YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution | Gayatri College of Science & Management

- Name of the Head of the institution | Dr. P. Srinivasa Rao

- Designation | Principal

- Does the institution function from its own campus? | Yes

- Phone no./Alternate phone no. | 08942241401

- Mobile no | 9949688625

- Registered e-mail | gayatrtidcsklm@gmail.com

- Alternate e-mail | dr.pulakhandam@gmail.com

- Address | Munasabpeta Village, Peddapadu post, Srikakulam-532 401, Andhra Pradesh, India

- City/Town | Srikakulam

- State/UT | Andhra Pradesh

- Pin Code | 532401

2.Institutional status

- Affiliated /Constituent | Affiliation

- Type of Institution | Co-education

- Location | Rural

- Financial Status   **Self-financing**

- Name of the Affiliating University   **DR. B R Ambedkar University**

- Name of the IQAC Coordinator   **Sri. A. Srinivasa Babu**

- Phone No.   **09989818084**

- Alternate phone No.   **9989818084**

- Mobile   **9989818084**

- IQAC e-mail address   **gayatriiqac@gmail.com**

- Alternate Email address   **srinivasaakalpana@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://gurajadacollege.in/pdf/AQAR201920.pdf

4.Whether Academic Calendar prepared during the year?   **No**

- if yes, whether it is uploaded in the Institutional website Web link:

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**77.00**	**2007**	**01/12/2007**	**31/12/2011**

6.Date of Establishment of IQAC   **08/06/2006**

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

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

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

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Nil	**Nil**

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Academic Council	**04/11/2022**

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Gayatri College of Science & Management
• Name of the Head of the institution	Dr. P. Srinivasa Rao
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08942241401
• Mobile no	9949688625
• Registered e-mail	gayatrtidcsklm@gmail.com
• Alternate e-mail	dr.pulakhandam@gmail.com
• Address	Munasabpeta Village, Peddapadu post, Srikakulam-532 401, Andhra Pradesh, India
• City/Town	Srikakulam
• State/UT	Andhra Pradesh
• Pin Code	532401
2.Institutional status	
• Affiliated /Constituent	Affiliation
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing
• Name of the Affiliating University	DR. B R Ambedkar University

• Name of the IQAC Coordinator	**Sri. A. Srinivasa Babu**
• Phone No.	**09989818084**
• Alternate phone No.	**9989818084**
• Mobile	**9989818084**
• IQAC e-mail address	**gayatriiqac@gmail.com**
• Alternate Email address	**srinivasaakalpana@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://gurajadacollege.in/pdf/AQAR201920.pdf
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• if yes, whether it is uploaded in the Institutional website Web link:	

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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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6.Date of Establishment of IQAC	**08/06/2006**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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• Upload latest notification of formation of IQAC	[View File]
9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have	**Yes**

been uploaded on the institutional website?	
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10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
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Plan of Action	Achievements/Outcomes
Nil	**Nil**

13.Whether the AQAR was placed before statutory body?	**Yes**
• Name of the statutory body	

Name	Date of meeting(s)
College Academic Council	**04/11/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	**01/01/2022**

15.Multidisciplinary / interdisciplinary

The institution has initiated the process of integration of the existing system with the New Education Policy and all the departments have been prepared to get ready for the offering of Multidisciplinary/Interdisciplinary courses/programmes in tune with the objectives of the NEP 2020. The UGC guidelines have paved the way for institutions to start more new and relevant

programs and for the student to get more than one degree simultaneously. A student will be at liberty to choose the optional subjects/programmes of his / her choice instead of choosing the fixed optionals. Each programme/course has been assigned the course credits and the students is required to score the required number of credits to get his degree. A student may choose a subject in Commerce as major and a course/programme in science/social sciences/arts in combination to pursue his undergraduate course. Multidisciplinary education is a unique educational approach that allows the students to learn & explore distinct subjects or curriculum from various disciplines. Education is not limited to a particular discipline. For instance, a student of Engineering can take a subject from humanities. .Multidisciplinary approach is a method of curriculum integration that highlights the diverse perspectives that different disciplines can bring to illustrate a theme, subject or issue. When we speak of the hierarchical educational structure, the concept of "learning" gets bounded with so many aspects such as – curriculum, teaching-learning methodologies, time limitations, and much more. In a crux, the vision of education gets compromised.That's why in today's hyper-competitive world, limitless learning, a unique educational system that promotes a multi-disciplinary approach to help students follow their passion is vital..

16.Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities. The registration of institutions and services will be a critical function of the academic bank of credit.ABC shall deposit credits awarded by registered institutions into students' accounts. The Academic bank credit(s) can only be shared from institutions, not directly from the student. Only credits submitted by an authorized institution will be accepted for storage and validation by the ABC. The ABC Allows academic institutions to lodge and maintain the integrity of the credits.Maintains the authenticity and confidentiality of student credits. Easy credit transfer through digital mode and faster credit recognition. This Allows multiple entry, multiple exit for students. Stores student credit for a minimum shelf life of 7 years. Transfer credit through a single window after approval of source and destination academic institution. Only verified academic institutions can upload

credits. Improves transparency and helps to build a more flexible approach to curriculum design and development. The credits earned by students will be deposited in their ABC 'Academic Account.' If the student moves to a different institution, the accumulated credits get transferred to the account of the new institution. Credits may be transferred from an institution to be accumulated in another programme offered by the same or another institution. Once the credit is redeemed for the award of the above, it would be irrevocably debited from the respective student's 'Academic Account' of ABC.

17.Skill development:

The National Education Policy 2020 also recognizes the importance of soft skills such as communication, team work, problem solving, decision making, analytical thinking, resiliency, etc. as imperative life skills. Accordingly this institution has initiated many courses under Value Added courses. Skill labs have been set up and created in the institute in a hub and spoke model which will allow other institution to use the facility. The initiative works with an approach where academic knowledge is imparted through practical hands on training. However, along with it, leadership skills are also inculcated amongst the students so that they can benefit ahead in their career trajectory

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

The college has also iniatiated steps to implement the objective of the NEP-2020 titled "Promotion of Indian languages, art and culture" and is totally devoted to promotion of Indian languages and regional languages through various measures. to preserve and promote the Indian art and culture, develop high-quality materials in various Indian languages, conserve artefacts, develop highly qualified individuals to curate and run museums and heritage or tourist sites, thereby also vastly strengthening the tourism industry.

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

Outcome-based education (OBE) is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the educational institution. OBE gives students flexibility in pace and place, removing the one-size-fits-all structure of the classroom and allowing students to master concepts in their own time, while

learning how to think critically, conduct research, develop their own opinions and find connections between disparate subjects. While preparing the syllabus of a newly introduced course and while reviewing the existing syllabus, based on the feed back obtained from the stake holders, necessary improvisation is effected in the syllabus and get approved by the concerned Board of Studies.

20.Distance education/online education:

As the NEP 2020 has a special focus on online education. The college is getting ready to utilize the Online tools and platforms like DIKSHA and SWAYAM (Study Webs of Active learning for Young Aspiring Minds) with new insight to training content, in-class resources, assessment aids, profiles, etc. that will allow seamless interaction. The college will also focuses on creation of public digital and interoperable infrastructure that can be utilized by multiple platforms. The emphasis is on creation of virtual labs wherein students can practice their theoretical knowledge and make course content available in different languages. More emphasis will be given to online assessment and examinations

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**22**

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 Number of students during the year	**22**

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2 Number of seats earmarked for reserved category as per GOI/	**454**

State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	**22**

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 Number of full time teachers during the year	**22**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**22**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**32**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**23.46**
4.3 Total number of computers on campus for academic purposes	**268**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Gayatri college of science and Management, receives programme and semester wise academic calendar from Dr B R Ambedkar University Srikakulam, as it is affiliated to it. The university academic calendar focuses on the date of commencement of the class work, number of instructional weeks per mid-term syllabus including mid-term examination schedule and semester end examinations schedule. The College Academic Committee (CAC) prepares a comprehensive college level academic calendar based on the academic calendar received from the university. The college academic calendar includes schedules for classroom instruction, examinations, public holidays, training and placement, add-on/certification courses and any other extension activities. The faculty strictly adhere to the academic calendar while preparing their teaching plans. The faculty meticulously records the day wise realization in the teaching plan as well as in the almanac. The Internal Quality Assurance Cell (IQAC) and the Department Academic Committee (DAC) regularly monitor whether adherence to the teaching plan as per the academic calendar is being followed or not. The institution strictly adheres to the academic calendar given by the university for the conduction of Continuous Internal Evaluation (CIE). The timetable of the internal examinations is displayed in advance. In case of any last minute deviations in the given schedule by the university, due to unforeseen circumstances, the institution adopts the revised schedule. The internal examination related activities like the evaluation of the answer scripts, posting of marks in the portal and display of marks in the notice board for students is undertaken in a systematic and time bound way, strictly adhering to the university academic calendar.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Gayatri college of science and Management, receives programme and semester wise academic calendar from Dr B R Ambedkar University Srikakulam, as it is affiliated to it. The university academic

calendar focuses on the date of commencement of the class work, number of instructional weeks per mid-term syllabus including mid-term examination schedule and semester end examinations schedule. The College Academic Committee (CAC) prepares a comprehensive college level academic calendar based on the academic calendar received from the university. The college academic calendar includes schedules for classroom instruction, examinations, public holidays, training and placement, add-on/certification courses and any other extension activities. The faculty strictly adhere to the academic calendar while preparing their teaching plans. The faculty meticulously records the day wise realization in the teaching plan as well as in the almanac. The Internal Quality Assurance Cell (IQAC) and the Department Academic Committee (DAC) regularly monitor whether adherence to the teaching plan as per the academic calendar is being followed or not. The institution strictly adheres to the academic calendar given by the university for the conduction of Continuous Internal Evaluation (CIE). The timetable of the internal examinations is displayed in advance. In case of any last minute deviations in the given schedule by the university, due to unforeseen circumstances, the institution adopts the revised schedule. The internal examination related activities like the evaluation of the answer scripts, posting of marks in the portal and display of marks in the notice board for students is undertaken in a systematic and time bound way, strictly adhering to the university academic calendar.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

8

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

09

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

427

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Gayatri college of Science and Management believes in promoting an inclusive value based educational community. Many courses that address the cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability are integrated in the curriculum.

Professional Ethics and Human Values:

"To educate a man in mind and not in morals is to educate a menace to the society." - says Theodore Roosevelt.

The objective of any educational programme is to produce successful professionals who can address the societal issues with innovative and improved solutions. However, the ingeniousness of the students must be coupled with professional ethics and values in the use of technology.

Imparting technical education alone doesn't ensure holistic personality. Hence, considering the importance of professional ethics and human values, Dr. B.R. Ambedkar University, Etcherla, Srikkulam, offers Personality Enhancement & Human Values (PE&HV) course in the curriculum. Gayatri College of Science and Management is offering these courses in all programmes.

- **PE & HV course encompasses the personal and corporate standards of behavior expected by professionals.**
- **The course focuses on making proper judgments, applying their skills and taking informed decisions in any situations in their professional and personal lives.**
- **The course influences the students' thought processes in a positive way to cater to the needs of the community.**

Gender:

Equal opportunities are given to both girls and boys to participate in various academic, co-curricular and extracurricular activities and training programs. Gender sensitive issues are addressed directly by conducting various seminars to the students.

Women empowerment cell is established in Gayatri College of Science and Management with an objective of empowering the girls to handle challenges confidently. Events like Women's Day celebrations, Women Rock IT, National Women's Parliament, Education Summit and many more such events help the girl students to identify their potential in leadership and entrepreneurship.

Environment and sustainability:

The course Environment Studies in engineering programmes provide various aspects of sustainability and environmental studies. Environment plays an important role in healthy living of human beings. Through this course, the students learn about

- The importance of natural resources and conservation in a proper way.
- Rural and urban environmental issues and assessment.
- Various attributes of pollution and its control.
- Self-sustaining green campus with regard to energy, water and waste management, plantation and rainwater harvesting.

The institute encourages the students to participate in programs like Swachh Bharat, Vana Mahotsavam, Jal Shakti etc. for better involvement.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

137

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	<u>View File</u>

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

429

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<u>https://gurajadacollege.in/2020-21/StudentsFeedBackforms.pdf</u>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://gurajadacollege.in/2020-21/Student_sATR.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

465

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

192

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The main objective of any education system is to provide quality education for all learners in order to empower them to recognize

their true potential and thereby meaningfully contribute and participate in societal activities. Domain knowledge with insights into the learning process can help the teachers to create active classrooms. The teachers need to shift from teacher-centric classrooms to student-centric classrooms added with an appropriate assessment which is the essence of outcome-based education. Mentors identify the different learning levels on 5- a point scale by filling the questionnaire and accordingly customize their teaching strategies.

Slow Learners: Slow learners can be identified on the following performance aspects of the students:

1. Performance in the Intermediate examination and rank obtained in the qualifying examination.
2. Performance in the orientation and induction programs conducted in the first year.
3. Low educational attainments.
4. Unable to keep pace with the class in the course.
5. Difficulty coping with multiple tasks.
6. Very low attention span.
7. Poor English language skills.

Some measures that can be practiced and implemented by faculty to boost the morale of the slow learners are as stated below:

1. Appreciating and rewarding the students for every small step they take towards improvement.
2. Setting short assignments regularly.
3. Raising their confidence through peer learning.
4. Motivating through real-time examples.
5. Playway methods of learning
6. Using Visual, Logical/Mathematical aids.
7. Conducting makeup classes
8. Conducting remedial classes.
9. Motivating them with practical and real-time application demonstrations to grab their interest to learn the concepts.

Advanced Learners:Advanced learners can be identified on the following performance aspects of the students:

1. Performance in Intermediate examination and rank obtained in the qualifying examination.
2. Performance in the orientation and induction programs conducted in the first year.
3. Students who are ahead in the learning curve.

4. **Students who have better educational attainments.**

Some special programmes implemented for further enhancement of academic performance and holistic development:

1. **Providing self-learning resources.**
2. **Providing need-based facilities for real-time projects.**
3. **Providing coaching for competitive exams.**
4. **Encouraging them to organize technical events.**
5. **Giving assignments based on design and model making.**
6. **Pair them with the advanced learners in group activities.**
7. **Assigning the tasks like preparation of inspirational and famous personalities' biographical videos.**

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

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

Number of Students	Number of Teachers
1483	**76**

File Description	Documents
Any additional information	[View File](View%20File)

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

GCSM implements student-centric methods, such as experiential learning, participative learning, and problem-solving methodologies for enhancing learning experiences. In a student-centered teaching model, teachers and students play an equally active role in the learning process.

1. EXPERIENTIAL LEARNING:It implies learning from experience. It is an immersive, participant focused active learning that engages learners of various backgrounds and experience levels. The institution offers students multiple opportunities for hands-on learning.

Technological Integrated Tools: It may assist faculty to offer quality e-content in a classroom in a structured, flexible, interactive, blended, and open way. Students are encouraged to enroll in online courses. Google Classroom and Microsoft Teams are used for delivering the classes online. TedEd Tools are used for creating online quizzes.

Online Certifications: Students can pursue any number of online courses at their own pace.

Participation in industry-promoted competitions: Students are encouraged to participate in various industries driven competitions and showcase their creative ideation and talent.

Industry visits: Students visit companies and get insight into the internal working environment of the company. It also sensitizes students to the practical challenges that organizations face in the business world.

2. PARTICIPATIVE LEARNING: It is a practice where teachers and students co-create a trusting and innovative learning environment and make use of a variety of teaching methods, roles, and relationships based on the needs of the learner and the desired outcomes.

Debates and Group discussion: Encouraging students through debate and discussion to create their own understanding of the content and connect it to their experiences.

Seminars: Students learn better while preparing for seminars.

Mock interviews: This is commonly adopted in English and Management classes.

Model Development: The process of creating and evaluating models may help learners develop and reinforce connections between seemingly disparate ideas for better learning.

3. PROBLEM-SOLVING LEARNING:It is a teaching method in which complex real-world problems promote student learning of the concepts and principles. It can promote the development of critical thinking, problem-solving abilities, and communication skills. It can also provide opportunities for working in groups, getting oriented toward research, and lifelong learning.

Assignments and quizzes: Assignments and quizzes are conducted at

the end of the instruction of each unit.

Case Study Analysis and Discussion: The open-ended problems are presented in form of case studies. It helps students feel connected to life.

Think Pair Share: It is a collaborative strategy commonly implemented in classrooms.

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

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

"We need technology in every classroom and in every student and teacher's hand, because it is the pen and paper of our time, and it is the lens through which we experience much of our world." – David Warlick

Fast advancing computer technologies have changed the ways people live, work, play, and learn. One of the essential life skills in current times is digital literacy. It is imperative for teachers to adopt the latest ICT technologies for teaching. Therefore, ICT-enabled technologies have become an important consideration for curriculum framework.

GCSM also has adopted ICT-enabled teaching methods in addition to conventional classroom teaching. The faculty use ICT-enabled learning tools such as PPT, Video clippings, Audio systems, and online sources, to impart advanced technologies and practical knowledge. The faculty use multimedia teaching aids like LCD projectors, and internet-enabled computer/laptop systems in selected rooms. Microsoft campus license enables the faculty and students to use Office 365 for the preparation of e-content enabled with animations and simulations for an effective teaching-learning process.

