encourage independent thinking and application-oriented collaborative research in the areas of contemporary interest to contribute to the development of the region and the nation.
- To provide effective teaching & learning environment for training graduates with values, entrepreneurial attitude and globally employable skills.
- To encourage participation in games & sports, co-curricular and extra-curricular activities resulting in overall personality development.

##### The Governance:

The Principal makes action plans in consultation with faculty members to review of outcomes from the implementation of action plans through meetings with functional committees and makes necessary changes in action plans wherever required.

The requirements of the society for policy making and planning are collected by the Principal through interaction with various stakeholders.

Feedback is collected from the students, Staff members, Parents, Alumni, Employers / Industry and analysed. Principal ensures that all stakeholders are involved in different activities. This feedback is on the policies of the institution, efforts in realising Vision & Mission of the institution, infrastructure, curriculum and also on the employable skills of the students.

Based on the feedback analysis, the necessary changes in the policies are incorporated.

The Faculty members play major role in various committees and cells to contribute in decision making, implementation of plans and formulating perspective /strategic plans.

Governing Body (GB) is at the zenith in the administrative hierarchy.

The Principal seeks the advice from the members of the GB comprises eminent academicians, industrialists and administrators.

In consultation with the GB all the rules and regulations for Academic and Administrative functions are

prepared within the framework of the vision and mission statements of KMDC.

In tune with the Vision & Mission short term and long-term goals are identified and based on the above quality policies of the institution is drafted. This is kept wide open to all stakeholders for suggestions.

Based on Training Need Analysis faculty and supporting staff offered necessary training. The participatory role of the management is one of the key factors for the efficient and effective running of the institute

The quality education imparted as per framed syllabus of Kakatiya University. Where ever necessary based on the feedback collected from the stake holders customised training modules are prepared with the content beyond syllabi as Add-on courses or certificate programs. These courses give priority to practical skills, employable skills and social responsibility.

The focus of the administration is to transform the institution as a centre of excellence in imparting value based holistic quality education that include research, innovation and entrepreneurial attitude. The aim is to build a graduated who can face any challenge of the society.

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

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

#### **Response:**

The Governing Body of KMDC strongly believes in the decentralization at all levels. The organizational flow of the institution includes Principal, Heads of the Departments, Non-Teaching Staff, Students, Parents, Alumni, Employer / Industry. The contributions of all the stakeholders are visible through the dynamic administrative and academic policies of the institution.

Institute has an inbuilt mechanism of delegating the authority and providing operational autonomy to various functionaries to work towards vision and mission of the institution. Through participative management, various Academic and Administrative committees comprising of Principal or representative of principal, Senior faculty members, students (wherever necessary) are involved in planning and implementation of various strategies for the effective functioning of the institution. All the decisions are based on department meetings in accordance with institution policies.

The institute promotes a culture of participative management by involving staff and students in various activities. The institution believes in the culture of participative management enabling staff and students to give their opinions and suggestions

Some of the committees involved in the administration

- GOVERNING BODY (GB)
- ACADEMIC PLANNING AND DEVELOPMENT COMMITTEE
  
- FINANCE COMMITTEE
- INTERNAL QUALITY ASSURANCE CELL(IQAC)
- ANTI RAGGING COMMITTEE
- GRIEVANCE REDRESSAL COMMITTEE
- EXAMINATION COMMITTEE
- LIBRARY COMMITTEE
- EQUAL OPPORTUNITY CELL
- COMMITTEES FOR SC/ST & MINORITIES
- INTERNAL COMPLIANT COMMITTEE
- GENERAL MAINTENANCE COMMITTEE
- RESEARCH & DEVELOPMENT CELL
- WOMEN DEVELOPMENT CELL
- CANTEEN COMMITTEE
- ALUMNI ASSOCIATION – KAVITHA MEMORIAL DEGREE COLLEGE
- OBC CELL
- MINORITIES CELL

The primary roles and responsibilities of every administrative head are predefined.

Principal:

- To hold Academic Planning and Development Committee meetings as per norms
- To coordinate and motivate the faculty and students and supporting staff, so that they play their respective roles more efficiently
- Takes care of the fulfilment of all the curricular & Extra-Curricular requirements

Head of the Department:

- Responsible for all the academic affairs of the department
- Represents his/her department and will report to the principal all the shortcomings for the development and proper functioning of the department.
- Also concentrate on the all-round participation and interest of the students in Extra-curricular activities
- Responsible for innovative programs including collaboration with other institutions, universities and different industries
- Collect feedback from students and inform the Principal.

Class In-charges:

- Teaching
- Students Assessment & Evaluation including examination work of university
- Helping the students in personal, ethical, moral and over all character development
- Assisting in conduct of and organizing seminars/workshops/guest lectures
- Participation in the Co-curricular & Extra-curricular Activities
- Referring to the class timetables, prepare the timetables of individual faculty and labs.

- Syllabus coverage of individual subjects in respect of exams
- To inform HOD about alternate arrangement for lectures and practicals when faculty is absent.

Collect information regarding weaker students from the subject teachers and arrange remedial classes, counselling sessions with HOD.

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

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

Kavitha memorial educational institutions are defined by highly committed and quality conscious visionaries who are dedicated for making a positive and profound impact on the way education imparted in the modern times. The goal is to develop students into integrated personalities with a right combination of academic programs & extracurricular activities. Kavitha Memorial Degree College (KMDC) has a unique distinction of a modern age educational institution offering modern, restructured and vocational degree programs. Every year the stupendous performance by our students on all fronts is a testimony of the uniting efforts of faculty, students and management members. These achievements are constantly reminding us of onerous responsibility shouldered on us by the parents and students.

#### Strategic Goals for effective teaching learning process

- Developing and following leadership and participative management
- Establishing a continuous Internal Quality Assurance System
- Ensuring good governance
- Ensuring students' development and participation
- Ensuring staff development
- Developing financial management
- Put emphasis on Institute – Industry interaction and partnership
- Development of entrepreneurship
- Encouraging research and development work
- Increasing internal revenue generation
- Increasing Alumni Interaction and participation and Outreach activities
- Engagement in Community Services and Activities
- Developing physical infrastructure
- Getting memberships of professional bodies, Local chapters, student chapter etc

#### *Implementation and Monitoring*

During implementation the progress of strategy shall be measured from time to time. Hence the measurable success indicators are clearly spelt out in the implementation document. The Principal along with Academic Council and committees constituted by the Principal as chairman, other faculty members, Non-Teaching Staff, including the student as team member where ever necessary will be the custodian for assessment and implementation of strategic plan and its deployment.

The implementation of strategic plan will be monitored time to time by Principal, Academic Council and other committees through periodic review. The section heads will prepare the detailed progress report and present it in the review meetings. The benchmarking of quality standards and its monitoring, evaluation of attainment will be carried out by the IQAC independently. The IQAC will report the findings to the Academic Council and GB. With thorough analysis of outcomes and based on IQAC report, the above will recommend the corrective actions, need of further processes and deployment of resources. All these reports will be forwarded for further discussions and implementation by the GB.

### Measurable performance indicators during Implementation

- **Effective teaching learning process**
- **Leadership and participative management**
- **Internal Quality Assurance System**
- **Good governance**
- **Student's development and participation**
- **Staff development & welfare**
- **Financial management**
- **Institute – Industry Interaction**
- **Students Development**
- **Entrepreneurship**
- **Internal revenue generation**
- **Alumni Interaction**
- **Community Services and Extension Activities**
- **Infrastructure – physical & Academic**

Our effort for paving a pathway towards accomplishment of goals KMDC dreams to achieve. The proper implementation of strategies through teamwork with good spirit leads to success and sustainability over a longer time through a dynamic process. It needs continuous evolution to incorporate the lessons learnt during the implementation and emphasizes the role of IQAC in ensuring the quality of implementation.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### **Response:**

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

Kavitha Memorial Degree College, established in the year 1991, by a group of educationists and philanthropists has been sponsored by Sri Kavitha Educational Society, Khammam Telangana. It is recognized by UGC and approved by the State Government of Telangana, permanently affiliated to Kakatiya University, Warangal.

The College is having 29 years of rich standing in the educational era and the present (2019) intake is 810.

This institution is established with a vision to provide quality education and to be among the best of the institutions. With added emphasis on attitudes, skills and knowledge it has become the epic centre of innovation and creativity.

The core principles of good governance are practiced. The implementation of these governance guidelines practices shall provide quality education with the effective utilization of manpower, infrastructure (including state- of-the-art Laboratory facilities) and other facilities available in the institute duly ensuring transparency and accountability in the administration.

The implementation of these governance guidelines practices include:

- To continue the ongoing good practices.
- To ensure transparency at all levels of governance and administration.
- To foster Industry-Institute interaction.
- To follow integrity in appointments at all levels.
- To strictly adhere to the rules and regulations of the statutory bodies.
- To establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- To involve all the stakeholders at various levels as deemed fit with regard to guidelines of statutory bodies.
- To achieve optimum utilization of infrastructure, resources for better output.
- To establish processes in risk management.
- To enhance the quality of teaching-learning process.

- To set up centre of excellence in research & development and enhancement of quality of research and consultancy.
- To set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- To place improved systems for feedback, self-appraisal of faculty and staff.
- To create bench marking with other institutes of repute.
- To accomplish appraisal of Head of the Institution.

The organization of the institute along with its organization structure, functions and responsibilities of all statutory bodies and other Committees for the smooth and effective functioning of the college are well defined. The following are the four fundamental bodies of the institution.

- Governing Body (BG),
- Academic Planning and Development Committee (APDC),
- Finance Committee and
- Internal Quality Assurance Cell (IQAC)

The institute follows the duly vetted decision making processes that ensures transparency and accountability. The institute is having a well structured Governing Body and APDC. Decisions made by GB and APDC are disseminated by Principal to all the teaching and non-teaching staff members. Principal works with the four main sections

There will be a continuous monitoring and feedback mechanism to assess the effectiveness of implementation of the decisions taken. The effectiveness is measured through policies, Administrative setup.

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

### 6.2.3 Implementation of e-governance in areas of operation

#### 1. Administration

#### 2. Finance and Accounts

**3.Student Admission and Support****4.Examination**

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3 Faculty Empowerment Strategies****6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:**

KMDC believes in imparting quality education to the student community. The institution understands this and appreciates the efforts of its staff. It recognizes their hard work and acknowledges their needs and requirements. The performance of the teaching and non-teaching staff is linked with the satisfactory environment in which they are designed to work. The Institution provides effective welfare measures to both teaching and non-teaching staff. All statutory welfare measures are implemented.

**Above all, the Management is so benevolent that they treat all the employees of the institutions as members of this giant family.**

**Oneness is always ensured among the members of KMDC family resulting into a lot of job satisfaction and working comfort.**

**The retention of senior faculty is a hallmark of its commitment towards the welfare of its members.**

Various monetary, non-monetary measures towards personal and professional growth are being followed to the satisfaction of the employees Performance of each member of the faculty as well as the non-teaching staff is evaluated by the institution through performance appraisal system. Increments & promotions are given as per qualifications and service in the institution.

- The management arranges get together for both teaching and non-teaching staff.
- It also arranges occasional lunch and dinner for the benefit of teaching and non-teaching staff.
- Rest rooms are arranged for non-teaching staff, gents and ladies separately.
- All staff rooms are equipped with sufficient number of chairs, tables, electric fans, tube lights and internet accessible computers.
- A recreation room is also available for the staff to spend their free time in leisure.
- A separate dining space is arranged for the staff in the canteen.
- Facilities for playing Games and Sports and other Co-curricular activities are also extended to



faculty, staff and their children round the year including holidays.

**The following are the welfare measures for teaching and Non-teaching staff at the Institute:**

- Sanction of increments as per norms
- Grant of Promotions as per norms
- Implementation of Group Health Insurance
- Implementation of PF for eligible staff
- Free transport to Teaching and Non-Teaching staff
- Subsidized canteen facility
- Facilities for attending conferences and workshops are provided
- Encouragement of staff for higher studies
  
- Creating a mechanism for developing capabilities and skills for achieving higher quality and excellence.
- Enabling staff to make use of the latest equipment through awareness programs.
- Training centres, Institutional links and academic management.
- Vehicle and Laptop loans are provided for both Teaching and non-teaching faculty.
- Children of the staff are rewarded for their best performance in academics.
- Non-teaching staff are provided with ESI facilities.
- Sports, and yoga facilities are provided for staff and family
- Provision of purified drinking water round the clock
- Organizing Medical camps at regular intervals
- Provision of Medical and Maternity leaves

Festival advances and loans

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

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

**Response:** 30.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	4	5	16	17

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response: 2**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response: 95.61**

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

2018-19	2017-18	2016-17	2015-16	2014-15
20	22	44	39	27

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

#### Response:

Quality is a continuous process. The measure of quality depends on many parameters out of which Results, Employability of the graduates, social responsibility of the students, active NSS and NCC units etc

The telescopic administration disseminate power and this process a continuous feedback on curriculum, teaching learning process, research, infrastructure, faculty, governance, imparting social responsibility and employable skills is obtained.