Spoken tutorial and the Digital Library for updating themselves with state-of-the-art technologies. MS Teams and Google classrooms are also used as online classrooms. These platforms facilitate sharing the learning materials, resources, quizzes, and

assignments with the students. This also helps in the continual and easy assessment of the students' learning progress

A sufficient number of e-journals and e-books available in the digital library can be accessed by the faculty and students on the intranet. The seminar halls are facilitated with multimedia, high internet bandwidth, and Wi-Fi for conducting guest lectures and seminars. Virtual labs are also used to conduct labs through simulations.

In the recent pandemic situation, the education sector is one of the affected fields. But ICT tools enabled teachers to continue their academic activities. The faculty make use of digital platforms like TED-Ed video libraries that enable them to make short video lessons that can be shared with students. ICT-enabled teaching-learning process grabs the interest of the millennials who are native users of technology and improves their learning curve and makes them digital literates.

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

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

2.3.3.1 - Number of mentors

62

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

6902

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

02

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

mode. Write description within 200 words.

As GCSM is affiliated to Dr. B.R.AMBEDKAR UNIVERSITY, Echerla, Srikakulam it follows the university norms and academic regulations. The university normally revises academic regulations every three years. The regulations include internal and external assessment procedures as well as minimum attendance requirement for end semester examinations.

Internal assessment for theory courses is carried out through two Mid-term examinations. Each Mid-term consists of an descriptive and assignment tests. The marks are displayed on the students' screen as soon as the test is submitted within the stipulated time.

The evaluation by the concerned faculty and script verification by the students is done within the stipulated time.

Transperency is maintained even in the conduction and assessment of assignments. Two assignments, one from each unit, are given for one Mid-term. Average performance of two assignments is taken.

The laboratory are internally and externally assessed. Internal assessement is based on three parameters - day to day laboratory performance, internal practical examination and maintenance of record. The faculty transperantly post daily performance and record marks in the laboratory attendance register on regular basis in the presence of the students. The final laboratory internal marks statement are displayed in the notice board.

Seminars and projects are also transparently assessed. The faculty evaluate the presentation skills of the students during seminars with the help of rubrics.

The Internal Quality Assurance Cell (IQAC) plays a crucial role in maintaining quality and transparency in fair conduction of examinations and continuous internal assessment. Any discrepancy or deviation is immediately brought to the notice of the Officer In-Charge of Examinations and College Academic Committee (CAC).

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

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

GCSM ensures that there is complete transparency in the internal examination related grievances. The internal examination schedules are prepared as per the academic calendar and are informed to the students well in advance. The internal examination answer sheets are evaluated by course handling faculty within three days from date of the examination. The assessed internal test papers are shown to the students for self- assessment.

The general grievances expressed by the students with regard to internal examinations are:

Dissatisfaction regarding evaluation of the descriptive answer scripts Discrepancy in totaling of the marks

Wrong posting in mark sheets

Discrepancy in totaling of aggregate internal marks

Problems in downloading and submission of the objective question paper Wrong options in objective question paper

Often, some of the issues such as discrepancies in evaluation or totaling, the students bring it to the notice of the faculty that is resolved immediately. Any student who is still not satisfied with the assessment and award of marks may approach the concerned head of the department. The head of the department may intervene and seek opinion of another faculty handled the course.

The institute follows transparent assessment system by displaying the students' performance in the respective departmental notice boards. If the student is still dissatisfied, he/she can represent his/her grievance to the Principal for necessary action.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Different Programmes are offered in the institution in various departments.The institution has clear vision about learning outcomes. The programmes offered by college cater to multiple interests of the student community and also at building the human capital needed by the society and nation.

The Institution is effectively implementing the outcome based education (OBE) system by acti involving all the stakeholders.The learning outcomes are defined in terms of Programme Outcomes (POs), and Course Outcomes (COs). The POs are the graduate attributes defined by the APSCHE that a student is expected to possess after the completion of the programme. The POs describe the skill set possessed by the students at the end of the programme and are defined keeping vision and mission of the institute.The COs are statements that describe the type and level of new learning students will have achieved after completion of the course.

Dr. B.R.AMBEDKAR UNIVERSITY, Echerla, Srikakulam usually defines COs in the curriculum. The Board of studies (BOS) refine the COs given by the university in case required. In case the COs are not specifically mentioned by the university, then the subject experts in consultation with the faculty handling the course define the COs. All the faculty prepare course files with details of the Course Objectives, Course Outcomes, modules, reference material, teaching plan and credits at the beginning of the academic year.

The POs, and COs are disseminated to all the concerned faculty as well as students through the following means of communication:

1. Website
2. Curriculum/ regulations books Class rooms
3. Departmental display boards Laboratories through display boards Student Induction Programs Faculty meetings
4. Library

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

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

Course outcomes describe what students will be able to demonstrate in terms of knowledge and values upon completion of a course. At the end of each course, the PO assessment is done from the CO attainment of all curriculum components. Each course has a defined set of course outcomes and corresponding evaluation criteria. The course outcomes are mapped to the programme outcomes for the quantitative measurement of the programme outcomes attainment.

CO Attainment:

The methods of assessment are identified to measure the progress of each Course Outcome. Assessment methods include direct methods and indirect methods. The process of course outcome assessment is based on mid-term examinations and semester-end examinations. Each question in the mid-term is tagged to the corresponding CO. The overall attainment of that CO is based on the average obtained by all the students.

Direct assessment methods include:

- Theory Courses – Internal and End Semester exams
- Indirect assessment methods include: Feed Back survey

Course Outcomes – Assessment Process

- 75% and 25% of the overall attainment of the course are taken from direct and indirect assessments respectively.
- The direct assessment weightage is shared between internal and external assessments based on the prescribed university regulations.
- The internal assessment is calculated twice a semester.
- The attainment level of each student can be studied and it can also be checked if the entire COs are attained or are met with the set performance goal.
- Indirect assessment is executed through a feedback survey.
- The final attainment of the COs is calculated from the average attainment obtained by all the students.

PO Attainment:

All the courses which contribute to PO are identified and these courses are evaluated through the Course Outcomes using direct assessment tools (Internal and External examinations) and indirect assessment tools (Feedback End Survey). After the assessment of

the POs using both the direct and indirect assessment tools, the overall results from the assessments of the PO are compared with the expected attainment. If the expected attainment level is reached, the PO is considered satisfied. In case the expected level of attainment is not met, then the concerned faculty along with guidelines from the BOS would strive to take additional measures for the overall improvement of the class.

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

2.6.3 - Pass percentage of Students during the year

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

408

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

2.7 - Student Satisfaction Survey

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

https://gurajadacollege.in/pdf/SSS_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

00

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

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

00

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

GCSM has constituted various cells to create an active flow of information and resources for transforming creative ideas into reality by creating an ecosystem of innovation.

IPR Cell:GCSM Intellectual Property Rights Cell (IPRC) is a platform for inspiriting the filing of Intellectual Property and Patenting the products/technologies for the advantage of the institute and the society.

Objectives:

- To create awareness of the importance of Intellectual Property Rights.
- To face the emerging challenges effectively and proactively.

The IPRC provides awareness of Intellectual Property Rights through seminars and workshops to faculty and students. IPRC also examines the legal and monetary aspects of the documentation of research papers. It assists the faculty and student community in the filing of patent applications.

Institute Industry Interaction Cell (IIIC):GCSM constituted the IIIC in March 2017 to improve institute industry interaction and provide a platform for faculty and students to gain real-time experience in advanced technologies.

Objectives:

- To explore and identify the opportunities for interaction with industry. To provide industry exposure to the students.

The institute has MoUs with diverse industries and has conducted many collaborative programmes such as field trips, internships, projects, and placements.

Inter-Faculty Development Program (IFDP):GCSM constituted the IFDP in 1996 to improve the skills and share the knowledge among the faculty.

All these cells create an ecosystem of research and innovation and assist in the creation and transfer of knowledge to provide great opportunities for faculty and students to make valuable contributions to society.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

07

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

17

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

GCSM has constituted the NSS unit with around 100 volunteers in 2010 to inculcate social responsibility and ethical values among the students. The faculty and volunteers participate in several extension activities conducted to uphold social justice, citizen involvement, and accountability in the development of the neighborhood.

Extension activities organized by GCSM:

1. **GCSM adopted a backward area of Munasabpeta, Karajada, and Bhairi villages to conduct service activities.**
2. **Volunteers have participated in blood donation camps organized by Red Cross.**
3. **Swachh Bharath Abhiyan is implemented to sensitize the villagers about health and hygiene.**
4. **Awareness campaigns on Tree plantation, Social Evils, Culture, and Heritage of Andhra Pradesh.**
5. **Medical Camps, eye camps, COVID Vaccine awareness, and Animal Husbandry are organized on the campus and volunteers**

have also offered their services to various NGOs.

6. Celebrating important national days like Independence Day, Republic Day, Gandhi Jayanthi, Dr. BR Ambedkar Jayanthi, Voters Day, etc.,

7. National Mathematics Day and Teachers Day are celebrated to honor their contributions and Services.

8. Voluntary services to Srikakulam Police Department as C.P.O (Community Policing Officers)

9. International Yoga Day is organized in collaboration with the YOGA Foundation, Srikakulam where NSS Volunteers actively participate in various health and stress-relieving activities like Yoga, meditation, and the Art of Living

10. NSS volunteers offered service during the Local festival at Arasavilli

Impact of Extension Activities on neighborhood community and students:

1. NSS has been increasing the student's participation in blood donation camps.

2. NSS has contributed to the clean maintenance of the campus to Swachh Bharat Abhiyan.

3. Volunteers have increased greenery on the campus through the plantation and other green initiatives.

4. The neighborhood community benefited from GCSM initiatives on Swachh Bharath Abhiyan, Traffic awareness.

NSS unit is able to make a significant impact on the institute and community by organizing various activities related to diverse social issues with the support of faculty and volunteers. The District Collector has felicitated GCSM with a certificate of appreciation.

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

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

08

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

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

14

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

101

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

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.

Gayatri College of Science and Management, established in the year 1991, is one of the top collegesin Srikakulam. The college is situated in 11.50 acres and is affiliated to Dr B R Ambedkar University,Etcherla, Srikakulam. The institute offers three under graduate and one post graduate programs.Gayatri College of Science and Management has an effective policy in place for creating andenhancing the infrastructure that facilitates effective teaching and learning. The institute haswell equipped classrooms and laboratories as per the University norms.

Classrooms: The college has 34 classrooms., Each room can accommodate seventy students. The e-class rooms are equipped with ceiling- mounted LCD projectors, sound system and computers to facilitate innovative learning with ICT tools.

Tutorials rooms: Gayatri College of Science and Management has sufficient number of tutorial rooms. Tutorial classes are conducted for all analytical subjects once in a week to coach the students.

Laboratories: Gayatri College of Science and Management has prescribed laboratories for all the programmes like B.Sc, B.B.A, B.Com MSc and to enable budding Students to practically understand the fundamentals of the theory through numerous experiments.

Seminar Halls: The institute has well furnished adequately spacious seminar halls with a seating capacity of 130-220 students. The hall is well equipped with a projector, audio system and amplifiers. The seminar halls serve as a venue for various activities throughout the year.

Skill Development Labs: The institute has one skill development labs established by APSSDC sklm CM's skill excellence centre.

Cells: The institute has constituted various cells to create an eco system of quality improvement, research and innovation like EDC, R&D, IIIC and IQAC. The institute also has career counseling and guidance cell which provides counseling through seminars and workshops.

Training and Placement cell: The T&P Cell gives Campus recruitment training along with soft skills and interview skills to students and also organizes campus drives.

Workshops and drawing halls: Gayatri College of Science and Management has well equipped workshops and drawing halls that fulfill the needs of curriculum.

Library: Gayatri College of Science and Management has a Central Library that plays a vital role in providing resources which enhance the knowledge of the faculty and students. It is housed in an area of 125.1404 Sq.m with the seating capacity of one hundred and forty users. It also offers reprographic facility at a minimal price to the faculty and students. The timings are from 8:00 AM to 8:00 PM on all working days.

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

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

Gayatri College of Science and Management has adequate facilities for sports and games (indoor, outdoor) Gymnasium, Yoga centre etc.. A well qualified Physical Director is appointed to train and monitor all sports and games activities. Annual sports day is organized in the month of February and winners receive prizes.

Indoor Games: Available indoor games in the institute are Carroms, Chess and Gymnasium.

Outdoor Games: Available Outdoor facilities in the institute are Volley Ball, Throw Ball, Basket Ball, Tennikoit, Kabaddi and Cricket nets.

Cultural Activities: Gayatri College of Science and Management cultural activities are held in the auditorium, seminar halls and the open auditorium is used for special events.

Yoga: A yoga trainer is provided to the students. Around 400 sqm area is allotted by the college for yoga practice. International Yoga Day is celebrated every year by inviting experts from various

organizations.

Gymnasium: The institute has gymnasium equipped with Treadmills, Stationary bicycles, Dumbbell sets etc..

All the courts, sports and games equipment are periodically maintained under the supervision of the Physical Director. The institute encourages students to participate in regional, university, national and international level events. Some of our students represented and won major events in different levels.

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

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

32

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

0.015

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Gayatri College of Science and Management has a Central Library that plays a vital role in providing resources which enhance the knowledge of the faculty and students. Library is housed in an area of 125.14 Sq.m with a seating capacity of one hundred and forty users. The timings are from 8:00 AM to 8:00 PM on all working days.

Name of the ILMS software: Koha

Nature of Automation: Fully Automated

Version: 21.05

Year of automation: 2022

The institute library functions under the Open Access System having a total collection of 15906 volumes of books with 4,276 titles covering all the branches of Sciences, Management, and Humanities and general books. The library has the subscription of several online Journals, national and international Journals. Periodicals, news papers, project reports of UG and PG students, previous years question papers, books on competitive exams are also made available. One terminal is allotted for students to check the availability of books with the help of OPAC.

The digital library has an impressive collection of around 62 CDs, e-resources like DELNET, NDL, e-Shodh Sindhu, N-List and collection of e-books. In addition to this, the library is also equipped with an internet browsing centre with twenty systems with unlimited access to various academic resources available on the internet.

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

4.2.2 - The institution has subscription for the **A. Any 4 or more of the above** **following e-resources e-journals e-**
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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

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

0.002

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

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

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

250

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

4.3 - IT Infrastructure

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

Gayatri College of Science and Management has well established IT infrastructure and updates its

laboratories including hardware, system and application software and Wi-Fi connectivity periodically.

In addition to existing IBM server, a high-end Blade server, with 4Blades each with 2Xeon Nehalem Processors 2.8GHz, 2GB RAM and 500GB HDD was procured in the year 2012 with 24 x 7 power backup. This state-of-the-art technology Blade server is capable of handling all the services of the campus. In 2018, a high-end WS Dell Precision T5820 server with 6core 12thread Xeon Processors, 64GB RAM and NVDIA P2000 Quadro 5GB Graphic card to cater to the graphics processing needs of Dassault 3DExperience Center was established.

Since its inception in 2008, the institution has been procuring the high end desktops. Core2Duo systems procured during the academic year 2007-08, core i3 systems in 2011-12 and core i5 systems in 2017-18. As on today, the institution has 840 desktops. In the last five years, the institution procured 100 core i3 systems with 4GB RAM and 170 core i5, 16GB RAM and 1TB HDD systems. In 2015, 60 systems were upgraded from 2GB RAM to 4GB RAM. In 2019, 175 systems were upgraded from 2GB RAM to 4GB RAM and 60 systems from 4GB RAM to 8GB RAM.

AP CM Skill Excellence Centre with 37 core i5 & core i7, 16GB RAM laptops for skill based technical training was established in association with APSSDC in 2018. DASSAULT 3D experience centre with 36 cloud licence was also established in the same year.

The institute has intranet with 1Gbps fiber optic backbone network with 40 CISCO manageable switches supplemented with Wi-Fi support given by 25 access points with 24x7 availability. In the last five years, 13 unmanageable switches were replaced with manageable switches. The campus has 70 surveillance cameras and 10 biometric

attendance devices. Internet bandwidth of 85Mbps in 2015 was enhanced to 120Mbps in 2017 and 150Mbps in 2019, upgraded recently to 550Mbps through multiple ISP connections. Hardware Sonicwall firewall with Firewall throughput of 1500Mbps, application Throughput of 1100Mbps and 1,50,000 multiple connections, was recently procured replacing the existing software firewalls.

The institute has Microsoft Volume License and is being renewed every year since 2011. In 2019, it is updated to Microsoft Azure campus license. This license facilitates regular updating of 9system software and 27application software including Office365 and MS Teams for all students and faculty.

Library and Exam Cell are facilitated with high-end print/copy/scan/fax/box/ADF printers. The institution procured 30 new LCD projectors in the last five years for E-classrooms, seminar halls, conference halls and laboratories and replaced 12 projectors procured during 2009-12.

College management software EZschool procured in 2011 was upgraded with ECAP, college and learning management system.

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

4.3.2 - Number of Computers

268

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

0.058

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Gayatri College of Science and Management has well-developed physical, academic and support facilities with fifty class rooms, e-class rooms with LCD projectors, sound systems, sufficient tutorial rooms, prescribed laboratories for all the programmes, spacious seminar halls, computer labs, Skill Development Labs, Training and Placement cell, workshops and drawing halls that fulfill the needs of curriculum.

The institute has its own defined procedures and policies for maintaining those facilities.

Maintenance and Utilisation of Facilities at Gayatri College of Science and Management

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

955

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

211

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

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

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

861

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

861

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

208

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

17

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

19

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

09

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

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)

GCSM provides opportunities for the students to become members of committees and actively participate in administrative, co-curricular and extracurricular activities. It fosters

organizational abilities and leadership qualities among the students. This exposure helps the students to understand and solve different administrative problems thereby making them more responsible. This involvement helps them to focus on practicing and promoting values keeping in mind the vision and mission of the institute. The students are familiarized with the objectives of the committees when they are nominated by the chairman of the committee. SRKIT has student participation in various committees like IQAC, Library, NSS, Anti Ragging, Grievance cell, Women Grievance, Hostel, Canteen, Transport, Complaints/ Suggestions, Social welfare, Student welfare, Alumni, Art - Literary and Cultural etc.,

The institute encourages the involvement of students in organizing events like Annual get-together. Independence Day, Teachers' Day and Techno-cultural fests.

At departmental level, associations are functional the students organize various co-curricular and extracurricular activities once a week after the college hours to hone their academic and personal skills. These associations give them platform to overcome their internal inhibitions and bring out their best to make them successful not only in their career but also in their personal life, ultimately they stay in the campus happily and lively. They share their happiness with the society in terms of giving back their fruitful services.

Responsibilities of the student committee members in various committees:

• IQAC: They give ideas for conscious, consistent and catalytic action to improve the academic and administrative performance of the institute.

• Library Committee: The student member represents the needs and concerns of the students to the Library Committee.

• NSS Committee: Student members take an active role as volunteers to participate in various Extension activities like Swatch Bharath, Blood Donation Camps and planting saplings.

• Transportation: They represent the concerns of the co students regarding the regular transport facility to the committee.

• Anti Ragging Committee: They assist the faculty in the committee in preventing incidents of Ragging.

- **Women Grievance Redressed Cell:** They assist the committee members to prevent sexual Harassment in the institute, propose and organize gender sensitization, women empowerment and self defense programmers.

- **Grievance Redressed Cell:** They act as an interface in bringing the student grievances to the notice of the committee members.

Canteen: They help in preparing the menu and monitor the quality of food and service in the canteen.

- **Public relations, press & media:** They take initiatives to foster community relations and internal Communication.

Hostel and Canteen: They take active role in preparing the menu, sensitizing the students to follow hostel rules and regulations.

- **Student Welfare and social welfare:** They coordinate and help the students in registering, opening and renewal of the scholarship.

- **Art - Literary and Cultural:** They promote, plan and conduct various cultural activities.

These activities helps students enhance skills like leadership, interpersonal, empathy, communication and self-discipline and transform themselves into holistic persons.

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

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

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

34

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

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

GCSM has a registered Alumni Association named Gayatri College of science and management Alumni Association (GCSMAA) This body is constituted with the purpose of strengthening the alma mater and the alumni. In line with organization's goals, Vision and Mission, the members strive to strengthen their bond with GCSM through their valuable contributions.

The governing body is nominated by the registered members of the association. They work in accordance with the GCSMAA Bye - Laws. It focuses on connecting alumni to the parent institution. The institute organizes periodical alumni meets where they reunite with their classmates and faculty to share their memories and extend their support to the growth of the institution.

Contributions of GCSMAA:

- **Sharing their industrial expertise and technology updates through guest lectures to provide job**
- **Ready skills to the students.**
- **Participation in student interactions when Alumni from India and abroad visit their home town,**
- **Providing references for student placements.**
- **Endorsing the institute and recommending it to their relatives and friends**
- **Suggestions to improve the effectiveness of the curriculum.**
- **Improving institute industry interaction by bringing industrial experts to interact with our students.**
- **Providing employment opportunities to the students in alumni**

  - enterprises.
  - Giving career counseling to develop awareness and confidence in students.
  - Donating books to the library to meet the academic needs of the students.
  - Motivating the students with their success stories, challenges faced and coping with setbacks.
  - Contributing towards the welfare of the Alumni members.

The Alumni Association of our institute is strong and rich with members from multifarious professions they are employees, employers, entrepreneurs and technocrats who have achieved excellence in their chosen field. Alumni Association which functions with charity, collectivity and camaraderie as its corner stone is one of the four pillars of the institute.

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

5.4.2 - Alumni contribution during the year   E. <1Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Institute Vision:

To become a model abode of learning with time-trusted academic values for serving the nation and the world.

Institute Mission:

- To provide academic infrastructure and create incubation centers.
- To augment industry-institute interaction through research and skill development activity.
- To build a lively ambiance and provide learning etiquette for the all-around growth of stakeholders.
- To promote innovative ideas through consultancy and knowledge hubs.
- To expand the knowledge of stakeholders by involving them in workshops and training programs.

Objectives:

- To become a knowledge hub for addressing diverse student learning needs.
- To develop the skills needed to formulate institutional improvement plans through collaboration with all stakeholders.
- To reach a level of expertise where faculty from college is taking up major consulting assignments in a wide range of technical areas.
- To promote innovative thinking among faculty, students, and staff within a culture of inspiration, high expectations, accountability, and quality service to students, the University, and external communities.
- To achieve targeted results and placements consistently.
- To establish centers for excellence by undertaking nationally and internationally acknowledged skilled personnel thereby initiating incubation centers.
- To understand how professional learning communities can create state-of-the-art facilities to support the rural environment.

Role of Top management in policy implementation:

- Proper support for policy and planning through need analysis and research inputs in consultation with the stakeholders are taken by the institution.
- Regular inspection and monitoring of labs to improve and update the laboratories.
- Continuous improvement of resources, decentralization, and delegation of powers, formulation of action plans are taken to improve the strategic plan and implement academic freedom.

The policy statements and action plans for fulfillment of the

state admission:

In organizational order, the faculty members are at the bottom and remain key members/pillars of the academic process. The preparation and implementation of the plans and policies are done at this level. The needs and other day-to-day problems are handled by the Principal. A clear policy-making mechanism is deserved At this level, Any further requirements needing a higher level of input and directions are dealt with at the management level, in consultation with the Principal and faculty members.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:

All employees at all levels enjoy the freedom of expression and take an active part in the planning and implementation of all operations. For example, committees formed for institutional development are fully managed by the faculty members along with the students, and the summarized record and recommendations of which are submitted to the Principal, who in try ahead of the matters and presents them to the Board of Governance.

Interaction with stakeholders:

Interaction with stakeholders (Students, Parents, faculty, management of the college, Society, industry, Government, etc.,) is pursued actively by the lively involvement of Management, Principal, and faculty members.

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

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

The college maintains a trend of a decentralized governance system. The decentralization and participative management are contributed at various levels in the institute. The Secretary and Correspondent play an important role in the administration of the college running smoothly. The Management and the Principal discuss implementing all the programs successfully. The Principal conducts meetings with Heads of the Departments and takes proper

suggestions and final decisions will be implemented related to college. He also conducts meetings with various committees/cells and passes resolutions. The Principal is responsible to conduct all the meetings in the college and set proper rules for the staff & students.

HODs involve in organizing seminars, and workshops, distributing workload, assigning faculty members as lab in-charges, etc. HODs will take feedback from the students once a semester to observe the performance of each and every faculty member. HODs encourage teaching and nonteaching staff by self-appraisal every year and also help them to improve their academic performance and to set new goals. HODs participate in the meetings headed by the Principal to discuss the result analysis and take remedial classes if the result is low.

Faculty members are encouraged to develop their leadership qualities by the HODs by allocating them as in-charges of various academics, co-curricular, and extracurricular activities. Faculty members are also encouraged to conduct industrial tours. They participate in departmental meetings headed by HODs to discuss various academic activities and plan and review the action plan. Faculty members are encouraged in doing research work, publications and examinations.

Students with the best academic performance are selected as class representatives and they are encouraged actively to participate in different types of activities (academic, curricular, and co-curricular). The committees that are listed below are used for decentralization and participative management:

- Disciplinary committee
- Women Empowerment Cell
- NSS Cell
- Canteen committee
- Transport committee
- OBC cell
- SC/ST Cell
- Minority Cell

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Gayatri College Of Science And Management – GCSM has introduced a constructive plan to promote and build up valuable Teaching Learning methodologies, English Communication Skills and Research programmes. The institute planned continuous programmes over a period of five years to reach the above goal.

GCSM has initiated the Research and Development Cell to support innovation activities. The faculties are supported to organize research to publish their findings. Majority of faculty members have registered for their doctoral degree and some have attained their doctorates with the support of the institute. The institute supports faculty to attend various activities with regard to research.

The following initiatives undertaken by the institution to develop Effective Teaching Learning Methodologies:

1. A Two day Faculty Development Programme organized by the institution on Communication Skills, like reading, writing, listening and speaking.
2. A Two day workshop for Faculty on Telugu for Teaching of modern poetry was conducted for effective teaching by Dr. R. Srinivas, Professor VSM Degree College, ramachandrapuram.
3. A seminar on Modern Story Writing in Telugu Language to encourage teaching language lovers by Dr. Nistala Narasimha Murthy from Srikakulam, A.P.
4. A Two days Faculty Development Programme in Post Corona Higher Education Initiatives Vs Academic Challenges in Teaching and Learning was conducted by Dr. N.Vidyaranya Chakravarthy from Universityof Warwick, UK
5. A Three days workshop organized for newly joined faculty members on Enhancing Classroom Communication was conducted to provide insights into teaching learning methodologies. The participants were given constructive feedback for practical teaching sessions.

Gayatri College Of Science And Management has made incessant efforts in imparting new teaching learning strategies and also English communication skills among the faculty. Many programs like the above mentioned were planned and executed to attain this goal. The institute has made great strides in these aspects through

FDPs. There was a sea change in the planning of teaching and its execution by using PPTs, e-resources, task/activity and outcome based teaching which was the result of the continuous efforts made by the institute in this area. The less experienced faculty who were unaware of these methodologies could imbibe them at the initial stage of their teaching career and the experienced faculty could update and enhance their knowledge. So the strategic plan to develop new teaching learning strategies and English communication skills was highly successful.

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

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

Institutional Strategic Plan

GCSM aims at transforming students into intellectual leaders through holistic education, making them socially responsive members inchanging technology driven world.

Strategic plan critically examines grooming of students and face challenges to have a rewarding future. Major emphasis of strategic plan is to develop quality of education and to achieve calibrated improvement in quality of education as institute imparts in line with Vision and Mission ofinstitute. The strategy is developed, by laying emphasis on building core strengths i.e., excellent infrastructure, talented students and faculty and a deeply committed management to meet challenges thrown by emerging opportunities. GCSM has identified following goals:

Goal 1: Empowering students through Holistic Education with global employability and social responsiveness by establishing student counselling centre.

Goal 2: Enhance institute infrastructure to accommodate increased intake, research, technology development and transfer such as

modernised Library, internet, hostel facilities, sports facilities etc.

Goal 3: Encourage faculty to register for Ph.D. degrees and take up minor research projects.

Goal 4: Introducing new diversified courses appropriate to local needs and in accordance with NEP.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

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

Gayatri College of Science and Management - GCSM accepts Employee Welfare is mandatory part of the organization. Welfare measures of an organization will keep up the confidence of the employees. Employee Welfare will help the organization to retain the employees for long time. It also improves the quality of their performance, as they feel comfortable, committed and wholeheartedly work for the organization.

Welfare measures for Teaching and Non-Teaching members of the institute

The Institute provides:

1. Academic driven, Student Centered, Moral, Ethical, competitive and professional work environment to its faculty
2. Encourage to upgrade their qualification to acquire the higher standards of education.
3. For Researchers provides various resources like Library, Equipments, any software etc;
4. Transport facility.
5. Maternity leave.
6. PF and ESI for Non-teaching staff.
7. Fee Exemption and concession to the school going children.

For the Professional Development of faculty

The institution provides:

For Faculty Development Programmes: Special leave and financial assistance to participate in seminars /workshops /conferences / training activities Etc;

Study leave for Higher Education.

Encouragement to for presenting and publish Research papers

Support to undertake minor/major research projects.

Training programs for the new entrants to improve their teaching skills.

ATM facility on the campus

Recreation programs, sports and picnics are arranged.

Grievance Redressal Cell.

Yoga classes for physical & mental fitness.

Wi-fi facility.

Medical and Health camps.

Fire safety,

CC TV cameras to ensure safety and security.

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

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

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

33

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

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

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

03

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

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

The performance appraisal system of the faculty is evaluated and cared at the recommendations of departmental HODs & Principal after getting information through the following step.

Step-1:-

- Yearly Self-appraisal.
- Based on academic results.
- Faculty Achievements such as research contribution (Paper Publications and fundedR&D projects and consultancy)
- A numberof workshops and training.
- Programs conducted Memberships in professional societies.
- Additional responsibilities contributing towards administration.

Step-2:-Student feedback on faculty.

Step-3:-HOD recommendations.

The decision taken is based on the outcome of their view of the performance appraisal reports by the management. It is conveyed by

1. One-to-one interactions.
2. Discussions of general issues in departmental meetings.

DECISIONS:

- The increments are given at the end of the academic year.
- Knowing the status and capabilities of the faculty.
- Identify the areas in which training is required.
- Check the loopholes, if any in the system or policies.
- Taking the output of the performance appraisal, as a basis to plan for the future to ensure the right man for the right job
- Enforced the training program.
- Repositioned the employees according to their performance in the roles assigned to them.
- Good performers are appreciated and encouraged further for better performance.
- Reward/Award to the outstanding performers

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

6.4 - Financial Management and Resource Mobilization

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

A well-defined mechanism is in force for financial audits to have discipline and transparency in financial management. The accounts of the institution are in compliance with internal and external audits.

Internal audit:

The management deputes officials for performing the internal audit. The Internal Auditors carry out both financial and systems audits regularly. The internal audit team conducts auditing of the Institute's functioning to assure that the set of functions of the institution is carried out in a proper manner. The audit focuses on financial and other related matters, which are included in the manuals. Internal audit after thorough verification of various functions of different aspects, prepare their initial report indicating inaccuracies and deviations in the implementation of the financial policies and procedures of the institution. In doing so, they can find out irregularities in the maintenance of records to bring the same to the notice of the concerned.

The following areas are covered under internal audit:

- Thorough Revenue and Expenditure Audit
- Fixed deposits and interest receipts
- Fixed Assets and Purchases
- Statutory Compliance on TDS, EPF,PTAX & ESI
- Systems Analysis and Compliances

External audit:

An external audit will be conducted at the end of each financial year. The auditors will visit the college at regular intervals; they will verify all financial transactions with the supporting documents and approval of proper authority for each financial transaction. The financial transactions are accounted for in Smart Brainy Campus Management System (SBCMS) / ERP in books of account by the college.

The audit is conducted in accordance with the Auditing standards generally accepted in India. Auditor will examine on a test basis evidence, supporting the amounts and disclose in the financial statements. It also includes assessing the accounting principles

used and management estimates and evaluation of overall financial statements presentation. Audit reports will be issued based on their recommendations.

External audit procedures:

1. Source of income verification: Auditor will cross verify the fee collections with an approved list of students like:

- List of students admitted in the first year through Common Entrance Test (CET) admissions and management quota admissions with the list of students sent to the University
- An eligibility list of students is approved and sent to University for higher-semester students.
- Other incomes are cross verified with the receipts issued to the students.
- The fee amount receivable and the amount received will be reconciled. Checking grants received if any.

2. Expenses Vouching:

- Correctness of classification revenue and capital expenses
- . Reconciliation of bank accounts and checking the bank confirmations.
- Salaries payments with the salary statements. Any other statutory compliances verification required as per Income Tax Act

3. On such verification any discrepancies will be discussed and sorted out with the management. Any changes will be incorporated accordingly.

4. All financial statements like balance sheets and Income & Expenditure statements are obtained based on accounted financial transactions.

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

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

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

00

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

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

The availability of funds is essential for any organization, society, family, or co-operatives but the mobility of funds is even more important. If the mobility of the fund is in the right direction, then the level of progress will be as expected otherwise it becomes ineffective even though the fund is available. Therefore, the mobility of funds is important for the development of the organization.

The institution has clear, well-defined, and systematic strategies to ensure the ideal utilization of available resources. It holds a well-coordinated approach to optimal utilization of funds and resources. The Principal and the various committees of the college monitor the use of resources.

Institutional strategies for mobilization of funds:

Fees amount is collected from each student as per the norms laid by the Fees Fixation Committee of State Government. The amount towards fee collection is deposited in the public sector/private banks as short-term fixed deposits. The amount of fees and the interest earned from the deposits are utilized for the development of the college and recurring expenses like salaries, electricity maintenance, vehicle fuel, infrastructural maintenance, etc. The innovation activities like students' project work and research activities of students and faculty are supported by the institute. Institute also supports Green infrastructure development in the college atmosphere and waste management activities.

Optimal utilization of resources:

The allocated funds are utilized to pay teaching and non-teaching staff salaries, purchase lab equipment, consumables, library books, journals, printing and stationery, advertisement expenses, telephone charges, interest to parties, general insurance, newspaper, audit fee, incentives to staff, administrative charges, ratification fee, tax, postage and courier, exam remuneration, etc.