The class in-charges play a vital role in feeding information collected from the stakeholders to the administration at regular intervals.

Heads of the Departments processes the information collected and they will asses the voracity of the information.

The information will be used to plan Extra class work / Guest lectures / remedial classes / offer training in employable skills etc. the information will be used to plan Extra-curricular / Co-Curricular activities.

Students are encouraged to participate in Sports and Games at State / National level.

Based on the information requirements viz., rest-rooms, facilities in class rooms, laboratories are provided.

Above all the Performance appraisal is a mechanism that facilitates the staff to present their contributions before the management.

Annual performance appraisal mechanism is used to identify the strengths, weaknesses, opportunities and challenges the staff member has exhibited during the previous academic year.

The purpose of a performance appraisal system is to evaluate how well an employee performs her job duties and tasks, her supervisory and leadership capabilities and other soft skills, and how well she manages workplace relationships and conflict resolution.

The organised Institutions Performance Appraisal System for teaching and non-teaching staff is utilised to

1. Understand the individual strengths and weaknesses of the performance
2. Mutually understand expectations for performance
3. Form is a base document or personnel action

4. Determines the training needs of the employer
5. To organise faculty development programmes

Based on the feedback and data from the performance appraisal corrective measures are suggested to faculty members. HoDs and Principal will take maximum care to keep the information confidential.

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

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The financial management of the institution is monitored by the Finance Committee. This committee is headed by the Principal and consisting of the representations of the Management, teaching staff and administrative staff. Meeting of this committee are conducted at least once in six months and sets the priorities of the institution and allocates resources to each set of activity.

Internal audit is conducted by a senior faculty of the college with the responsibility of auditing the accounts of the institution. In addition to the internal audit, external auditors to verify and certify the entire income and expenditure and the capital expenditure of the institute each year. Qualified Internal Auditors from external resources have been permanently appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. At the beginning of the academic year the annual budgets are prepared, reviewed and approved by the managing committee. The auditor may thoroughly study the trust deed of the trust to which the College belongs. He may study the Act of Legislature and the rules that are applicable to that College.

The external auditing is done by a Chartered Accountant, specially designated for the purpose. External audit is also carried out on an elaborate way on quarterly basis. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings / objections. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal & external financial audit system. KMDC under the sponsorship of SKES maintains all the records of the accounts properly and submits them to the auditors at the time of the audit. The auditor verifies the income and expenditure details of the college as per the balance sheet and provisions stipulated by law.

#### Role of an Auditor in Audit of Educational Institutions:

- He shall evaluate and confirm the effectiveness of internal check system of accounting of the receipts.

- He should verify that the fees are collected from all the students and if there is any concession, the same is granted by a person who is so authorized.

He should also ensure that the fees received in advance and fees receivable are properly accounted and irrecoverable fees are written off under the authorization of the appropriate person.

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

Response:

The Institution always monitors the effective and efficient use of available financial resources for the infrastructural development and teaching learning process. Each and every rupee spent for the development is properly auditable by the chartered accountant. The institutional strategy to generate funds is primarily based on Quality enhancement strategy. This strategy is essential in teaching learning and scientific-work environment. By providing quality enhancement, a better fee structure can be claimed by the college that can be sanctioned by the government. This also leads to improved funding. Hence, quality enhancement of the institution is nurtured to generate funds from different sources the funds are generated.

Tuition Fee is the main source of Institutional Income and Tuition Fee paid by the students. Deficit is managed by taking advance from the parent trust. These funds are utilized for all Recurring and Non –Recurring Expenditure The Institution has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the Academic processes and Infrastructure Development.

All the Administrative and Academic Heads are requested to submit the Budget required for the subsequent financial year. The accounts is majorly distributed across the following heads viz., R&D Cell, Exam Cell, TPO office, Software & Internet Charges, Library Books / Journals, Repair & Maintenance, Printing & Stationary, Equipment & Consumables, Furniture & Fixtures, NCC office, NSS Cell, etc. All the major financial decisions are taken by the Institute's Management Committee / Governing Body broadly, resource mobilization process involves three important activities:

1. Identification of resources in time
2. Procurement of resources
3. Utilization of resources

The college follows the strategies for mobilization of funds and optimal utilization of resourced as directed by UGC. The college accounts department prepares an annual budget estimate in consultation with 12 departments, the Director and Governing body. This estimate is then sent to GB by principal. The college then receives budget approval letter from GB on the basis of which all financial utilization of funds take place. For major expenses, approval from Governing body is taken after recommendation from Staff Council Committees/Statutory Committees

Following steps are considered in developing an effective resource mobilization plan:

- 1.The plan for resource mobilization should be linked with the strategic plan of business which states its mission, vision, goals, its intervention strategy, and budget
- After final approval of budget the purchasing process is initiated by Development & Purchase committee which includes all Head of Departments and Accounts Officer, accordingly the quotations called and after the negotiations purchase order are placed The payment is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase Order.
- Respective faculty member ensures that whether suitable Equipment/Machinery with correct specification is purchased.
- The entire process of the procurement of the material is monitored by the Development & Purchase committee and Principal at Institute level then the Finance Department at Corporate Office level.

Financial Audit is conducted by Chartered Accountant every Financial Year to verify the Compliance.

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

## 6.5 Internal Quality Assurance System

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

#### Response:

The Internal Quality Assurance Cell constantly reviews the strategies and processes in practice in order to sustain and improve quality among the faculty members. IQAC has become instrumental in suggesting a number of quality improvement measures in the college.