The finance committee reviews the utilization of resources and audit the income and expenditure and makes recommendations for better handling of resources and effective mobilization of funds to the administration and management.

For the smooth working of our institute, various committees have been constituted. Each committee exercises its expertise and analyses the requirements and then forwards it to the analysis committee with expected expenditure and planning. The adage goes 'sound mind in a sound body. Sports and personality development programmes are organized periodically and the expenditure incurred is borne by the institute.

Funds are utilized for green infrastructure development and waste management activities in the college and for payment of electricity, water, internet, website maintenance, and telephone bills. Funds are also allocated and utilized for social service activities as a part of social responsibility.

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

6.5 - Internal Quality Assurance System

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

The Institute is devoted to quality teaching and learning processes. It focuses on the personality development of students through certificate programmes for skill development, training programmes, and other co-curricular and extracurricular activities apart from teaching-learning, that expand their knowledge for their overall development. IQAC reviews and ensures quality in academic activities undertaken by the institute from time to time.

Composition:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Three to eight)
3. One member of the Management
4. Few Senior administrative office-bearers
5. One nominee each from local society, Students, and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Frequency of meeting: Once in every quarter of the year

Functions of IQAC Cell:

1. Development and application of quality benchmarks.
2. Parameters for various academic and administrative activities of the institution.
3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
5. Dissemination of information on various quality parameters to all stakeholders.
6. Organization of inter and intra institutional workshops, seminars on quality-related themes, and promotion of quality circles.
7. Documentation of the various programmers/activities leading to quality improvement.
8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

Two practices:

1. Mentoring: Mentoring has been a proven method (practice) that continuously involves communication between students with mentors. The ultimate aim of a mentoring relationship is to promote the tutorial and private growth of students; It is conducted on a regular basis. Mentors provide the steering, motivation, and emotional support to students. Mentors resolve the educational issues faced by students.

2. Remedial Classes: Remedial classes are to develop the education

and basic skills of weak students. It's allotted to help the students to attain expected competencies in core skills. These sessions are conducted weekly once for students. Teachers entrusted with remedial classes help students to facilitate them to develop sensible learning habits and attitudes to complete the assignments promptly, keep their promises, and be accountable and disciplined.

The IQAC has created benchmarks for the key aspects to measure the quality. Performance gradings are awarded; the same is communicated to the departments/sections by the Head, IQAC. On completion of the assessment, measures on various aspects have been suggested.

- The quality of teaching, learning, and evaluation is improved by conducting remedial classes for weak students to improve their academics
- Video lectures to enlighten the students.
- E-learning is promoted via ICT

Teaching and Learning Development

- Subject allocation is based on the ability, skill, desire, and experience of the teacher.
- Eminent senior teaching staff members are recruited to hold key positions

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The core aim of IQAC is to give quality assurance of academics and administrative works. It ensures for the development of faculty and students and provides guidelines periodically for quality enhancement. It enhances the academic and administrative performance of the institution. It additionally verifies the learning outcomes from time to time through student feedback and departmental gatherings. The IQAC found that the teaching procedure must be made more student centric by adopting modern

methods of teaching and learning. Departmental libraries, hyper space facilities, computing facilities during and beyond working hours will help the students and teachers to upgrade the teaching and learning process. LCD projectors are used in the classes and laboratories for constructive presentations of e-learning content. Number of hard bound books and e-Books are regularly procured along with the periodicals.

The IQAC Supports the activity by involving various departments of the institution and inspects the departments as a calendar task every semester. It also supports, connecting the academic review activities and also executes the advice of the Audit Committee.

The IQAC also supports academic review activities such as:

- The Academic Plan is prepared well before the commencement of classwork for the subjects.
- Every subject teacher maintains the attendance register and course files for their respective subjects.
- Every subject teacher also maintains the syllabus copy and lesson plan of their respective subjects.
- Most of the topics are covered through Information and Communication Technology (ICT).
- For the improvement in the quality of Internal and End Semester Examinations Question Papers are prepared as per Bloom's taxonomy.

Teaching-learning Process:

The Quality Management System has suggested unit-wise learning outcomes for each subject. The learning outcomes are judged through two internal tests. The question paper is set to have an equal dispersal of weight for each learning outcome.

Structures & Methodologies of operations and learning outcomes:

Name of the mechanism

Structure & Methodologies of Operation

Learning Outcome

Teacher Course file

Date wise classes with reference to time table are noted in the teacher's attendance registers. This clearly gives clarity about

the classes conducted systematically.

The course teacher can understand the importance of adhering to the schedules and following them diligently

Result Analysis

The principal analyzes the results of the students in each course. The pass percentage and the grades secured by the students quantify the teaching efficiency of the teachers concerned.

The faculty realizes the need for improvement and works towards it.

Incremental improvement in various activities

Academic Activities:

Quality assurance is our motto. The preparation of quality content delivery prepared by the faculty is monitored and evaluated by a team of senior faculty, subject experts, and HOD. The same is delivered to the students in a preplanned way as mentioned in the lesson plan (micro level planning). Video lectures of professors from institutions and universities of national importance are exposed to the students and students are encouraged/motivated to write certification courses on particular subjects in that current semester. It helps in advance study & National international online exposure. For conducting effective lab experiments lab manual and sample program/master records are prepared, maintained, and provided as a reference to faculty. Sometimes faculty take the help of slides, tutorial points, and other ICT-based materials. Guest Lectures, Seminars on current topics are conducted to fill the gap in the books and current trends. Faculty are exposed to Mission 10X and follow modern Teaching Learning Methodology and academic quality enhancement.

Administrative Quality Enhancement:

The institution has framed its own HR policy book and strictly executed it for the quality enhancement of administrators. The administration is decentralized with various committees and more autonomy is given to the department. It is totally transparent and the department and institution work together for effective administration. The students are aligned toward discipline and ethics as part of the institution's vision. As a result, the BVCCE students get good feedback from the employer which is one of our

strengths. The campus is a ragging-free zone. Even if there is cultural diversity, BVCians show the national integration on a single dias. We have been imparting several programs which are very much essential for industry and arranged various advanced talks from industry experts focusing on filling gaps between academics and industry.

The Institution's Teaching, Learning, and Assessment strategies are continually reviewed, and ideas for improvement are identified and implemented. Some of these include:

- Implementation of Outcome-Based Education
- ICT Usage
- Encouraging NPTEL & MOOCs courses
- Academic research
- Guest lecturers
- Field Trips and lab lectures
- Mentoring
- Tutorial teaching

Learning Management system (LMS) through various platforms like Great Learning, SBCMS, CODE TANTRA, etc., are in usage which facilitates Faculty Login, Student Login, Parent Login and monitored by HODs & Principal to facilitate self-learning as faculty can post material, message, mentor, grade the students apart from posting and monitoring the daily attendance of students.

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

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- **Promoting human dignity and social responsibility.**
- **Allow the recognition of multidimensional representations of women and men.**
- **Promote communications that represent unbiased representations of gender equity.**
- **Conduct workshops that promote diversity and gender-sensitive communication for members and employees.**
- **Conduct regular awareness-raising activities in health, safety and security among the students and staff.**
- **Encourage girl students to take up roles as classes representatives, project heads etc.**
- **Constantly monitoring women grievous cell and attending to sensitive cases immediately.**
- **Promoting and training girl students as change makers.**

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

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

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

Solid and Liquid waste management: The primary goal of solid waste management is to reduce and eliminates the negative effects of waste materials on human health and the environment in order to promote economic development and higher quality of life. All solid waste is collected by designated personnel from bins located throughout the campus. Some of the elements done for the solid and liquid management are:

1. **Waste is segregated in the form of dry and wet waste.**
2. **Color-coded dustbins are used for different types of waste.**
3. **The waste which is segregated is then collected by municipal corporation vehicles for proper disposal.**
4. **Even the furniture which is broken is also converted into reusable.**
5. **We have newspapers kept in the library and after the collection of all papers we make Inter-Office Committee year-wise and sell those papers to old newspaper collectors and we get cash which is kept for institutional use.**
6. **The campus has a small pilot-scale composting plant viz. Girls' hostel where waste-care units are placed that generate compost culture from the food waste.**
7. **The NSS unit has conducted a pledge programme on 'Swatchh Bharat Abhiyan".**
8. **Sanitary pads are made available from vending machines located on the college campus. The college is to take care of the environment through solid waste management, in order to maintain the beauty of nature in and around the campus the college sensitizes its students and staff about the environment through various activities.**

E-Waste Management: Old batteries, mobiles, chargers, bulbs, etc keyboards, old and damaged monitors are disposed to the local vendors. No hazardous waste material is produced in the institution. The lab wastes are tested to be unharmful to the environment.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **A. Any 4 or all of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Gayatri College of Science & Management has implemented several measures to make the College an inclusive campus.

Measures for equal opportunities:

Gayatns College of Science. Management strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non teaching staff. Special committees like the SC, ST and OBC Counselling Committee, PWD Counselling Committee and the Equal Opportunity Cell ensure parity and transparency during the admission process.

The college has an Equal Opportunity Cell (EOC) which looks after the welfare of differently abled students. The National Service Scheme (NSS) volunteers also assist blind students in reading out study materials, offer assistance in writing projects, and assist students in mobility and learning Students from low socio-economic spectrum are granted fee concessions in every academic session. The college also promotes several financial assistance/scholarships provided by the Government of India, state governments and non-governmental organisations to facilitate access to financial assistance among students.

Mentor-mentee meetings are held regularly and students are encouraged to share their problems academic or personal with their mentors. Dedicated teacher-mentor are assigned for outstation students.

Teachers adopt bi-lingual mode of teaching, wherever required, to

assist students with linguistic challenges. This helps students enhance their academic performance. Gayatri College of Science & Management promotes cultural plurality and inclusivity on campus . In a an effort to unite all cultures, many events are organised to promote cultural diversity.

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

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

Gayatri College of Science & Management organises activities that strengthen our constitutional values and deepen our allegiance and responsibility towards our nation. The National Service Scheme (NSS) and National Cadet Corps (NCC) are two integral bodies that commit programmes and activities to inculcate constitutional obligations and patriotism among students and staff.

Programmes instilling citizens responsibilities:

The college fosters community responsibility by organising blood donation camps routinely. In every camp, around 100 volunteers donate blood .

The college renders national service by organising road-safety awareness programmes routinely. Students are informed about traffic rules and regulations and instil the importance of safeguarding human life.

To promote a sustainable environment, Swachch Bharat campaigns and Tree Plantation drives are organised. As part of the campaigns, environmentally safe practices such as plastic ban, water conservation, waste segregation, cleanliness and anti-pollution campaigns are implemented regularly. Awareness programmes for proper E-waste disposal are organised.

To protect human lives and property of the college during disaster, Gayatri College of Science & Management organises awareness drives, conferences, and mock drills for disaster management.

The college promotes linguistic diversity and cultural plurality by organising programmes such as cultural programmes.

Democratic values:

The college enshrines the sovereign and democratic values of our nation by commemorating the Independence Day and the Republic Day annually.

Army Day is observed to pay tribute to the Indian Army for their relentless service to this nation.

Voters Day and Voters Awareness Programmes are organised in the college to create awareness of youth towards their constitutional rights and duties. Routine drives are organised to facilitate issuance of voter ID for students.

Citizens' rights:

Legal rights awareness programmes are organised to spread awareness among students of their constitutional rights.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Gayatri College of Science & Management celebrates national and international commemorative days to inculcate constitutional responsibilities, to instil patriotic spirit and to foster unity among fellow citizens. Independence Day and Republic Day are celebrated in the college by hoisting the Indian flag.

International Mother Language Day is observed on 21st February to promote the preservation and protection of our mother language.

International Women's Day is celebrated on 8th March. On this occasion, various competitions are organised in the college to celebrate women-power. The Women's Development Cell addresses issues related to gender disparity and promotes gender equity in our society.

Surgical Strike Day, Kargil Diwas, Army Day were celebrated on September 29, 2018, July 26, 2019, and January 15, 2020 respectively.

National Youth Day is celebrated every year on 12th January to commemorate the birth of Swami Vivekananda. Debates, essay writing, extempore competitions are organised to spread the messages of Swami Vivekananda amongst the youth.

International Yoga Day is celebrated every year on 21st June to mark the practice of self discipline and tradition of well-being continuing for thousands of years in India.

Important environment-related days are commemorated at Gayatri College of Science Management to heighten awareness about the importance of a safe environment and conservation of natural

resources.

World Environment Day is observed every year on 5th June. Various competitions like poster making, slogan writing, essay writing, etc. are organised on this occasion.

The college actively participates in the Swachh Bharat Abhiyaan by ensuring proper sanitation facilities, dustbins on the campus, and hygiene in the toilets.

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

7.2 - Best Practices

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

Best Practice-I

Title of the Practice

Online learning and COVID preparedness

Objectives of the Practice

Due to the COVID-19 pandemic, the college had to make the difficult decision to close and conduct all activities online. However, later during the year at least some activities became in the physical mode. Moreover, the year was marked by lots of uncertainties and accordingly a new practice had to emerge to adapt to this new world. The objectives of this practice were threefold:

1). To ensure that the teaching learning practice goes on effectively in an online world during the pandemic by responding quickly and appropriately

2) To gradually reopen the institution as per GoI guidelines so

that at least some teaching takes place in the physical face to face mode

3) To ensure COVID appropriate behaviors as well encourage pro social behaviors in all

The Context

There was an urgent need to rethink education as regular teaching was disrupted and the majority of the teaching learning process became online. Teachers have been forced to rethink their teaching pedagogies to accommodate online learning. Doing practical work in an online mode has been one of the most difficult obstacles. Other activities, such as internships, seminars, and field work, had to be moved online as well. Admissions and administration also became online. All these changes necessitated the acquisition of new skills in order to adapt to the changing environment. The impact on women's education was massive as many women students struggled to manage their studies with academics. Everyone has struggled with the loss of personal interaction. Research suggests that anxiety, despair, and stress have become frequent among students and employees. The college had to build the necessary infrastructure to support the online modality. The college also had to think about how to reopen at least some educational activities while ensuring that COVID appropriate protocols are followed.

The Practice

Describe the practice and its uniqueness in the context of India higher education.

• Upgrading ICT: The entire college was made Wifi accessible with a bandwidth > 50 MBPS and all faculty were provided institutional email ids, Google classroom and Zoom were extensively used to conduct online lectures, share resources and conduct internal exams and assignments.

• Training for ICT skills: Since the technology is new for several teachers therefore several webinars as well as FDP were organized.

• Developing innovative teaching pedagogies appropriate to online mode: Pedagogy was mainly participative with a focus on students engaging in group projects and giving PowerPoint presentations, as well as discussions and other activities. Besides online lectures, teachers used Powerpoint presentations, lecture recordings,

uploading on Google drive, and Audio/video aids. Google Forms were used for taking feedback, research-based activities, maintaining attendance etc. All webinars, FDPs, workshops, DU exams, outreach programmes, heritage walk, pledge sessions have been virtual and conducted through ICT. Research by teachers focused on understanding the social context of the pandemic.

• Enhancing communication during lockdown: All students, faculty and other staff were in constant contact with each other through various means such as whatsapp, emails etc. Faculty groups and student groups were created and university/college communications were immediately posted on website/ student groups/ faculty groups through WhatsApp and email. At times a small support group was created online for helping a critical member.

• Developing tools for assessment: For online assignments online, it was important to develop assess the originality of content. One of the tools used was the plagiarism software Urkund which became available in the college library.

• Ensuring awareness about pandemic: The Covid Task Force of college developed advisories, facilitated on-campus RTPCR Covid 19 testing facility, and organized webinars.

• Planning for reopening the college for partial activities: Planning involved COVId advisories, COVID awareness activities, arrangements for sanitization, staggered timings, following COVID appropriate behaviours, following all safety mandates and upgrading Wifi.

Evidence of Success

Although the face-to-face interaction of physical classes cannot be replicated in the online approach, the college's response to the pandemic was appropriate given the circumstances. The following examples show how the college acted quickly and effectively:

1. In March 2020 itself all classes and other activities such as webinars and exams became online

2. The feedback survey and satisfaction survey taken during the pandemic year indicated that students were quite satisfied with the online mode

3. The examination results of the students during the above period

indicate that students on the whole performed quite well.

Best Practice-II

Title of the practice

Welfare Activities to support underprivileged students to pursue higher education

Goal

Though there has been a phenomenal growth in the number of women enrolled in higher education since independence, the percentage of women students in Gayatri College of science and management under privileged background is much lower due to gender discrimination and financial constraints. Financial assistance needs to be provided to these students to enable them to complete higher education as once educated; these women can become a channel for improving the quality of life both at home and outside. By encouraging and promoting education of women, they can be empowered for a better future.

The Context

Majority of our students are from socio-economically challenged segments of the society. Personal interactions with students and analysis of the dropout statistics has revealed that familial and financial constraints prevent them from completing higher education and lead them to drop-out midway through the course. It was observed that supporting them with financial assistance would help them to pursue higher education. Hence, it was decided to generate funds to provide financial help in the form of scholarships, micro loans, etc. Besides financial assistance, students also need other basic necessities like meals, medical assistance etc. To meet the needs of the students, a number of schemes have been started.