IQAC in the college is constituted to help the college quality in different ways:

The following are the strategies:

#### In augmentation of teaching-learning facilities:

- To cope up with the changed scenario IQAC has tried to keep pace with the ICT enabled teaching learning process as a result of this over the years IQAC set up 10 (500) ICT enabled smart classrooms, 152 computers and 15 printers to facilitate the teaching-learning process. E-journals, DELNET, INFLIBNET, SWAYAM-NPTEL local chapter for online courses, ISTE membership, e-books database, 100 Mbps internet connection with campus Wi-Fi facility are available for the students and staff.
- Most of the teachers of the college are having their blogs; these blogs are used for circulating study materials.
- College is having its own YouTube Channel to provide audio-video lectures of the faculty.
- Blooms Taxonomy was initiated by IQAC in the academic year 2018-2019.
- Blooms taxonomy was created to provide the classic definition of the levels of educational activity, from the very simple (like memorizing facts) to the more complex (such as analyzing or evaluating information). The three types, or domains, of knowledge they defined are cognitive (knowledge), affective (attitudes) and psychomotor (physical skills).
- Faculty are given awareness to pedagogical teaching learning method, blooms taxonomy and the outcome based education by various workshops and faculty development programs conducted in the department and Institute.
- Training in Blooms Taxonomy is done to upgrade the teaching skills and formulation of question papers. The question banks which are prepared by respective faculty members will be adhering to Bloom's Taxonomy. Internal assessment 1 will be covering Course Outcome (CO) 1& 2, internal assessment 2 will be covering CO 3,4, &5. The question banks have the outcomes covered and the knowledge levels.

#### Strengthening Research Culture in the College:

- IQAC plays an important role in inculcating research culture in the college. Due to the efforts taken

by IQAC at present, 10 faculty members have been awarded Ph. D degree. The college has research centres for Ph. D. and M. Phil. 05 faculty members are recognized research supervisors in various subjects and 08 research scholars have completed Ph.D. under their guidance.

- The college teachers have published 36 research papers in the journals notified by UGC, 25 papers published in conferences/workshops/symposiums, 58 books/chapters in various publications and 01 Minor Research Projects completed/ongoing during the last five years. The college provides seed money for research projects and research incentives to teachers.
- The college has developed a well-equipped instrumentation facility centre under DST-FIST for teaching and research.
- The college has established functional 93 linkages and 15 MoUs for research, student training, and job on the training, resources sharing etc.
- IQAC conducts periodically meetings.

IQAC conducts Academic and Administrative Audit Collection and analysis of feedback from all the stakeholders.

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

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

**Response:**

- The college reviews its teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC.
- Following are two examples of institutional reviews and implementation of teaching-learning reforms facilitated by IQAC
- Structured feedback and Review of learning outcomes: Feedback is a vital part of the teaching-learning process. It helps the mentor to recognize that how the students know his or her subject being taught. The collection and analysis of feedback from different stakeholder assist the institution to understand the need of society
- Each department analyzes the feedback, discusses in the departmental meetings and submits a consolidated report to IQAC. IQAC prepares an inclusive feedback report of the college and communicates to concern people.
- From the academic year, 2018-19 the college has developed an online feedback system. Student learning outcomes are reviewed through class tests, assignments, class seminars, field projects, review of research papers/books, open book tests, internal assessment tests, and university examinations.



- University result analysis is made for each semester at the department level and is discussed in IQAC/CDC, TD-IQAC meetings for further improvement and implementation. This helps in identifying the slow and advanced learners.
- Teacher's Diary: Effective teaching achieves its success only if it is well planned. And, hence for the proper planning of teaching each teacher is provided with an academic diary containing timetable, annual/semester wise teaching planning, workload, actual teaching units, syllabus completing summary, daily teaching plan and academic and administrative committee responsibilities.
- Every teacher has to maintain an individual Teacher Diary to record the day to day teaching-learning activities regularly. The teaching Diary gives an overall summary of the topics covered by a teacher in each class per course, per semester. The Individual Teacher Diary verified and signed by HoD of the concerned departments.
- The Principal monitors the overall teaching performance of the teachers through the verification of the Diary. Besides this IQAC has reviewed and implemented its teaching-learning process .
- The college employed various student-centric learning methods such as class seminar, field visit, survey, role playing etc.
- Activity-based learning (ABL) is becoming an urge for modern day's learner centric, outcome-based education system. These techniques have been adopted among the staff members.
- The design, development, and implementation of subject ensure that students become more aware of design and team processes.
- Activity method is a technique adopted by a faculty to emphasize his or her method of teaching through activity in which the students participate rigorously and bring about efficient learning experiences.
- It is a student-centered approach. It is a method in which the student is actively involved in participating mentally and physically. Learning by doing is the main focus in this method.
- In the process of learning, they experience, memorize and understand. Students need to be provided with data and materials necessary to focus their thinking and interaction in the lesson for the process of analyzing the information.

Staff is actively involved in directing and guiding the students' analysis of the information.

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

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

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

**Response:** C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

##### Response:

Kavitha memorial Degree College (KMDC) is a co-education institution. Both boys and girls are given equal opportunity to utilise the resource of the institution for their betterment. Equal opportunity is ensured at all levels of instructional governance, faculty recruitment and also student enrolment.

**Unique to KMDC, in our administrative setup, we have four women HODs out of eleven departments who are highly qualified, committed for the wellbeing of the institution, this shows the balance of the institution with respect to the gender equity.**

We treat all students as one by extending facilities to the needy irrespective of gender. Various committees such as Women Empowerment Cell, Internal Complaint Cell, Grievance redressal committee are constituted strictly adhering to the guidelines circulated by UGC and Affiliating University from time to time.

**Counselling / mentoring:** We have a mentoring committee in action for Periodic mentoring / counselling. We thrive to mould students with mentoring. On this basis, faculties are given with a group of students for mentoring:

- To understand the student background
- To provide adequate support to excel in the academics.
- To extend laboratory / library / ICT facilities to all sections of students.

When specific students are identified with problems such as stress, financial stress, depression and anxiety they will be carefully counselled and if required will be suggested for an expert counselling by a professional counsellor.

#### **The following are the activities for the promotion of gender equity during the last five years**

- Regular activities by She Team Headed by Smt. Anjali, CI SHE Team, Khammam to promote awareness among the students regarding various laws that help the students to keep themselves safe.
- NSS team of the institution conducted a rally against the Nirbhaya Incident to create awareness among the students.
- Police officials are invited to educate students about the ill effects of ragging / eve teasing and we are proud to state that our institution is a Ragging Free Campus. No incident of ragging / eve teasing is reported since inception.

#### **Some of the activities of women development cell include**

- Awareness workshop on Health issues of the girl students and women employees.

- A health trainer is requested to guide the students regarding importance of fitness.
- celebrating International Women's day as an annual event.
- A workshop to introduce the girl students about some self-defencing techniques.

Our Chairman and Secretary & Correspondent being legal experts, regularly organise activities to educate the students about various women supporting laws viz., POCSO law. The legal literacy cell at Khammam is active in organising activities in association with our institution.

The internal complaint committee is very keen on receiving complaints from the students. In spite of a small complaint the committee is very serious on addressing the issue. The members of the committee regularly visit classrooms and tell the students about all the activities of the committee.

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

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

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

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

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

**Response:**

Optimum utilisation of available resources with minimum waste production is very essential not only in terms of economy but also for minimizing waste production. However, the waste produced must be handled properly. This is not only economical equation but also environmental consciousness.

**The waste management steps include -**

Waste generation must be minimised. The institute conducts annual recycling drives on office stationery, electronics waste, laboratory material, chemicals in the laboratories and other written off furniture. At KMDC we are committed to reducing the impact on environment and minimize waste during its routine activities. The waste is divided in to degradable and non-degradable waste and the non- biodegradable waste is handled by waste vendors and the biodegradable waste is recycled for compost. That is used for plants. To make the students understand the harmful effects of the waste on the environment, seminars are conducted before the start of the lab sessions.

**Solid waste management:**

- The stationary from office, Laboratories, examination stationary, Library Periodicals / news papers
- All the wastage is segregated into dry and wet collected.
- Separate Dustbins for recyclable and non-recyclable wastes are available in common places.
- Waste management is helping our college, to achieve high environmental performance by initiating programs viz., go green, swatch bharath, and Haritha haram.
- The college premises have been declared as no plastic zone and litter free area.

**Liquid waste management:**

- Liquid waste in the chemistry lab: Acids, bases and organic liquids are collected separately in three different carboys during practical classes.
- On a regular basis these are neutralised, diluted and disposed in the wash basin. Solid wastes are dissolved and disposed in the lab.
- A separate drain is arranged to shift the chemical liquid waste to soak pits.
- The cultures grown in the biotech lab are autoclaved and disposed.

**E-waste management:**

- The obsolete equipment collected from the laboratories and other equipment like scrap is safely disposed to e-waste vendors.
- All the printer cartridges are refilled for reuse.
- UPS batteries are purchased on buy back agreement by the suppliers.
- Steps are taken to avoid CDs and encouraged to use only USBs
- Active Networking between computer terminals is established
- The low configured computers are donated to nearby schools.

Key Areas of Waste Production	Waste Produced	Action Taken
COMPUTER DEPARTMENT	e-waste	<ul style="list-style-type: none"> <li>• Attempts to reuse are encouraged</li> <li>• In case of Obsolete e-waste measures, are taken waste recyclers</li> </ul>

		<ul style="list-style-type: none"> <li>• Reuse of spare parts is encouraged Viz., RAM, Motherboards, SMPS, Hard disks</li> </ul>
Office / Exam Branch / Library/departments	Paper waste	<ul style="list-style-type: none"> <li>• Attempts to use rear side of the papers.</li> <li>• Examination stationary is sold to paper recycler</li> <li>• Confidential material is preserved or method taken very carefully</li> <li>• Newspapers / magazines and other paper waste sold for recycling.</li> </ul>
Chemistry, Zoology, Botany	Hazardous chemicals	<ul style="list-style-type: none"> <li>• routed through a separate drain to soak pit</li> <li>• This pit is maintained on an annual maintenance</li> </ul>
Canteen, Garden and Trees	Biological waste	<ul style="list-style-type: none"> <li>• For the production of organic manure</li> <li>• Wastage collected from college canteen is converted into manure in compost pits</li> </ul>

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

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

**Response:** B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

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

**Response:** C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

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

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

**Response:** E. None of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certificates of the awards received	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

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

**Response:** C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

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

**Response:**

Kavitha Memorial Degree College (KMDC) gives top priority to the culture and strive to impart mutual respect among various regional, Communal, Social and Linguistic diversities. The Cultural committee, NSS team and NCC cadets are responsible to initiate various activities in this direction. Oneness among the peer group is established through these activities.

Faculty members take personal interest to establish harmonious-relation among the students.

**Traditional day** is celebrated during January 2nd week to display the rich culture and heritage of our Telangana community by the students and staff of the institution. Every member of the KMDC family including the member of the management, Principal, Staff and students, will actively participates in this event actively.

**Rangavalli (Rangoli)** a cultural show of Telugu society is celebrated in the campus by the Women Development Cell every year. The students will take active initiative to decorate floors of the campus with the extrorotatory designs.

**Cultural Day** is celebrated by the Student Activity Cell, where students are given opportunity to showcase their skills viz., Dancing, Singing, Mimicry and Mime. The rich Indian heritage is unveiled by the student performances during these competitions.

One of the very unique festival being celebrated by the Women's Development Cell of KMDC is **Bathukamma** a festival of floral celebrated predominantly by the women of Telangana. In Telugu, 'Bathukamma' means 'Mother Goddess come Alive' and Goddess Maha Gauri-'Life Giver' is worshipped in the form of Bathukamma.

Students of KMDC-NSS unit participate in Medaram Jatara – a village festival of this region.

Our Telugu Literature department is committed to conduct the birth day of Kaloji Narayana Rao on 9th September as Telugu language Day. Literary competitions are conducted on this day

Picnic for the staff of the institution to have a recreation for the staff members. The Head of the institution mandatorily circulate wishes to all the staff members on the occasion of all the National Festivals, State Festivals and other important days.

Independence Day, Republic Day, Science Day, Teachers Day, , Gandhi Jayanthi, National Integration Day, International Women's' day, Yoga Day, Abdul Kalam Birth Day, are celebrated every year, NCC DAY,NSS DAY are celebrated by NCC and NSS units of KMDC.

In addition, few more birth days of eminent personalities were celebrated to inform student about the contributions of them towards society.

Student Activity cell in association with the college NSS and NCC unit celebrate these events.

Adequate support is extended to promote culture among the student community.

All the festivals are celebrated a day before at KMDC to ignite oneness among the staff and students.



Religious festivals such as NEW YEAR, HOLI – festival of Colours, UGADI – New year of Telugu calendar, GANESH CHATURDHI, DIWALI – festival of Lights, DASAHERA, CHRISTMAS, RAMJAN are celebrated involving all the interested students and staff.

File Description	Document
Any other relevant information.	<a href="#">View Document</a>
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

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

#### **Response:**

Kavitha Memorial Degree College is keen on imparting value-based education. The management is committed to do its maximum in this regard. Our belief is that education without values is dangerous to the well being of the society. Values teaches us about humanism and making selfless contribution towards concern of society where as education help us to provide a direction for achieving this goal. Now day where education has merely become a competitive race and tends to achieve only monetary satisfaction for an individual. Keeping this in mind several attempts are made to engage the students in understanding the universal human values, rights and responsibilities of every citizen of the country.