The Practice

Our management believes in inclusive education and strives hard to raise funds from philanthropists to make these schemes sustainable. The schemes launched are as follows:

- Financial assistance through interest-free micro loans and scholarships:

Under this scheme, needy students receive interest-free loans to pursue higher education or to complete professional courses at our institute or at other institutes. As the fees of such courses are high, the needy students take loans and repay them at the earliest. Scholarships are awarded to students who are unable to pay the fees.

- Mini meals:

Many of our students cannot afford two meals a day. They attend classes on an empty stomach and report to their jobs directly from college. We have launched the Mini Meal programme, where 200 needy students are given a balanced meal including a fruit on every working day. This programme has resulted in better health and improved academic performance of the beneficiaries.

- Medical Aid:

Under this scheme, students are provided free medical consultation and medicines. Students with major medical problems are provided with financial assistance for hospitalization and treatment. For this, the management has launched the Medical Aid Fund by setting up a corpus of ` 10,00,000 (` Ten Lakhs)

- Financial support to gifted students:

The college has set up a corpus of ` 10, 00,000 to enable gifted students to hone their special talents in academics, sports or creative activities like dramatics, dance, music, drawing etc. by assisting them financially to take professional training and excel in their field.

Evidence of success

- Around hundred students avail the micro loan facility per year and the repayment rate is very good. Most of the students who have completed their courses are now well placed in life and their standard of living has improved.
- The beneficiaries of the scholarships have been able to complete their education successfully.
- With mini-meals it has been observed that the attendance and academic performance of the students have improved.

Problems encountered

- Raising funds to sustain these programmes is difficult. The

Trust works very hard in raising resources.

- Getting efficient man power to work in this area on a voluntary basis or working at nominal pay is another challenge. Taking help of past and current students has helped us to save on administrative costs.
- Convincing financially weak but desirous students to utilize financial assistance in the form of loan for pursuing professional courses is a challenge

File Description	Documents
Best practices in the Institutional website	https://gurajadacollege.in/pdf/7.2.1%2020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Gayatri college of science and management is the pride of munasabpeta, Srikakulam, was established in the year 1991, seven kilometers away from Srikakulam pioneered as KG-PG college in our district, with longstanding and excellent faculty members and sophisticated equipment to meet the present as well as the changing needs of the corporate sector.

Vision: To create unique and high standards of education in a pollution-free environment.

Mission: To provide quality education to rural society in order to compete with modern society in the mission. The college wishes to enrich young men and women with sophisticated education and sound personality development.

Teaching and learning process:

- Under the norms of UGC, all the faculty members are equipped with good knowledge and updated in their fields respectively.
- All the faculty members are applying innovative and research orientation to the students for overall development.
- A continuous program for faculty development under the title of INTER FACULTY DEVELOPMENT PROGRAMME (IFDP) from starting

the year 1993 to date.
- Through MOU with industries in and around Srikakulam.

Extension activities:

- The college provides training in areas other than academics and technology such as social skills, soft, ethical values, and personality development.
- UG and PG students and faculty members attend technical seminars, conferences, and workshops regularly.
- Students in the third year and of all streams can benefit from the college job assistance programmer (campus recruitment). Every year many students are chosen for campus interviews by reputed companies.
- By adopting nearby villages, NSS&NCC wings involve in social services and regularly conducts sanitation programs (SWATCH BHARATH), Plantation, Blood donation camp, Eye camp, and remaining health checkup camps.
- Conducts meetings periodically with the faculty members and with students to maintain harmonious relations with the faculty and students to update the changes in curriculum and standard of education.

Self-evaluation and continual renewal:

The institution uses a multi-level evaluation process to support continuous renewal. In this process semester wise evaluate the students such as

- Internal assessment: evaluation throughout the period of the semester students participate in various activities such as presentations, seminars and etc.
- Academic audit: Maintain records for academic details
- Stakeholders feedback: Collects in various ways such as through tele calling, letters, and direct interaction.
- Management appraisal: Appraisal is given to every faculty in periodically
- https://gurajadacollege.in/pdf/7.3.1%2020-21.pdf
-

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Gayatri college of science and Management, receives programme and semester wise academic calendar from Dr B R Ambedkar University Srikakulam, as it is affiliated to it. The university academic calendar focuses on the date of commencement of the class work, number of instructional weeks per mid-term syllabus including mid-term examination schedule and semester end examinations schedule. The College Academic Committee (CAC) prepares a comprehensive college level academic calendar based on the academic calendar received from the university. The college academic calendar includes schedules for classroom instruction, examinations, public holidays, training and placement, add-on/certification courses and any other extension activities. The faculty strictly adhere to the academic calendar while preparing their teaching plans. The faculty meticulously records the day wise realization in the teaching plan as well as in the almanac. The Internal Quality Assurance Cell (IQAC) and the Department Academic Committee (DAC) regularly monitor whether adherence to the teaching plan as per the academic calendar is being followed or not. The institution strictly adheres to the academic calendar given by the university for the conduction of Continuous Internal Evaluation (CIE). The timetable of the internal examinations is displayed in advance. In case of any last minute deviations in the given schedule by the university, due to unforeseen circumstances, the institution adopts the revised schedule. The internal examination related activities like the evaluation of the answer scripts, posting of marks in the portal and display of marks in the notice board for students is undertaken in a systematic and time bound way, strictly adhering to the university academic calendar.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Gayatri college of science and Management, receives programme and semester wise academic calendar from Dr B R Ambedkar University Srikakulam, as it is affiliated to it. The university academic calendar focuses on the date of commencement of the class work, number of instructional weeks per mid-term syllabus including mid-term examination schedule and semester end examinations schedule. The College Academic Committee (CAC) prepares a comprehensive college level academic calendar based on the academic calendar received from the university. The college academic calendar includes schedules for classroom instruction, examinations, public holidays, training and placement, add-on/certification courses and any other extension activities. The faculty strictly adhere to the academic calendar while preparing their teaching plans. The faculty meticulously records the day wise realization in the teaching plan as well as in the almanac. The Internal Quality Assurance Cell (IQAC) and the Department Academic Committee (DAC) regularly monitor whether adherence to the teaching plan as per the academic calendar is being followed or not. The institution strictly adheres to the academic calendar given by the university for the conduction of Continuous Internal Evaluation (CIE). The timetable of the internal examinations is displayed in advance. In case of any last minute deviations in the given schedule by the university, due to unforeseen circumstances, the institution adopts the revised schedule. The internal examination related activities like the evaluation of the answer scripts, posting of marks in the portal and display of marks in the notice board for students is undertaken in a systematic and time bound way, strictly adhering to the university academic calendar.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic	A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

8

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

09

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

427

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Gayatri college of Science and Management believes in promoting an inclusive value based educational community. Many courses that address the cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability are integrated in the curriculum.

Professional Ethics and Human Values:

"To educate a man in mind and not in morals is to educate a menace to the society." - says Theodore Roosevelt.

The objective of any educational programme is to produce successful professionals who can address the societal issues with innovative and improved solutions. However, the ingeniousness of the students must be coupled with professional ethics and values in the use of technology.

Imparting technical education alone doesn't ensure holistic personality. Hence, considering the importance of professional ethics and human values, Dr. B.R. Ambedkar University, Etcherla, Srikkulam, offers Personality Enhancement & Human

Values (PE&HV) course in the curriculum. Gayatri College of Science and Management is offering these courses in all programmes.

- PE & HV course encompasses the personal and corporate standards of behavior expected by professionals.
- The course focuses on making proper judgments, applying their skills and taking informed decisions in any situations in their professional and personal lives.
- The course influences the students' thought processes in a positive way to cater to the needs of the community.

Gender:

Equal opportunities are given to both girls and boys to participate in various academic, co-curricular and extracurricular activities and training programs. Gender sensitive issues are addressed directly by conducting various seminars to the students.

Women empowerment cell is established in Gayatri College of Science and Management with an objective of empowering the girls to handle challenges confidently. Events like Women's Day celebrations, Women Rock IT, National Women's Parliament, Education Summit and many more such events help the girl students to identify their potential in leadership and entrepreneurship.

Environment and sustainability:

The course Environment Studies in engineering programmes provide various aspects of sustainability and environmental studies. Environment plays an important role in healthy living of human beings. Through this course, the students learn about

- The importance of natural resources and conservation in a proper way.
- Rural and urban environmental issues and assessment.
- Various attributes of pollution and its control.
- Self-sustaining green campus with regard to energy, water and waste management, plantation and rainwater harvesting.

The institute encourages the students to participate in programs like Swachh Bharat, Vana Mahotsavam, Jal Shakti etc. for better involvement.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

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

137

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

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

429

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the	**A. All of the above**

syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://gurajadacollege.in/2020-21/StudentsFeedBackforms.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows | **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://gurajadacollege.in/2020-21/Student_sATR.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

465

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

192

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The main objective of any education system is to provide quality education for all learners in order to empower them to recognize their true potential and thereby meaningfully contribute and participate in societal activities. Domain knowledge with insights into the learning process can help the teachers to create active classrooms. The teachers need to shift from teacher-centric classrooms to student-centric classrooms added with an appropriate assessment which is the essence of outcome-based education. Mentors identify the different learning levels on 5- a point scale by filling the questionnaire and accordingly customize their teaching strategies.

Slow Learners: Slow learners can be identified on the following performance aspects of the students:

1. Performance in the Intermediate examination and rank obtained in the qualifying examination.
2. Performance in the orientation and induction programs conducted in the first year.
3. Low educational attainments.
4. Unable to keep pace with the class in the course.
5. Difficulty coping with multiple tasks.
6. Very low attention span.
7. Poor English language skills.

Some measures that can be practiced and implemented by faculty to boost the morale of the slow learners are as stated below:

1. Appreciating and rewarding the students for every small step they take towards improvement.
2. Setting short assignments regularly.

3. Raising their confidence through peer learning.
4. Motivating through real-time examples.
5. Playway methods of learning
6. Using Visual, Logical/Mathematical aids.
7. Conducting makeup classes
8. Conducting remedial classes.
9. Motivating them with practical and real-time application demonstrations to grab their interest to learn the concepts.

Advanced Learners: Advanced learners can be identified on the following performance aspects of the students:

1. Performance in Intermediate examination and rank obtained in the qualifying examination.
2. Performance in the orientation and induction programs conducted in the first year.
3. Students who are ahead in the learning curve.
4. Students who have better educational attainments.

Some special programmes implemented for further enhancement of academic performance and holistic development:

1. Providing self-learning resources.
2. Providing need-based facilities for real-time projects.
3. Providing coaching for competitive exams.
4. Encouraging them to organize technical events.
5. Giving assignments based on design and model making.
6. Pair them with the advanced learners in group activities.
7. Assigning the tasks like preparation of inspirational and famous personalities' biographical videos.

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

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

Number of Students	Number of Teachers
1483	76

File Description	Documents
Any additional information	[View File]

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

GCSM implements student-centric methods, such as experiential learning, participative learning, and problem-solving methodologies for enhancing learning experiences. In a student-centered teaching model, teachers and students play an equally active role in the learning process.

1. EXPERIENTIAL LEARNING:It implies learning from experience. It is an immersive, participant focused active learning that engages learners of various backgrounds and experience levels. The institution offers students multiple opportunities for hands-on learning.

Technological Integrated Tools: It may assist faculty to offer quality e-content in a classroom in a structured, flexible, interactive, blended, and open way. Students are encouraged to enroll in online courses. Google Classroom and Microsoft Teams are used for delivering the classes online. TedEd Tools are used for creating online quizzes.

Online Certifications: Students can pursue any number of online courses at their own pace.

Participation in industry-promoted competitions: Students are encouraged to participate in various industries driven competitions and showcase their creative ideation and talent.

Industry visits: Students visit companies and get insight into the internal working environment of the company. It also sensitizes students to the practical challenges that organizations face in the business world.

2. PARTICIPATIVE LEARNING: It is a practice where teachers and students co-create a trusting and innovative learning environment and make use of a variety of teaching methods, roles, and relationships based on the needs of the learner and the desired outcomes.

Debates and Group discussion: Encouraging students through

debate and discussion to create their own understanding of the content and connect it to their experiences.

Seminars: Students learn better while preparing for seminars.

Mock interviews: This is commonly adopted in English and Management classes.

Model Development: The process of creating and evaluating models may help learners develop and reinforce connections between seemingly disparate ideas for better learning.

3. PROBLEM-SOLVING LEARNING:It is a teaching method in which complex real-world problems promote student learning of the concepts and principles. It can promote the development of critical thinking, problem-solving abilities, and communication skills. It can also provide opportunities for working in groups, getting oriented toward research, and lifelong learning.

Assignments and quizzes: Assignments and quizzes are conducted at the end of the instruction of each unit.

Case Study Analysis and Discussion: The open-ended problems are presented in form of case studies. It helps students feel connected to life.

Think Pair Share: It is a collaborative strategy commonly implemented in classrooms.

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

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

"We need technology in every classroom and in every student and teacher's hand, because it is the pen and paper of our time, and it is the lens through which we experience much of our world." - David Warlick

Fast advancing computer technologies have changed the ways

people live, work, play, and learn. One of the essential life skills in current times is digital literacy. It is imperative for teachers to adopt the latest ICT technologies for teaching. Therefore, ICT-enabled technologies have become an important consideration for curriculum framework.

GCSM also has adopted ICT-enabled teaching methods in addition to conventional classroom teaching. The faculty use ICT-enabled learning tools such as PPT, Video clippings, Audio systems, and online sources, to impart advanced technologies and practical knowledge. The faculty use multimedia teaching aids like LCD projectors, and internet-enabled computer/laptop systems in selected rooms. Microsoft campus license enables the faculty and students to use Office 365 for the preparation of e-content enabled with animations and simulations for an effective teaching-learning process.

Spoken tutorial and the Digital Library for updating themselves with state-of-the-art technologies. MS Teams and Google classrooms are also used as online classrooms. These platforms facilitate sharing the learning materials, resources, quizzes, and assignments with the students. This also helps in the continual and easy assessment of the students' learning progress

A sufficient number of e-journals and e-books available in the digital library can be accessed by the faculty and students on the intranet. The seminar halls are facilitated with multimedia, high internet bandwidth, and Wi-Fi for conducting guest lectures and seminars. Virtual labs are also used to conduct labs through simulations.

In the recent pandemic situation, the education sector is one of the affected fields. But ICT tools enabled teachers to continue their academic activities. The faculty make use of digital platforms like TED-Ed video libraries that enable them to make short video lessons that can be shared with students. ICT-enabled teaching-learning process grabs the interest of the millennials who are native users of technology and improves their learning curve and makes them digital literates.

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

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

2.3.3.1 - Number of mentors

62

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

6902

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

02

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

As GCSM is affiliated to Dr. B.R.AMBEDKAR UNIVERSITY, Echerla, Srikakulam it follows the university norms and academic regulations. The university normally revises academic regulations every three years. The regulations include internal and external assessment procedures as well as minimum attendance requirement for end semester examinations.

Internal assessment for theory courses is carried out through two Mid-term examinations. Each Mid-term consists of an descriptive and assignment tests. The marks are displayed on the students' screen as soon as the test is submitted within the stipulated time.

The evaluation by the concerned faculty and script verification by the students is done within the stipulated time.

Transperency is maintained even in the conduction and assessment of assignments. Two assignments, one from each unit, are given for one Mid-term. Average performance of two assignments is taken.

The laboratory are internally and externally assessed. Internal assessement is based on three parameters - day to day laboratory performance, internal practical examination and maintenance of record. The faculty transperantly post daily performance and record marks in the laboratory attendance register on regular basis in the presence of the students. The final laboratory internal marks statement are displayed in the notice board.

Seminars and projects are also transparently assessed. The faculty evaluate the presentation skills of the students during seminars with the help of rubrics.

The Internal Quality Assurance Cell (IQAC) plays a crucial role in maintaining quality and transparency in fair conduction of examinations and continuous internal assessment. Any discrepancy or deviation is immediately brought to the notice of the Officer In-Charge of Examinations and College Academic Committee (CAC).

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

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

GCSM ensures that there is complete transperancy in the internal examination related grievances. The internal examination schedules are prepared as per the academic calendar and are informed to the students well in advance. The internal examination answer sheets are evaluated by course handling faculty within three days from date of the examination. The assessed internal test papers are shown to the students for self- assessment.

The general grievances expressed by the students with regard to internal examinations are:

Dissatisfaction regarding evaluation of the descriptive answer scripts Discrepancy in totaling of the marks

Wrong posting in mark sheets

Discrepancy in totaling of aggregate internal marks

Problems in downloading and submission of the objective question paper Wrong options in objective question paper

Often, some of the issues such as discrepancies in evaluation or totaling, the students bring it to the notice of the faculty that is resolved immediately. Any student who is still not satisfied with the assessment and award of marks may approach the concerned head of the department. The head of the department may intervene and seek opinion of another faculty handled the course.

The institute follows transparent assessment system by displaying the students' performance in the respective departmental notice boards. If the student is still dissatisfied, he/she can represent his/her grievance to the Principal for necessary action.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Different Programmes are offered in the institution in various departments.The institution has clear vision about learning outcomes. The programmes offered by college cater to multiple interests of the student community and also at building the human capital needed by the society and nation.