Once Vivekananda said "Education is not the amount of information that we put into your brain and runs riot there, undigested, all your life. We must have life building, man making, character making assimilation of ideas. If you have assimilated five ideas and made them your life and character, you have more education than any man who has got by heart a whole library.". keeping in view the words of swami Vivekananda, we at KMDC are dedicated to use the time where ever possible to impart them.

1. During leisure time the class in-charges will organise debates on values, rights and responsibilities.
2. A day before Independence Day / Republic Day the students are permitted to organise essay writing / debate / JAM / quiz activities. The topics are so chosen to make the students aware of current issues, greatness of our constitution, values, rights, responsibilities of the citizens of the country.
3. On the occasion of Gandhi Jayanthi, Ambedkar Jayanthi all the students are encouraged organise / participate / practice the values these people are having.
4. On the occasion of Independence Day / Republic day the students are encouraged to attend the ceremony, they will be given opportunity to give their message.
5. Republic day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. A detailed study about the constitution carried out, similarly Constitution Day is also would be celebrated on 26th Nov every year.

Independence day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

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

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

**Response:** C. 2 of the above

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

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

**Response:**

KMDC aims to develop oneness among all the students and educate them about the universal human values by celebrating the birthdays and commemorative days of famous personalities. The rich and vibrant festivals of India are a testimony to our diverse tradition and culture. Along with traditional culture of India, the institute is aiming to develop the students in national tradition i.e patriotism in the students by celebrating national festivals in the college.

Every year the college celebrates the national festivals viz.,

<b>12-Jan</b>	<b>National Youth Day:</b> Swami Vivekananda birth day is celebrated to show how Indian nation grown by him and his love for his mother land. He is the source of inspiration for the youth
<b>25-Jan</b>	<b>National Voters Day &amp; National Tourism Day:</b> To celebrate and raise awareness about dem

	the right to vote and also to about the importance of tourism in the country.	
26-Jan	<b>Republic Day</b> is celebrated to show how the country became truly a sovereign.	
28-Feb	<b>National Science Day</b> is celebrated to commemorate the discovery of the Raman effect physicist Sir CV Raman.	
21-Jun	<b>Yoga Day</b> is celebrated with dedication and commitment over fitness. All the students are encouraged to participate in the events.	
15-Aug	<b>Independence Day</b> is celebrated to show that there is always a way out to win when all the doors are closed. It is celebrated to remember the history and respecting the people who sacrificed their lives for the freedom of the country.	
26-Aug	<b>Mother Teresa birthday</b> is celebrated to develop the love and serve the human kind through various activities among students. With the aim of serving the need we are celebrating mother Teresa birthday as a part of the social service.	
05-Sep	<b>Teachers day</b> is celebrated on the occasion of Sri Sarvepalli Radha Krishnan birthday in each year to inculcate the ethical and moral values in the students.	
09-Sep	<b>Telangana Language Day</b> is celebrated on 9 September every year in Telangana, India. This day is chosen on the occasion of renowned writer, poet of the Telangana Kaloji Narayana Rao's 100th anniversary.	
02-Oct	<b>Gandhi Jayanthi:</b> To motivate the students and to develop the love towards the nation. Gandhi's Jayanti is celebrated in the campus to commemorate the birth anniversary of the father of the nation.	
15-Oct	<b>A.P.J.Abdul Kalam birthday</b> is celebrated to develop the value of education in the youth for the future of country.	
31-Oct	<b>National Unity Day:</b> Marks the birth anniversary of Sardar Vallabhai Patel who was India's first Deputy Prime Minister.	
11-Nov	<b>National Educational Day:</b> Maulana Abul Kalam Azad birthday is celebrated as the Educational Day to promote the value of education system in the students.	
22-Dec	<b>National Mathematics Day:</b> The day marks the birth anniversary of great Indian Mathematician Srinivasa Ramanujan.	

On these occasions the celebration includes public speeches, science exhibitions based on themes and concepts, debates, quiz competitions, lectures, science model exhibitions, essay writing competitions, paper presentation and many more activities.

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:****BEST PRACTICE - 1****1. Title of the Practice: “Student Centric” practices to Achieve Graduate attributes****2. Objectives:**

- To develop an alternate teaching technique to supplement the traditional lecture method to ensure complete student involvement in the teaching-learning process.
- To revamp the conventional teaching-learning scenario into a passionate exciting and interactive exercise by transforming the teacher centric practices into a student centric activities.
- To elevate the role of the lecturer into a facilitator, counsellor and educator from being a passive dispenser of knowledge.
- To inculcate self-learning techniques, institutionalized programs and practices among the slow and advance learners by adopting innovative pedagogy viz., curricular, co-curricular and extra-curricular activities.
- To devise ICT based learner friendly pedagogical tools that empower students with knowledge, skills and placements.

**3. The Context**

The learning system of secondary education in Telangana is mostly teacher centric with methods of rote learning, and mugging material to reproduce the same in the examinations. There is a strong felt need for a radical shift from the age-old chalk and talk method to an integrated pedagogy for sustainable learning. The introduction of Choice Based Credit System (CBCS) has brought in sweeping changes in the curriculum enhancing the students’ learning abilities with the amalgamation of application oriented, skill-based courses viz., Project work, student assignments, small research in the vicinity. This attempt must result in imparting globally employable skills for the students.

**4. The Practice**

Practice – 1: Offering innovative & novel courses in Physical sciences / life sciences / commerce / business management programmes ensuring higher employability.

Practice – 2: Conduct of series of seminars, workshops and deliberations with senior faculty, pedagogical experts, and stakeholders to develop a set of time-tested ICT based student centric pedagogical tools

Practice – 3: To use various pedagogical Peer learning tools viz., classroom seminars, quiz, surveys, group discussions, debates, interviews, JAM session, study projects, role-play, case studies, puzzles and problem solving. Also to allow Students to organize events Viz., quiz, elocution, essay writing competition, Campus Recruitment Training to update and upgrade their organizational and employable skills.

Practice – 4: To offerer counseling to the students inorder to orient them towards their goal.

Practice - 5: To provide supplement training by conducting Bridge course, Remedial coaching for slow learners, Makeup Classes so as to improve results and thereby the employability.

## 5. Evidence of Success

Alumni success in varied fields is a strong evidence of this viz., Vinay Reddy, Sr Scientist at USA, Dr Thota Subhash, Associate Professor at IIT Gowhati, Dr Phani Kumar, VIT, Amaravathi and several others are taking up careers in Research and teaching. Our alumni are in best leadership positions in Government (Police, Revenue, and all other departments) in India. We have success stories in internationally.