The Institution is effectively implementing the outcome based education (OBE) system by acti involving all the stakeholders.The learning outcomes are defined in terms of Programme Outcomes (POs), and Course Outcomes (COs). The POs are the graduate attributes defined by the APSCHE that a

student is expected to possess after the completion of the programme. The POs describe the skill set possessed by the students at the end of the programme and are defined keeping vision and mission of the institute.The COs are statements that describe the type and level of new learning students will have achieved after completion of the course.

Dr. B.R.AMBEDKAR UNIVERSITY, Echerla, Srikakulam usually defines COs in the curriculum. The Board of studies (BOS) refine the COs given by the university in case required. In case the COs are not specifically mentioned by the university, then the subject experts in consultation with the faculty handling the course define the COs. All the faculty prepare course files with details of the Course Objectives, Course Outcomes, modules, reference material, teaching plan and credits at the beginning of the academic year.

The POs, and COs are disseminated to all the concerned faculty as well as students through the following means of communication:

1. Website
2. Curriculum/ regulations books Class rooms
3. Departmental display boards Laboratories through display boards Student Induction Programs Faculty meetings
4. Library

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

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

Course outcomes describe what students will be able to demonstrate in terms of knowledge and values upon completion of a course. At the end of each course, the PO assessment is done from the CO attainment of all curriculum components. Each course has a defined set of course outcomes and corresponding evaluation criteria. The course outcomes are mapped to the

programme outcomes for the quantitative measurement of the programme outcomes attainment.

CO Attainment:

The methods of assessment are identified to measure the progress of each Course Outcome. Assessment methods include direct methods and indirect methods. The process of course outcome assessment is based on mid-term examinations and semester-end examinations. Each question in the mid-term is tagged to the corresponding CO. The overall attainment of that CO is based on the average obtained by all the students.

Direct assessment methods include:

- Theory Courses – Internal and End Semester exams
- Indirect assessment methods include: Feed Back survey

Course Outcomes – Assessment Process

- 75% and 25% of the overall attainment of the course are taken from direct and indirect assessments respectively.
- The direct assessment weightage is shared between internal and external assessments based on the prescribed university regulations.
- The internal assessment is calculated twice a semester.
- The attainment level of each student can be studied and it can also be checked if the entire COs are attained or are met with the set performance goal.
- Indirect assessment is executed through a feedback survey.
- The final attainment of the COs is calculated from the average attainment obtained by all the students.

PO Attainment:

All the courses which contribute to PO are identified and these courses are evaluated through the Course Outcomes using direct assessment tools (Internal and External examinations) and indirect assessment tools (Feedback End Survey). After the assessment of the POs using both the direct and indirect assessment tools, the overall results from the assessments of the PO are compared with the expected attainment. If the expected attainment level is reached, the PO is considered satisfied. In case the expected level of attainment is not met, then the concerned faculty along with guidelines from the BOS

would strive to take additional measures for the overall improvement of the class.

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

2.6.3 - Pass percentage of Students during the year

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

408

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://gurajadacollege.in/pdf/SSS_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

00

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

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

00

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

GCSM has constituted various cells to create an active flow of information and resources for transforming creative ideas into reality by creating an ecosystem of innovation.

IPR Cell:GCSM Intellectual Property Rights Cell (IPRC) is a platform for inspiriting the filing of Intellectual Property and Patenting the products/technologies for the advantage of the institute and the society.

Objectives:

- To create awareness of the importance of Intellectual Property Rights.
- To face the emerging challenges effectively and proactively.

The IPRC provides awareness of Intellectual Property Rights through seminars and workshops to faculty and students. IPRC also examines the legal and monetary aspects of the documentation of research papers. It assists the faculty and student community in the filing of patent applications.

Institute Industry Interaction Cell (IIIC):GCSM constituted the IIIC in March 2017 to improve institute industry interaction and provide a platform for faculty and students to gain real-time experience in advanced technologies.

Objectives:

- To explore and identify the opportunities for interaction with industry. To provide industry exposure to the students.

The institute has MoUs with diverse industries and has conducted many collaborative programmes such as field trips, internships, projects, and placements.

Inter-Faculty Development Program (IFDP):GCSM constituted the IFDP in 1996 to improve the skills and share the knowledge among the faculty.

All these cells create an ecosystem of research and innovation and assist in the creation and transfer of knowledge to provide great opportunities for faculty and students to make valuable contributions to society.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

07

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

17

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

GCSM has constituted the NSS unit with around 100 volunteers in 2010 to inculcate social responsibility and ethical values among the students. The faculty and volunteers participate in several extension activities conducted to uphold social justice, citizen involvement, and accountability in the development of the neighborhood.

Extension activities organized by GCSM:

1. **GCSM adopted a backward area of Munasabpeta, Karajada, and Bhairi villages to conduct service activities.**
2. **Volunteers have participated in blood donation camps organized by Red Cross.**
3. **Swachh Bharath Abhiyan is implemented to sensitize the villagers about health and hygiene.**
4. **Awareness campaigns on Tree plantation, Social Evils, Culture, and Heritage of Andhra Pradesh.**

5. Medical Camps, eye camps, COVID Vaccine awareness, and Animal Husbandry are organized on the campus and volunteers have also offered their services to various NGOs.
6. Celebrating important national days like Independence Day, Republic Day, Gandhi Jayanthi, Dr. BR Ambedkar Jayanthi, Voters Day, etc.,
7. National Mathematics Day and Teachers Day are celebrated to honor their contributions and Services.
8. Voluntary services to Srikakulam Police Department as C.P.O (Community Policing Officers)
9. International Yoga Day is organized in collaboration with the YOGA Foundation, Srikakulam where NSS Volunteers actively participate in various health and stress-relieving activities like Yoga, meditation, and the Art of Living
10. NSS volunteers offered service during the Local festival at Arasavilli

Impact of Extension Activities on neighborhood community and students:

1. NSS has been increasing the student's participation in blood donation camps.
2. NSS has contributed to the clean maintenance of the campus to Swachh Bharat Abhiyan.
3. Volunteers have increased greenery on the campus through the plantation and other green initiatives.
4. The neighborhood community benefited from GCSM initiatives on Swachh Bharath Abhiyan, Traffic awareness.

NSS unit is able to make a significant impact on the institute and community by organizing various activities related to diverse social issues with the support of faculty and volunteers. The District Collector has felicitated GCSM with a certificate of appreciation.

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

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

08

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

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

14

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

101

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

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.

Gayatri College of Science and Management, established in the year 1991, is one of the top collegesin Srikakulam. The college is situated in 11.50 acres and is affiliated to Dr B R Ambedkar University,Etcherla, Srikakulam. The institute offers three under graduate and one post graduate programs.Gayatri College of Science and Management has an effective policy in place for creating andenhancing the infrastructure that facilitates effective teaching and learning. The institute haswell equipped classrooms and laboratories as per the University norms.

Classrooms: The college has 34 classrooms., Each room can accommodate seventy students. The e-class rooms are equipped with ceiling- mounted LCD projectors, sound system and computers to facilitate innovative learning with ICT tools.

Tutorials rooms: Gayatri College of Science and Management has sufficient number of tutorial rooms. Tutorial classes are conducted for all analytical subjects once in a week to coach the students.

Laboratories: Gayatri College of Science and Management has prescribed laboratories for all the programmes like B.Sc, B.B.A, B.Com MSc and to enable budding Students to practically understand the fundamentals of the theory through numerous experiments.

Seminar Halls: The institute has well furnished adequately spacious seminar halls with a seating capacity of 130-220 students. The hall is well equipped with a projector, audio system and amplifiers. The seminar halls serve as a venue for various activities throughout the year.

Skill Development Labs: The institute has one skill development labs established by APSSDC sklm CM's skill excellence centre.

Cells: The institute has constituted various cells to create an eco system of quality improvement, research and innovation like EDC, R&D, IIIC and IQAC. The institute also has career counseling and guidance cell which provides counseling through seminars and workshops.

Training and Placement cell: The T&P Cell gives Campus recruitment training along with soft skills and interview skills to students and also organizes campus drives.

Workshops and drawing halls: Gayatri College of Science and Management has well equipped workshops and drawing halls that fulfill the needs of curriculum.

Library: Gayatri College of Science and Management has a Central Library that plays a vital role in providing resources which enhance the knowledge of the faculty and students. It is housed in an area of 125.1404 Sq.m with the seating capacity of one hundred and forty users. It also offers reprographic facility at a minimal price to the faculty and students. The timings are from 8:00 AM to 8:00 PM on all working days.

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

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

Gayatri College of Science and Management has adequate facilities for sports and games (indoor, outdoor) Gymnasium, Yoga centre etc.. A well qualified Physical Director is appointed to train and monitor all sports and games activities. Annual sports day is organized in the month of February and winners receive prizes.

Indoor Games: Available indoor games in the institute are Carroms, Chess and Gymnasium.

Outdoor Games: Available Outdoor facilities in the institute are Volley Ball, Throw Ball, Basket Ball, Tennikoit, Kabaddi and Cricket nets.

Cultural Activities: Gayatri College of Science and Management cultural activities are held in the auditorium, seminar halls and the open auditorium is used for special events.

Yoga: A yoga trainer is provided to the students. Around 400 sqm area is allotted by the college for yoga practice.

International Yoga Day is celebrated every year by inviting experts from various organizations.

Gymnasium: The institute has gymnasium equipped with Treadmills, Stationary bicycles, Dumbbell sets etc..

All the courts, sports and games equipment are periodically maintained under the supervision of the Physical Director. The institute encourages students to participate in regional, university, national and international level events. Some of our students represented and won major events in different levels.

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

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

32

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

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

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

0.015

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Gayatri College of Science and Management has a Central Library that plays a vital role in providing resources which enhance the knowledge of the faculty and students. Library is housed in an area of 125.14 Sq.m with a seating capacity of one hundred and forty users. The timings are from 8:00 AM to 8:00 PM on all working days.

Name of the ILMS software: Koha

Nature of Automation: Fully Automated

Version: 21.05

Year of automation: 2022

The institute library functions under the Open Access System having a total collection of 15906 volumes of books with 4,276 titles covering all the branches of Sciences, Management, and Humanities and general books. The library has the subscription of several online Journals, national and international Journals. Periodicals, news papers, project reports of UG and PG students, previous years question papers, books on competitive exams are also made available. One terminal is allotted for students to check the availability of books with the help of OPAC.

The digital library has an impressive collection of around 62 CDs, e-resources like DELNET, NDL, e-Shodh Sindhu, N-List and collection of e-books. In addition to this, the library is also equipped with an internet browsing centre with twenty systems with unlimited access to various academic resources available on the internet.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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

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

0.002

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

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

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

250

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

4.3 - IT Infrastructure

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

Gayatri College of Science and Management has well established IT infrastructure and updates its

laboratories including hardware, system and application software and Wi-Fi connectivity periodically.

In addition to existing IBM server, a high-end Blade server, with 4Blades each with 2Xeon Nehalem Processors 2.8GHz, 2GB RAM and 500GB HDD was procured in the year 2012 with 24 x 7 power backup. This state-of-the-art technology Blade server is capable of handling all the services of the campus. In 2018, a high-end WS Dell Precision T5820 server with 6core 12thread Xeon Processors, 64GB RAM and NVDIA P2000 Quadro 5GB Graphic card to cater to the graphics processing needs of Dassault 3DExperience Center was established.

Since its inception in 2008, the institution has been procuring the high end desktops. Core2Duo systems procured during the academic year 2007-08, core i3 systems in 2011-12 and core i5 systems in 2017-18. As on today, the institution has 840 desktops. In the last five years, the institution procured 100 core i3 systems with 4GB RAM and 170 core i5, 16GB RAM and 1TB HDD systems. In 2015, 60 systems were upgraded from 2GB RAM to 4GB RAM. In 2019, 175 systems were upgraded from 2GB RAM to 4GB RAM and 60 systems from 4GB RAM to 8GB RAM.

AP CM Skill Excellence Centre with 37 core i5 & core i7, 16GB RAM laptops for skill based technical training was established in association with APSSDC in 2018. DASSAULT 3D experience centre with 36 cloud licence was also established in the same year.

The institute has intranet with 1Gbps fiber optic backbone network with 40 CISCO manageable switches supplemented with Wi-Fi support given by 25 access points with 24x7 availability. In the last five years, 13 unmanageable switches were replaced

with manageable switches. The campus has 70 surveillance cameras and 10 biometric attendance devices. Internet bandwidth of 85Mbps in 2015 was enhanced to 120Mbps in 2017 and 150Mbps in 2019, upgraded recently to 550Mbps through multiple ISP connections. Hardware Sonicwall firewall with Firewall throughput of 1500Mbps, application Throughput of 1100Mbps and 1,50,000 multiple connections, was recently procured replacing the existing software firewalls.

The institute has Microsoft Volume License and is being renewed every year since 2011. In 2019, it is updated to Microsoft Azure campus license. This license facilitates regular updating of 9system software and 27application software including Office365 and MS Teams for all students and faculty.

Library and Exam Cell are facilitated with high-end print/copy/scan/fax/box/ADF printers. The institution procured 30 new LCD projectors in the last five years for E-classrooms, seminar halls, conference halls and laboratories and replaced 12 projectors procured during 2009-12.

College management software EZschool procured in 2011 was upgraded with ECAP, college and learning management system.

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

4.3.2 - Number of Computers

268

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

0.058

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Gayatri College of Science and Management has well-developed physical, academic and support facilities with fifty class rooms, e-class rooms with LCD projectors, sound systems, sufficient tutorial rooms, prescribed laboratories for all the programmes, spacious seminar halls, computer labs, Skill Development Labs, Training and Placement cell, workshops and drawing halls that fulfill the needs of curriculum.

The institute has its own defined procedures and policies for maintaining those facilities.

Maintenance and Utilisation of Facilities at Gayatri College of Science and Management

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

955

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

211

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

861

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

861

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

208

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

17

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

19

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

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

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

09

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

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)

GCSM provides opportunities for the students to become members of committees and actively participate in administrative, co-curricular and extracurricular activities. It fosters organizational abilities and leadership qualities among the students. This exposure helps the students to understand and solve different administrative problems thereby making them more responsible. This involvement helps them to focus on practicing and promoting values keeping in mind the vision and mission of the institute. The students are familiarized with the objectives of the committees when they are nominated by the chairman of the committee. SRKIT has student participation in various committees like IQAC, Library, NSS, Anti Ragging, Grievance cell, Women Grievance, Hostel, Canteen, Transport, Complaints/ Suggestions, Social welfare, Student welfare, Alumni, Art - Literary and Cultural etc.,

The institute encourages the involvement of students in organizing events like Annual get-together. Independence Day, Teachers' Day and Techno-cultural fests.

At departmental level, associations are functional the students organize various co-curricular and extracurricular activities once a week after the college hours to hone their academic and personal skills. These associations give them platform to overcome their internal inhibitions and bring out their best to make them successful not only in their career but also in their personal life, ultimately they stay in the campus happily and lively. They share their happiness with the society in terms of giving back their fruitful services.

Responsibilities of the student committee members in various committees:

- IQAC: They give ideas for conscious, consistent and catalytic action to improve the academic and administrative performance of the institute.

- Library Committee: The student member represents the needs and concerns of the students to the Library Committee.

- NSS Committee: Student members take an active role as volunteers to participate in various Extension activities like Swatch Bharath, Blood Donation Camps and planting saplings.

- Transportation: They represent the concerns of the co students regarding the regular transport facility to the committee.

- Anti Ragging Committee: They assist the faculty in the committee in preventing incidents of Ragging.

- Women Grievance Redressed Cell: They assist the committee members to prevent sexual Harassment in the institute, propose and organize gender sensitization, women empowerment and self defense programmers.

- Grievance Redressed Cell: They act as an interface in bringing the student grievances to the notice of the committee members.

Canteen: They help in preparing the menu and monitor the quality of food and service in the canteen.

- Public relations, press & media: They take initiatives to foster community relations and internal Communication.

Hostel and Canteen: They take active role in preparing the menu, sensitizing the students to follow hostel rules and regulations.

- Student Welfare and social welfare: They coordinate and help the students in registering, opening and renewal of the scholarship.

- Art - Literary and Cultural: They promote, plan and conduct various cultural activities.

These activities helps students enhance skills like leadership, interpersonal, empathy, communication and self-discipline and transform themselves into holistic persons.

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

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

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

34

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

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

GCSM has a registered Alumni Association named Gayatri College of science and management Alumni Association (GCSMAA) This body is constituted with the purpose of strengthening the alma mater and the alumni. In line with organization's goals, Vision and Mission, the members strive to strengthen their bond with GCSM through their valuable contributions.

The governing body is nominated by the registered members of the association. They work in accordance with the GCSMAA Bye - Laws. It focuses on connecting alumni to the parent institution. The institute organizes periodical alumni meets

where they reunite with their classmates and faculty to share their memories and extend their support to the growth of the institution.

Contributions of GCSMAA:

- Sharing their industrial expertise and technology updates through guest lectures to provide job
- Ready skills to the students.
- Participation in student interactions when Alumni from India and abroad visit their home town,
- Providing references for student placements.
- Endorsing the institute and recommending it to their relatives and friends
- Suggestions to improve the effectiveness of the curriculum.
- Improving institute industry interaction by bringing industrial experts to interact with our students.
- Providing employment opportunities to the students in alumni enterprises.
- Giving career counseling to develop awareness and confidence in students.
- Donating books to the library to meet the academic needs of the students.
- Motivating the students with their success stories, challenges faced and coping with setbacks.
- Contributing towards the welfare of the Alumni members.