The students have welcomed the change as the student centered pedagogy made learning easy, fun filled and exciting task. It is evident in terms of the enhanced confidence levels of the students, their response in the class and their attention to the follow up work enhanced. Teachers too have enthusiastically updated their knowledge and skills as required by the new pedagogy.

This practice of student centric activities have resulted in the manifestation of the students high intellect, increase in the students pass percentage with university ranks, increasing placements and progression to higher studies.

As a mark of recognition KMDC bagged Best Degree College award by Ambition Career Consultants, Hyderabad.

Our student have got admission into Nalanda University in MA in Historical studies. As a graduate student, she has written a book in English named manahprabodhini which is available in amazon and flipkart etc.

On the whole, the student centric practices have efficiently and effectively contributed to the attainment of graduate attributes with higher pass percentages and employable skills along with the additional skills such as life-long learning, societal concern, eco-friendliness, tech-savyness, leadership qualities.

## 6. Problems Encountered and Resources Required

The rural background of students together with their deep rooted habits of listening to lectures, taking down notes and mugging up the content to reproduce the same in the examination posed initial hiccups to adopt themselves to ICT pedagogy and self learning techniques. Lot of focus is needed by both the faculty and students to overcome the resistance to shift them from teacher centric to student centric learning.

### BEST PRACTICE - 2

**1. Title of the Practice:** Promotion of Universal values for successful life

#### 2. Objectives

- To promote the universal values like liberty, equality, fraternity, spirit of enquiry, gender equity, integrity and national integration among the students
- To engage students and staff in the practices of universal values and to create social responsibility
- To transform students as intellectuals, thought leaders by developing leadership in their chosen fields.
- To impart environmental and social consciousness by practicing green environment, gender equity,

bio diversity, building social capital.

### 3. The Context

Modern societies have been benefitted a lot through globalization process, but brought many new challenges. These issues can be effectively addressed by the universal value framework.

### 4. The Practice

Keeping in view of the ideal objectives of national development and to inculcate values system in the students, KMDC has adopted a strategy of propagating the universal ideals such liberty, equality, fraternity, justice through various activities that are organized in each academic year. This will enable the students to address the challenges such as ill effects of globalization, diminishing moral values, spirit of winning and losing etc,

Meetings are conducted regularly to discuss with its staff and students regarding planning and implementation of various activities prioritizing the universal values and gender equity. Using National Service Scheme(NSS), National Cadet Corps (NCC) to channelize the energies of the students for community development and national development. The college has organized various programmes which are listed below:

Practice 1 – Celebration of National Days such Independence Day, Republic Day with the active involvement of students

Practice 2 – To observe Constitutional Day, National Voters Day, Bio-Diversity Day, World Environment Day, Earth Day, Haritha Haram (Plantation Program), International Womens Day, World AIDS day, Telugu Bhasha Dinostavam, Systematic Voters Education and Electoral Participation SVEEP, National Science Day, World Zoonosis Day, Shifting to solar energy, promoting use of Electrical bikes, bicycles in the campus.

Practice 3 –To celebrate the Birth and Death days of the National famous personalities commemorating their contributions to the society viz., Mahatma Gandhi Jayanthi, National Youth day, Netaji Subhash Chandra Bose Jayanthi, Mahatma Gandhi Death anniversary, Youth Festival

Practice 4 – To involves the students in the activities such as National calamities and to help the poor and orphanage.

- For Kerala Flood victims, the students collected the donations, and the staff has contributed one day salary and a matching grant by the management to victims.
- Blood donation camps,
- Visits to orphanage homes are organized on regular basis so that it goes deep into the minds of the students,
- Pulse Polio Immunization program
- Mission Indradanush 2.0 program
- Road Safety week
- Namami Godavari – River protection campaign by Waterman of India and Ramon Magassessy Awardee Dr Rajendra Singh & Padmasri Vanajivi Ramaiah, Karunkar Reddy, Walk for Water foundation

- Seminar on Plastic industry – opportunities and Challenges by CIPET, Vijaywada

Practice 5 – To encourage students to compete in the Games and Sports events at various national and international platforms

### 5. Evidence of Success

- The Alumni success in varied fields is a strong evidence. Alumni is spread across the globe doing professional jobs and in the leadership roles. The social responsibility taught is the key to successful administrative endeavours.
- The students in their career have taken up leadership positions in Government (Police, Revenue, and all other departments) in India. We have success stories internationally around the globe.
- Sporting talent is being constantly encouraged. Alumni have participated at National and international level in the field of games and sports. Sri Qureshi has participated in Commonwealth games representing India. More sports men have a chequered career as sports men representing university and southern region in various capacities as players and team captains.
- Our students participated in the national events Viz., National Youth Festival at state level, Youth Parliament at New Delhi twice, Our NCC Cadets have represented our state and participated in the Republic Day parade at New Delhi
- Our adopted village has become an Adarsh Village in the state thanks to the concerted efforts of NSS Students and villagers particularly under the leadership of Sarpanch.
- The college has got an award as Best Degree College by Ambition Career Consultants, Hyderabad.
- Several initiatives have been taken up to ensure the impact of our campaigns Water conservation, Haritha Haram, Swachh Bharath, Garbage collection (Tadi-chetta and Podi-chetta) etc. in surrounding villages.
- The energy conservation practices have successfully launched with solar energy replacing the traditional use of thermal energy. However, as a matter of policy, the solar energy generated has been added to grid. The electricity charges of our college have come down drastically. Wherever possible, LED bulbs are being used.

### 6. Problems Encountered and Resources Required

- Financial support
- Identification and nurturing talent throughout

Academic issues

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust**

**within 1000 words**

**Response:**

**TITLE OF THE PRACTICE:**

**Training for the students overall development and imparting employable Skills**

**OBJECTIVES:**

1. To assess the academic performance periodically and guidance for better results
2. To analyse the I & II internal assessment test results and offering need based customised makeup class modules for the weak students.
3. Semester Performance evaluation and planning for remedial coaching for improvement of result.
4. Utilising the courses that are addressing the social issues to realise the objectives of the program
5. Encouraging students to participate in community activities that are aimed at safeguarding the environment through NSS and NCC teams of the college
6. Extending the opportunity to participate in Sports and Games at State / National Level by sponsoring the students.
7. Training the students to be industry ready by providing required Campus Recruitment Training

**THE CONTEXT**

Kavitha Memorial Degree College is the first-degree college under private management in Khammam town offering restructured and vocation undergraduate programs. This institution is located at the centre of the surrounded by historical landmarks. However, the admissions at KMDC are observed to be from the students of rural background. In this context in view of the above and to realize the Vision and Mission of the institution lot of efforts in terms of counselling / mentoring, remedial and makeup coaching, and campus placement training is given.