The Alumni Association of our institute is strong and rich with members from multifarious professions they are employees, employers, entrepreneurs and technocrats who have achieved excellence in their chosen field. Alumni Association which functions with charity, collectivity and camaraderie as its corner stone is one of the four pillars of the institute.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Institute Vision:

To become a model abode of learning with time-trusted academic values for serving the nation and the world.

Institute Mission:

- To provide academic infrastructure and create incubation centers.
- To augment industry-institute interaction through research and skill development activity.
- To build a lively ambiance and provide learning etiquette for the all-around growth of stakeholders.
- To promote innovative ideas through consultancy and knowledge hubs.
- To expand the knowledge of stakeholders by involving them in workshops and training programs.

Objectives:

- To become a knowledge hub for addressing diverse student learning needs.
- To develop the skills needed to formulate institutional improvement plans through collaboration with all stakeholders.
- To reach a level of expertise where faculty from college is taking up major consulting assignments in a wide range of technical areas.
- To promote innovative thinking among faculty, students, and staff within a culture of inspiration, high expectations, accountability, and quality service to students, the University, and external communities.

- To achieve targeted results and placements consistently.
- To establish centers for excellence by undertaking nationally and internationally acknowledged skilled personnel thereby initiating incubation centers.
- To understand how professional learning communities can create state-of-the-art facilities to support the rural environment.

Role of Top management in policy implementation:

- Proper support for policy and planning through need analysis and research inputs in consultation with the stakeholders are taken by the institution.
- Regular inspection and monitoring of labs to improve and update the laboratories.
- Continuous improvement of resources, decentralization, and delegation of powers, formulation of action plans are taken to improve the strategic plan and implement academic freedom.

The policy statements and action plans for fulfillment of the state admission:

In organizational order, the faculty members are at the bottom and remain key members/pillars of the academic process. The preparation and implementation of the plans and policies are done at this level. The needs and other day-to-day problems are handled by the Principal. A clear policy-making mechanism is deserved At this level, Any further requirements needing a higher level of input and directions are dealt with at the management level, in consultation with the Principal and faculty members.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:

All employees at all levels enjoy the freedom of expression and take an active part in the planning and implementation of all operations. For example, committees formed for institutional development are fully managed by the faculty members along with the students, and the summarized record and recommendations of which are submitted to the Principal, who in try ahead of the matters and presents them to the Board of Governance.

Interaction with stakeholders:

Interaction with stakeholders (Students, Parents, faculty, management of the college, Society, industry, Government, etc.,) is pursued actively by the lively involvement of Management, Principal, and faculty members.

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

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

The college maintains a trend of a decentralized governance system. The decentralization and participative management are contributed at various levels in the institute. The Secretary and Correspondent play an important role in the administration of the college running smoothly. The Management and the Principal discuss implementing all the programs successfully. The Principal conducts meetings with Heads of the Departments and takes proper suggestions and final decisions will be implemented related to college. He also conducts meetings with various committees/cells and passes resolutions. The Principal is responsible to conduct all the meetings in the college and set proper rules for the staff & students.

HODs involve in organizing seminars, and workshops, distributing workload, assigning faculty members as lab in-charges, etc. HODs will take feedback from the students once a semester to observe the performance of each and every faculty member. HODs encourage teaching and nonteaching staff by self-appraisal every year and also help them to improve their academic performance and to set new goals. HODs participate in the meetings headed by the Principal to discuss the result analysis and take remedial classes if the result is low.

Faculty members are encouraged to develop their leadership qualities by the HODs by allocating them as in-charges of various academics, co-curricular, and extracurricular activities. Faculty members are also encouraged to conduct industrial tours. They participate in departmental meetings headed by HODs to discuss various academic activities and plan and review the action plan. Faculty members are encouraged in doing research work, publications and examinations.

Students with the best academic performance are selected as class representatives and they are encouraged actively to participate in different types of activities (academic, curricular, and co-curricular). The committees that are listed below are used for decentralization and participative management:

- Disciplinary committee
- Women Empowerment Cell
- NSS Cell
- Canteen committee
- Transport committee
- OBC cell
- SC/ST Cell
- Minority Cell

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Gayatri College Of Science And Management – GCSM has introduced a constructive plan to promote and build up valuable Teaching Learning methodologies, English Communication Skills and Research programmes. The institute planned continuous programmes over a period of five years to reach the above goal.

GCSM has initiated the Research and Development Cell to support innovation activities. The faculties are supported to organize research to publish their findings. Majority of faculty members have registered for their doctoral degree and some have attained their doctorates with the support of the institute. The institute supports faculty to attend various activities with regard to research.

The following initiatives undertaken by the institution to develop Effective Teaching Learning Methodologies:

1. A Two day Faculty Development Programme organized by the institution on Communication Skills, like reading, writing, listening and speaking.

2. A Two day workshop for Faculty on Telugu for Teaching of modern poetry was conducted for effective teaching by Dr. R. Srinivas, Professor VSM Degree College, ramachandrapuram.

3. A seminar on Modern Story Writing in Telugu Language to encourage teaching language lovers by Dr. Nistala Narasimha Murthy from Srikakulam, A.P.

4. A Two days Faculty Development Programme in Post Corona Higher Education Initiatives Vs Academic Challenges in Teaching and Learning was conducted by Dr. N.Vidyaranya Chakravarthy from Universityof Warwick, UK

5. A Three days workshop organized for newly joined faculty members on Enhancing Classroom Communication was conducted to provide insights into teaching learning methodologies. The participants were given constructive feedback for practical teaching sessions.

Gayatri College Of Science And Management has made incessant efforts in imparting new teaching learning strategies and also English communication skills among the faculty. Many programs like the above mentioned were planned and executed to attain this goal. The institute has made great strides in these aspects through FDPs. There was a sea change in the planning of teaching and its execution by using PPTs, e-resources, task/activity and outcome based teaching which was the result of the continuous efforts made by the institute in this area. The less experienced faculty who were unaware of these methodologies could imbibe them at the initial stage of their teaching career and the experienced faculty could update and enhance their knowledge. So the strategic plan to develop new teaching learning strategies and English communication skills was highly successful.

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

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

```
Institutional Strategic Plan

GCSM aims at transforming students into intellectual leaders
through holistic education, making them socially responsive
members inchanging technology driven world.

Strategic plan critically examines grooming of students and
face challenges to have a rewarding future. Major emphasis of
strategic plan is to develop quality of education and to
achieve calibrated improvement in quality of education as
institute imparts in line with Vision and Mission ofinstitute.
The strategy is developed, by laying emphasis on building core
strengths i.e., excellent infrastructure, talented students and
faculty and a deeply committed management to meet challenges
thrown by emerging opportunities. GCSM has identified following
goals:

Goal 1: Empowering students through Holistic Education with
global employability and social responsiveness by establishing
student counselling centre.

Goal 2: Enhance institute infrastructure to accommodate
increased intake, research, technology development and transfer
such as modernised Library, internet, hostel facilities, sports
facilities etc.

Goal 3: Encourage faculty to register for Ph.D. degrees and
take up minor research projects.

Goal 4: Introducing new diversified courses appropriate to
local needs and in accordance with NEP.
```

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in	A. All of the above

areas of operation Administration Finance and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Gayatri College of Science and Management - GCSM accepts Employee Welfare is mandatory part of the organization. Welfare measures of an organization will keep up the confidence of the employees. Employee Welfare will help the organization to retain the employees for long time. It also improves the quality of their performance, as they feel comfortable, committed and wholeheartedly work for the organization.

Welfare measures for Teaching and Non-Teaching members of the institute

The Institute provides:

1. Academic driven, Student Centered, Moral, Ethical, competitive and professional work environment to its faculty
2. Encourage to upgrade their qualification to acquire the higher standards of education.
3. For Researchers provides various resources like Library, Equipments, any software etc;
4. Transport facility.
5. Maternity leave.
6. PF and ESI for Non-teaching staff.
7. Fee Exemption and concession to the school going children.

For the Professional Development of faculty

The institution provides:

For Faculty Development Programmes: Special leave and financial assistance to participate in seminars /workshops /conferences / training activities Etc;

Study leave for Higher Education.

Encouragement to for presenting and publish Research papers

Support to undertake minor/major research projects.

Training programs for the new entrants to improve their teaching skills.

ATM facility on the campus

Recreation programs, sports and picnics are arranged.

Grievance Redressal Cell.

Yoga classes for physical & mental fitness.

Wi-fi facility.

Medical and Health camps.

Fire safety,

CC TV cameras to ensure safety and security.

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

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

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

33

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

03

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

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

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

The performance appraisal system of the faculty is evaluated and cared at the recommendations of departmental HODs & Principal after getting information through the following step.

Step-1:-

- Yearly Self-appraisal.
- Based on academic results.
- Faculty Achievements such as research contribution (Paper Publications and fundedR&D projects and consultancy)
- A numberof workshops and training.
- Programs conducted Memberships in professional societies.
- Additional responsibilities contributing towards administration.

Step-2:-Student feedback on faculty.

Step-3:-HOD recommendations.

The decision taken is based on the outcome of their view of the performance appraisal reports by the management. It is conveyed by

1. One-to-one interactions.
2. Discussions of general issues in departmental meetings.

DECISIONS:

- The increments are given at the end of the academic year.

- Knowing the status and capabilities of the faculty.
- Identify the areas in which training is required.
- Check the loopholes, if any in the system or policies.
- Taking the output of the performance appraisal, as a basis to plan for the future to ensure the right man for the right job
- Enforced the training program.
- Repositioned the employees according to their performance in the roles assigned to them.
- Good performers are appreciated and encouraged further for better performance.
- Reward/Award to the outstanding performers

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

6.4 - Financial Management and Resource Mobilization

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

A well-defined mechanism is in force for financial audits to have discipline and transparency in financial management. The accounts of the institution are in compliance with internal and external audits.

Internal audit:

The management deputes officials for performing the internal audit. The Internal Auditors carry out both financial and systems audits regularly. The internal audit team conducts auditing of the Institute's functioning to assure that the set of functions of the institution is carried out in a proper manner. The audit focuses on financial and other related matters, which are included in the manuals. Internal audit after thorough verification of various functions of different aspects, prepare their initial report indicating inaccuracies and deviations in the implementation of the financial policies and procedures of the institution. In doing so, they can find out irregularities in the maintenance of records to bring the same to the notice of the concerned.

The following areas are covered under internal audit:

- Thorough Revenue and Expenditure Audit
- Fixed deposits and interest receipts
- Fixed Assets and Purchases
- Statutory Compliance on TDS, EPF,PTAX & ESI
- Systems Analysis and Compliances

External audit:

An external audit will be conducted at the end of each financial year. The auditors will visit the college at regular intervals; they will verify all financial transactions with the supporting documents and approval of proper authority for each financial transaction. The financial transactions are accounted for in Smart Brainy Campus Management System (SBCMS) / ERP in books of account by the college.

The audit is conducted in accordance with the Auditing standards generally accepted in India. Auditor will examine on a test basis evidence, supporting the amounts and disclose in the financial statements. It also includes assessing the accounting principles used and management estimates and evaluation of overall financial statements presentation. Audit reports will be issued based on their recommendations.

External audit procedures:

1. Source of income verification: Auditor will cross verify the fee collections with an approved list of students like:

- List of students admitted in the first year through Common Entrance Test (CET) admissions and management quota admissions with the list of students sent to the University
- An eligibility list of students is approved and sent to University for higher-semester students.
- Other incomes are cross verified with the receipts issued to the students.
- The fee amount receivable and the amount received will be reconciled. Checking grants received if any.

2. Expenses Vouching:

- Correctness of classification revenue and capital expenses

- **. Reconciliation of bank accounts and checking the bank confirmations.**
- **Salaries payments with the salary statements. Any other statutory compliances verification required as per Income Tax Act**

3. On such verification any discrepancies will be discussed and sorted out with the management. Any changes will be incorporated accordingly.

4. All financial statements like balance sheets and Income & Expenditure statements are obtained based on accounted financial transactions.

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

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

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

00

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

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

The availability of funds is essential for any organization, society, family, or co-operatives but the mobility of funds is even more important. If the mobility of the fund is in the right direction, then the level of progress will be as expected otherwise it becomes ineffective even though the fund is

available. Therefore, the mobility of funds is important for the development of the organization.

The institution has clear, well-defined, and systematic strategies to ensure the ideal utilization of available resources. It holds a well-coordinated approach to optimal utilization of funds and resources. The Principal and the various committees of the college monitor the use of resources.

Institutional strategies for mobilization of funds:

Fees amount is collected from each student as per the norms laid by the Fees Fixation Committee of State Government. The amount towards fee collection is deposited in the public sector/private banks as short-term fixed deposits. The amount of fees and the interest earned from the deposits are utilized for the development of the college and recurring expenses like salaries, electricity maintenance, vehicle fuel, infrastructural maintenance, etc. The innovation activities like students' project work and research activities of students and faculty are supported by the institute. Institute also supports Green infrastructure development in the college atmosphere and waste management activities.

Optimal utilization of resources:

The allocated funds are utilized to pay teaching and non-teaching staff salaries, purchase lab equipment, consumables, library books, journals, printing and stationery, advertisement expenses, telephone charges, interest to parties, general insurance, newspaper, audit fee, incentives to staff, administrative charges, ratification fee, tax, postage and courier, exam remuneration, etc.

The finance committee reviews the utilization of resources and audit the income and expenditure and makes recommendations for better handling of resources and effective mobilization of funds to the administration and management.

For the smooth working of our institute, various committees have been constituted. Each committee exercises its expertise and analyses the requirements and then forwards it to the analysis committee with expected expenditure and planning. The adage goes 'sound mind in a sound body. Sports and personality development programmes are organized periodically and the expenditure incurred is borne by the institute.

Funds are utilized for green infrastructure development and waste management activities in the college and for payment of electricity, water, internet, website maintenance, and telephone bills. Funds are also allocated and utilized for social service activities as a part of social responsibility.

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

6.5 - Internal Quality Assurance System

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

The Institute is devoted to quality teaching and learning processes. It focuses on the personality development of students through certificate programmes for skill development, training programmes, and other co-curricular and extracurricular activities apart from teaching-learning, that expand their knowledge for their overall development. IQAC reviews and ensures quality in academic activities undertaken by the institute from time to time.

Composition:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Three to eight)
3. One member of the Management
4. Few Senior administrative office-bearers
5. One nominee each from local society, Students, and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Frequency of meeting: Once in every quarter of the year

Functions of IQAC Cell:

1. Development and application of quality benchmarks.
2. Parameters for various academic and administrative activities of the institution.
3. Facilitating the creation of a learner-centric

environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
5. Dissemination of information on various quality parameters to all stakeholders.
6. Organization of inter and intra institutional workshops, seminars on quality-related themes, and promotion of quality circles.
7. Documentation of the various programmers/activities leading to quality improvement.
8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

Two practices:

1. Mentoring: Mentoring has been a proven method (practice) that continuously involves communication between students with mentors. The ultimate aim of a mentoring relationship is to promote the tutorial and private growth of students; It is conducted on a regular basis. Mentors provide the steering, motivation, and emotional support to students. Mentors resolve the educational issues faced by students.

2. Remedial Classes: Remedial classes are to develop the education and basic skills of weak students. It's allotted to help the students to attain expected competencies in core skills. These sessions are conducted weekly once for students. Teachers entrusted with remedial classes help students to facilitate them to develop sensible learning habits and attitudes to complete the assignments promptly, keep their promises, and be accountable and disciplined.

The IQAC has created benchmarks for the key aspects to measure the quality. Performance gradings are awarded; the same is communicated to the departments/sections by the Head, IQAC. On completion of the assessment, measures on various aspects have been suggested.

- The quality of teaching, learning, and evaluation is improved by conducting remedial classes for weak students to improve their academics
- Video lectures to enlighten the students.
- E-learning is promoted via ICT

Teaching and Learning Development

- **Subject allocation is based on the ability, skill, desire, and experience of the teacher.**
- **Eminent senior teaching staff members are recruited to hold key positions**

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The core aim of IQAC is to give quality assurance of academics and administrative works. It ensures for the development of faculty and students and provides guidelines periodically for quality enhancement. It enhances the academic and administrative performance of the institution. It additionally verifies the learning outcomes from time to time through student feedback and departmental gatherings. The IQAC found that the teaching procedure must be made more student centric by adopting modern methods of teaching and learning. Departmental libraries, hyper space facilities, computing facilities during and beyond working hours will help the students and teachers to upgrade the teaching and learning process. LCD projectors are used in the classes and laboratories for constructive presentations of e-learning content. Number of hard bound books and e-Books are regularly procured along with the periodicals.

The IQAC Supports the activity by involving various departments of the institution and inspects the departments as a calendar task every semester. It also supports, connecting the academic review activities and also executes the advice of the Audit Committee.

The IQAC also supports academic review activities such as:

- **The Academic Plan is prepared well before the commencement of classwork for the subjects.**
- **Every subject teacher maintains the attendance register**

- and course files for their respective subjects.
- Every subject teacher also maintains the syllabus copy and lesson plan of their respective subjects.
- Most of the topics are covered through Information and Communication Technology (ICT).
- For the improvement in the quality of Internal and End Semester Examinations Question Papers are prepared as per Bloom's taxonomy.