As the students are predominantly from the rural background the social responsibility ideology is induced.

**THE PRACTICE:**

Education is The Manifestation of The Perfection Already in Man – Swami Vivekananda

Believing in this ideology, at KMDC the faculty try to explore the maximum out of the student by giving opportunity to involve themselves in the activity. In this process students are allowed to mix academics with co-curricular / extracurricular activities such as sports, games, group discussions, debates, elocution, paper-presentation competitions, blood donation camps, village trips, field trips, project works, etc.. These practices are broadly separated as

**Academic Practice:**

1. Once the students are inducted all the students are given an opportunity to understand about the institutional operations in the orientation program.



2. Each student is assigned a counsellor and each faculty is assigned with around 20 students.
3. During counselling session faculty elicit information from each student and record.
4. Based on the performance in the I Internal Assessment test, makeup class work is planned in the courses where the student found weak.
5. Based on the end examination result students are offered remedial classes in identified courses where the pass percentage is low.
6. Students are identified as advanced and slow learners. Remedial and makeup classes are offered to the slow learners whereas experiential and project based learning techniques are offered to advanced learners.

### **Social Responsibility:**

1. Faculty monitor the student Activity cell where the student groups will take initiative to organize activities of public interest.
2. Activities like Blood Donation, Plantation, campaign against use of plastic, rally against women harassment are conducted at regular intervals.
3. Activities such as Village adoption, School adoption are conducted by the NCC / NSS units in association with the village administration.

### **Imparting Employable skills**

1. Faculty during counselling sessions identify the specific training needs and based on the interest of the large student groups customised training modules are offered to the students.
2. Conduct of literary competitions, JAM sessions, Group discussions, seminars also improve the student communication skills.
3. Mock interview are conducted to the students to prepare them for industry

Students are encouraged to participate in the sports and games organised at state / national level. They are encouraged to practice during leisure hours and also during early morning in the grounds.

### **EVIDENCE OF SUCCESS**

- The academic performance of our students is the evidence of success. Over 60 students bagged university ranks. Good no. of students are now employees of reputed government organizations / MNCs. Around 30 years of standing crossed several milestones.
- Faculty use innovative pedagogical approaches for the better understanding.
- Improved pass percentage of the students
- Counselling brought in many changes in the academic performance and students
- Students attendance monitoring and career guidance is improving gradually.
- Use of office automation software for student academic performance tracking.
- The college has got ISO certification regularly.
- The College has been recognized as Best Degree College in Telanagana by Ambition Career Counsellors, Hyderabad.

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

Students from rural background, poor communication skills, medium of instruction at intermediate level, were causing lot of stress on reorienting student towards classroom.

The following pose a challenge during re-orientation:

- Financial stability of the student
- Parents and Siblings academic background
- Not able to cope up with the change in medium of instruction.

However academic achievements are continuous in nature. Students must strive hard to cross several more milestones in the future. The management also working on giving the best infrastructure to train the students. As an important contributor for the institutional success, the principal, HODs, Faculty members and non-teaching staff are committed to offer the best training to continuously see the institution on the top. With the faculty commitment the performance of the students is the one area distinctive to its priority and thrust. Teachers are committed to offer their 100% towards this task.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

1. Institution is located in the center of Khammam town.
2. Academic Ambiance surrounded by historical places
3. 29 years of Standing, established in 1991 and permanently affiliated to Kakatiya university.
4. Identified by UGC under section 2f & 12B of UGC act.
5. An ISO 9001 : 2015 certified institution.
6. A quality conscious institution managed by eminent personalities as members of the Management Committee.
7. Recipient of Ambition Excellence award as Best Degree College at state level
8. Committed to impart universal human values blended with the curriculum contents
9. Aimed at the overall development of the student
10. Activity based Teaching – learning process.
11. Extensive use of ICT facility – more emphasis on Experiential learning.
12. Customised training modules for advanced and slow learners.
13. An institution with star status by the Telangana Academy for Skill and Knowledge (TASK)
14. Member of Telangana Academy of Sciences (TAS) and identified as District Science Center of TAS for the propagation of Scientific temper among the college students.
15. Achievements of our alumni in national and international level prove our contributions towards society.

I take this opportunity to thank the NAAC team for their continuous and timely support in completing the document in all respects.

As Principal, KMDC, I wish to place on record my sincere thanks to the management for giving this opportunity. I thank all the Heads of the Departments, IQAC team, Faculty members, members of various committees, Non-teaching staff for their relentless efforts in preparation / digitalization of all the necessary documents.

I hope all our efforts will prove our intention is towards realization of our Vision/ Mission of our Institution.

### Concluding Remarks :

KMDC has scaled a rapid growth in terms of quality and quantity since its inception in 1991 with a vision to be a centre of excellence in imparting value based holistic quality education carving research, innovation and entrepreneurial attitude that transforms students into globally competent society sensitized graduates. The state-of-the-art infrastructure, amenities and other support structure provided in the campus will be useful to nurture the student growth as well as the learning process. The institution with its defined vision will help in the holistic growth of students.

The emphasis in academic excellence and holistic growth of the students remain the main focus of the institution. The faculty members role is very commendable in overall development of the student who is sensitive towards the social, environmental and cultural issues. Assessment of the attainment of goals is continuously assessed through a documented process and corrective action is initiated where ever required.

Steps are taken to augment the teaching & learning process with required ICT facilities, Digital Library etc., Faculty members are encouraged to concentrate on the slow learners and all the necessary training needs are fulfilled to uplift them on par with the advanced learners. The institution being in the limits of the enough flexibility is there to extend timings for the slow learners for makeup classes.

Reforms in Governance, will ensure transparent, inclusive and decentralised governance, that result in overall development of the student.

We are herewith submitting our Self Study Report (SSR) of our institution with a vision to assure quality education to our students. We are inclined to identify our Strengths, Weaknesses, Opportunities and Challenges and strengthen the weak areas by giving top priority in such a way that we attain academic excellence. We are now putting all our efforts to accelerate the research activity.

We assure NAAC authorities through this document that all our efforts will be towards realising our Mission and Vision. We are sure with this NAAC certification we will make a step forward, and our dream of achieving autonomy will soon come to reality.