Teaching-learning Process:

The Quality Management System has suggested unit-wise learning outcomes for each subject. The learning outcomes are judged through two internal tests. The question paper is set to have an equal dispersal of weight for each learning outcome.

Structures & Methodologies of operations and learning outcomes:

Name of the mechanism

Structure & Methodologies of Operation

Learning Outcome

Teacher Course file

Date wise classes with reference to time table are noted in the teacher's attendance registers. This clearly gives clarity about the classes conducted systematically.

The course teacher can understand the importance of adhering to the schedules and following them diligently

Result Analysis

The principal analyzes the results of the students in each course. The pass percentage and the grades secured by the students quantify the teaching efficiency of the teachers concerned.

The faculty realizes the need for improvement and works towards it.

Incremental improvement in various activities

Academic Activities:

Quality assurance is our motto. The preparation of quality content delivery prepared by the faculty is monitored and evaluated by a team of senior faculty, subject experts, and HOD. The same is delivered to the students in a preplanned way as mentioned in the lesson plan (micro level planning). Video lectures of professors from institutions and universities of national importance are exposed to the students and students are encouraged/motivated to write certification courses on particular subjects in that current semester. It helps in advance study & National international online exposure. For conducting effective lab experiments lab manual and sample program/master records are prepared, maintained, and provided as a reference to faculty. Sometimes faculty take the help of slides, tutorial points, and other ICT-based materials. Guest Lectures, Seminars on current topics are conducted to fill the gap in the books and current trends. Faculty are exposed to Mission 10X and follow modern Teaching Learning Methodology and academic quality enhancement.

Administrative Quality Enhancement:

The institution has framed its own HR policy book and strictly executed it for the quality enhancement of administrators. The administration is decentralized with various committees and more autonomy is given to the department. It is totally transparent and the department and institution work together for effective administration. The students are aligned toward discipline and ethics as part of the institution's vision. As a result, the BVCCE students get good feedback from the employer which is one of our strengths. The campus is a ragging-free zone. Even if there is cultural diversity, BVCians show the national integration on a single dias. We have been imparting several programs which are very much essential for industry and arranged various advanced talks from industry experts focusing on filling gaps between academics and industry.

The Institution's Teaching, Learning, and Assessment strategies are continually reviewed, and ideas for improvement are identified and implemented. Some of these include:

- Implementation of Outcome-Based Education
- ICT Usage
- Encouraging NPTEL & MOOCs courses
- Academic research
- Guest lecturers
- Field Trips and lab lectures

- **Mentoring**
- **Tutorial teaching**

Learning Management system (LMS) through various platforms like Great Learning, SBCMS, CODE TANTRA, etc., are in usage which facilitates Faculty Login, Student Login, Parent Login and monitored by HODs & Principal to facilitate self-learning as faculty can post material, message, mentor, grade the students apart from posting and monitoring the daily attendance of students.

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- Promoting human dignity and social responsibility.
- Allow the recognition of multidimensional representations of women and men.
- Promote communications that represent unbiased representations of gender equity.
- Conduct workshops that promote diversity and gender-sensitive communication for members and employees.
- Conduct regular awareness-raising activities in health, safety and security among the students and staff.
- Encourage girl students to take up roles as classes representatives, project heads etc.
- Constantly monitoring women grievous cell and attending to sensitive cases immediately.
- Promoting and training girl students as change makers.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid

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

Solid and Liquid waste management: The primary goal of solid waste management is to reduce and eliminates the negative effects of waste materials on human health and the environment in order to promote economic development and higher quality of life. All solid waste is collected by designated personnel from bins located throughout the campus. Some of the elements done for the solid and liquid management are:

1. Waste is segregated in the form of dry and wet waste.
2. Color-coded dustbins are used for different types of waste.
3. The waste which is segregated is then collected by municipal corporation vehicles for proper disposal.
4. Even the furniture which is broken is also converted into reusable.
5. We have newspapers kept in the library and after the collection of all papers we make Inter-Office Committee year-wise and sell those papers to old newspaper collectors and we get cash which is kept for institutional use.
6. The campus has a small pilot-scale composting plant viz. Girls' hostel where waste-care units are placed that generate compost culture from the food waste.
7. The NSS unit has conducted a pledge programme on 'Swatchh Bharat Abhiyan".
8. Sanitary pads are made available from vending machines located on the college campus. The college is to take care of the environment through solid waste management, in order to maintain the beauty of nature in and around the campus the college sensitizes its students and staff about the environment through various activities.

E-Waste Management: Old batteries, mobiles, chargers, bulbs, etc keyboards, old and damaged monitors are disposed to the local vendors. No hazardous waste material is produced in the institution. The lab wastes are tested to be unharmful to the environment.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Gayatri College of Science & Management has implemented several measures to make the College an inclusive campus.

Measures for equal opportunities:

Gayatns College of Science. Management strictly follows the reservation policies laid out by the Government of India for admissions of students and appointments of teaching and non teaching staff. Special committees like the SC, ST and OBC Counselling Committee, PWD Counselling Committee and the Equal Opportunity Cell ensure parity and transparency during the admission process.

The college has an Equal Opportunity Cell (EOC) which looks after the welfare of differently abled students. The National Service Scheme (NSS) volunteers also assist blind students in reading out study materials, offer assistance in writing projects, and assist students in mobility and learning Students from low socio-economic spectrum are granted fee concessions in every academic session. The college also promotes several financial assistance/scholarships provided by the Government of India, state governments and non-governmental organisations to facilitate access to financial assistance among students.

Mentor-mentee meetings are held regularly and students are encouraged to share their problems academic or personal with their mentors. Dedicated teacher-mentor are assigned for outstation students.

Teachers adopt bi-lingual mode of teaching, wherever required, to assist students with linguistic challenges. This helps students enhance their academic performance. Gayatri College of Science & Management promotes cultural plurality and inclusivity on campus . In a an effort to unite all cultures, many events are organised to promote cultural diversity.

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

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

Gayatri College of Science & Management organises activities that strengthen our constitutional values and deepen our allegiance and responsibility towards our nation. The National Service Scheme (NSS) and National Cadet Corps (NCC) are two integral bodies that commit programmes and activities to inculcate constitutional obligations and patriotism among students and staff.

Programmes instilling citizens responsibilities:

The college fosters community responsibility by organising blood donation camps routinely. In every camp, around 100 volunteers donate blood .

The college renders national service by organising road-safety awareness programmes routinely. Students are informed about traffic rules and regulations and instil the importance of safeguarding human life.

To promote a sustainable environment, Swachch Bharat campaigns and Tree Plantation drives are organised. As part of the campaigns, environmentally safe practices such as plastic ban, water conservation, waste segregation, cleanliness and anti-pollution campaigns are implemented regularly. Awareness programmes for proper E-waste disposal are organised.

To protect human lives and property of the college during disaster, Gayatri College of Science & Management organises awareness drives, conferences, and mock drills for disaster management.

The college promotes linguistic diversity and cultural plurality by organising programmes such as cultural programmes.

Democratic values:

The college enshrines the sovereign and democratic values of our nation by commemorating the Independence Day and the Republic Day annually.

Army Day is observed to pay tribute to the Indian Army for their relentless service to this nation.

Voters Day and Voters Awareness Programmes are organised in the college to create awareness of youth towards their constitutional rights and duties. Routine drives are organised to facilitate issuance of voter ID for students.

Citizens' rights:

Legal rights awareness programmes are organised to spread awareness among students of their constitutional rights.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Gayatri College of Science & Management celebrates national and international commemorative days to inculcate constitutional responsibilities, to instil patriotic spirit and to foster unity among fellow citizens. Independence Day and Republic Day are celebrated in the college by hoisting the Indian flag.

International Mother Language Day is observed on 21st February to promote the preservation and protection of our mother language.

International Women's Day is celebrated on 8th March. On this occasion, various competitions are organised in the college to celebrate women-power. The Women's Development Cell addresses issues related to gender disparity and promotes gender equity in our society.

Surgical Strike Day, Kargil Diwas, Army Day were celebrated on September 29, 2018, July 26, 2019, and January 15, 2020 respectively.

National Youth Day is celebrated every year on 12th January to commemorate the birth of Swami Vivekananda. Debates, essay writing, extempore competitions are organised to spread the messages of Swami Vivekananda amongst the youth.

International Yoga Day is celebrated every year on 21st June to mark the practice of self discipline and tradition of well-being continuing for thousands of years in India.

Important environment-related days are commemorated at Gayatri

College of Science Management to heighten awareness about the importance of a safe environment and conservation of natural resources.

World Environment Day is observed every year on 5th June. Various competitions like poster making, slogan writing, essay writing, etc. are organised on this occasion.

The college actively participates in the Swachh Bharat Abhiyaan by ensuring proper sanitation facilities, dustbins on the campus, and hygiene in the toilets.

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

7.2 - Best Practices

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

Best Practice-I

Title of the Practice

Online learning and COVID preparedness

Objectives of the Practice

Due to the COVID-19 pandemic, the college had to make the difficult decision to close and conduct all activities online. However, later during the year at least some activities became in the physical mode. Moreover, the year was marked by lots of uncertainties and accordingly a new practice had to emerge to adapt to this new world. The objectives of this practice were threefold:

1). To ensure that the teaching learning practice goes on effectively in an online world during the pandemic by responding quickly and appropriately

2) To gradually reopen the institution as per GoI guidelines so that at least some teaching takes place in the physical face to face mode

3) To ensure COVID appropriate behaviors as well encourage pro social behaviors in all

The Context

There was an urgent need to rethink education as regular teaching was disrupted and the majority of the teaching learning process became online. Teachers have been forced to rethink their teaching pedagogies to accommodate online learning. Doing practical work in an online mode has been one of the most difficult obstacles. Other activities, such as internships, seminars, and field work, had to be moved online as well. Admissions and administration also became online. All these changes necessitated the acquisition of new skills in order to adapt to the changing environment. The impact on women's education was massive as many women students struggled to manage their studies with academics. Everyone has struggled with the loss of personal interaction. Research suggests that anxiety, despair, and stress have become frequent among students and employees. The college had to build the necessary infrastructure to support the online modality. The college also had to think about how to reopen at least some educational activities while ensuring that COVID appropriate protocols are followed.

The Practice

Describe the practice and its uniqueness in the context of India higher education.

• Upgrading ICT: The entire college was made Wifi accessible with a bandwidth > 50 MBPS and all faculty were provided institutional email ids, Google classroom and Zoom were extensively used to conduct online lectures, share resources and conduct internal exams and assignments.

• Training for ICT skills: Since the technology is new for several teachers therefore several webinars as well as FDP were organized.

• Developing innovative teaching pedagogies appropriate to online mode: Pedagogy was mainly participative with a focus on

students engaging in group projects and giving PowerPoint presentations, as well as discussions and other activities. Besides online lectures, teachers used Powerpoint presentations, lecture recordings, uploading on Google drive, and Audio/video aids. Google Forms were used for taking feedback, research-based activities, maintaining attendance etc. All webinars, FDPs, workshops, DU exams, outreach programmes, heritage walk, pledge sessions have been virtual and conducted through ICT. Research by teachers focused on understanding the social context of the pandemic.

• Enhancing communication during lockdown: All students, faculty and other staff were in constant contact with each other through various means such as whatsapp, emails etc. Faculty groups and student groups were created and university/college communications were immediately posted on website/ student groups/ faculty groups through WhatsApp and email. At times a small support group was created online for helping a critical member.

• Developing tools for assessment: For online assignments online, it was important to develop assess the originality of content. One of the tools used was the plagiarism software Urkund which became available in the college library.

• Ensuring awareness about pandemic: The Covid Task Force of college developed advisories, facilitated on-campus RTPCR Covid 19 testing facility, and organized webinars.

• Planning for reopening the college for partial activities: Planning involved COVId advisories, COVID awareness activities, arrangements for sanitization, staggered timings, following COVID appropriate behaviours, following all safety mandates and upgrading Wifi.

Evidence of Success

Although the face-to-face interaction of physical classes cannot be replicated in the online approach, the college's response to the pandemic was appropriate given the circumstances. The following examples show how the college acted quickly and effectively:

1. In March 2020 itself all classes and other activities such as webinars and exams became online

2. The feedback survey and satisfaction survey taken during the pandemic year indicated that students were quite satisfied with the online mode

3. The examination results of the students during the above period indicate that students on the whole performed quite well.

Best Practice-II

Title of the practice

Welfare Activities to support underprivileged students to pursue higher education

Goal

Though there has been a phenomenal growth in the number of women enrolled in higher education since independence, the percentage of women students in Gayatri College of science and management under privileged background is much lower due to gender discrimination and financial constraints. Financial assistance needs to be provided to these students to enable them to complete higher education as once educated; these women can become a channel for improving the quality of life both at home and outside. By encouraging and promoting education of women, they can be empowered for a better future.

The Context

Majority of our students are from socio-economically challenged segments of the society. Personal interactions with students and analysis of the dropout statistics has revealed that familial and financial constraints prevent them from completing higher education and lead them to drop-out midway through the course. It was observed that supporting them with financial assistance would help them to pursue higher education. Hence, it was decided to generate funds to provide financial help in the form of scholarships, micro loans, etc. Besides financial assistance, students also need other basic necessities like meals, medical assistance etc. To meet the needs of the students, a number of schemes have been started.

The Practice

Our management believes in inclusive education and strives hard

to raise funds from philanthropists to make these schemes sustainable. The schemes launched are as follows:

- **Financial assistance through interest-free micro loans and scholarships:**

Under this scheme, needy students receive interest-free loans to pursue higher education or to complete professional courses at our institute or at other institutes. As the fees of such courses are high, the needy students take loans and repay them at the earliest. Scholarships are awarded to students who are unable to pay the fees.

- **Mini meals:**

Many of our students cannot afford two meals a day. They attend classes on an empty stomach and report to their jobs directly from college. We have launched the Mini Meal programme, where 200 needy students are given a balanced meal including a fruit on every working day. This programme has resulted in better health and improved academic performance of the beneficiaries.

- **Medical Aid:**

Under this scheme, students are provided free medical consultation and medicines. Students with major medical problems are provided with financial assistance for hospitalization and treatment. For this, the management has launched the Medical Aid Fund by setting up a corpus of ` 10,00,000 (` Ten Lakhs)

- **Financial support to gifted students:**

The college has set up a corpus of ` 10, 00,000 to enable gifted students to hone their special talents in academics, sports or creative activities like dramatics, dance, music, drawing etc. by assisting them financially to take professional training and excel in their field.

Evidence of success

- Around hundred students avail the micro loan facility per year and the repayment rate is very good. Most of the students who have completed their courses are now well placed in life and their standard of living has improved.
- The beneficiaries of the scholarships have been able to

complete their education successfully.

- With mini-meals it has been observed that the attendance and academic performance of the students have improved.

Problems encountered

- Raising funds to sustain these programmes is difficult. The Trust works very hard in raising resources.
- Getting efficient man power to work in this area on a voluntary basis or working at nominal pay is another challenge. Taking help of past and current students has helped us to save on administrative costs.
- Convincing financially weak but desirous students to utilize financial assistance in the form of loan for pursuing professional courses is a challenge

File Description	Documents
Best practices in the Institutional website	https://gurajadacollege.in/pdf/7.2.1%2020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Gayatri college of science and management is the pride of munasabpeta, Srikakulam, was established in the year 1991, seven kilometers away from Srikakulam pioneered as KG-PG college in our district, with longstanding and excellent faculty members and sophisticated equipment to meet the present as well as the changing needs of the corporate sector.

Vision: To create unique and high standards of education in a pollution-free environment.

Mission: To provide quality education to rural society in order to compete with modern society in the mission. The college wishes to enrich young men and women with sophisticated education and sound personality development.

Teaching and learning process:

- Under the norms of UGC, all the faculty members are equipped with good knowledge and updated in their fields respectively.
- All the faculty members are applying innovative and research orientation to the students for overall development.
- A continuous program for faculty development under the title of INTER FACULTY DEVELOPMENT PROGRAMME (IFDP) from starting the year 1993 to date.
- Through MOU with industries in and around Srikakulam.

Extension activities:

- The college provides training in areas other than academics and technology such as social skills, soft, ethical values, and personality development.
- UG and PG students and faculty members attend technical seminars, conferences, and workshops regularly.
- Students in the third year and of all streams can benefit from the college job assistance programmer (campus recruitment). Every year many students are chosen for campus interviews by reputed companies.
- By adopting nearby villages, NSS&NCC wings involve in social services and regularly conducts sanitation programs (SWATCH BHARATH), Plantation, Blood donation camp, Eye camp, and remaining health checkup camps.
- Conducts meetings periodically with the faculty members and with students to maintain harmonious relations with the faculty and students to update the changes in curriculum and standard of education.

Self-evaluation and continual renewal:

The institution uses a multi-level evaluation process to support continuous renewal. In this process semester wise evaluate the students such as

- Internal assessment: evaluation throughout the period of the semester students participate in various activities such as presentations, seminars and etc.
- Academic audit: Maintain records for academic details
- Stakeholders feedback: Collects in various ways such as through tele calling, letters, and direct interaction.
- Management appraisal: Appraisal is given to every faculty in periodically
- https://gurajadacollege.in/pdf/7.3.1%2020-21.pdf

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

7.3.2 - Plan of action for the next academic year

Nil