YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	HINDU COLLEGE, GUNTUR
• Name of the Head of the institution	Dr. D. N. DEEKSHIT
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08632227649
• Mobile No:	8985897649
• Registered e-mail	hindu_gtr@rediffmail.com
• Alternate e-mail	principalhinducollegeguntur@gmail.com
• Address	Opp. Sri Venkateswara Vignan Mandir, Market Centre, Guntur - 522003
• City/Town	Guntur
• State/UT	Andhra Pradesh
• Pin Code	522003
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Acharya Nagarjuna University**
• Name of the IQAC Coordinator	**Dr. S.V.S. Girija**
• Phone No.	**08632227649**
• Alternate phone No.	**8985897649**
• Mobile	**9440632392**
• IQAC e-mail address	**iqac_hcg@rediffmail.com**
• Alternate e-mail address	**iqac.hcg@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://hcg.ac.in/admin/up_files/2019-20AQAR_REPORT.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://hcg.ac.in/admin/up_files/ACADEMIC_CALENDER_-_2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**A**	**3.07**	**2017**	**02/05/2017**	**01/05/2022**
Cycle 2	**A**	**3.01**	**2008**	**16/07/2008**	**15/07/2013**
Cycle 1	**Four Star**	**3.01**	**2002**	**12/02/2002**	**11/02/2007**

6.Date of Establishment of IQAC	**13/02/2004**

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	View File	

IQAC		
9.No. of IQAC meetings held during the year	5	
• 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	View File	
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)

IQAC collected Feedback from all stockholders after analysing the various feedbacks advised the management to start B.Sc. Biomedical, B.Sc. Home Science. APSCHE and ANU approved both these courses.

IQAC made 100% of the faculty to take online classes through various modes. It arranged training programmes and hands on Workshops for faculty to update / upgrade their e-resources using capabilities

IQAC encouraged the various departments like Mathematics, Chemistry, Botany, Physics, Commerce, Economics etc., to organise National Webinars in their respective fields.

Because of efforts made by the team IQAC almost all the faculty attended International / National online courses / Workshops / Training Programmes to enhance their capabilities. The average number of such programmes attended by the faculty is nine.

IQAC encouraged the NCC, NSS and other wings of college to play key role in helping the needy during these pandemic situations. Our students and staff distributed blankets, food and other needy items to street dwellers. IQAC also prepared pamphlets and posters to educate the people during COVID period.

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
To encourage Organic farming of vegetables by the UG and PG students of Botany	The departments of Botany and Agriculture successfully cultivated organic farming.
Intercollegiate Quiz Competition in Mathematics for Students of Guntur District	Could not be organised due to pandamic situation
Field Trip to ISRO , SHAR for Final Year science students	We arranged field trips to almost all the students of Science departments. However, ISRO, SHAR trip could not be arranged.
Establishing google class rooms and increasing the habit of e-lecturing	The department of mathematics and economics established G-class rooms for their BA students
Organising online classes/programmes/surveys etc.	The departments like Economics, Mathematics, English, Botany etc., conducted good number of online activities
To organize a Two Day National Conference / Seminar by the department of Mathematics, Tentative Title:" Applications of Mathematical Sciences in Interdisciplinary Studies".	Due to pandamic situations we could not conducted. The said conference, however, organized a webinar on the similar topic

13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Hindu College Committee	05/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	**23/02/2022**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**21**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2381**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**672**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**419**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**106**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**109**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**74**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**622906**
4.3 Total number of computers on campus for academic purposes	**356**

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

- **Semester system has been introduced at the UG level from the academic year 2015-16 along with CBCSand from the academic year 2020-21, new curriculum has been introduced. announced Honours degree also with this curriculum.**
- **The departments held academic meetings exclusively to discuss the scope and content of the new topics.**
- **Faculty meetings were held to sensitize the faculty members and create awareness of the need for adopting ICT in curriculum transaction.**
- **Computer and Internet access is also provided to almost all the departments so that faculty members can keep themselves updated in their respective subject.**
- **Departments were encouraged to discuss the scope for using**

- supplementary teaching practices such as problem solving exercises, field studies / visits, case studies, surveys and excursions including industrial visits, hands-on experience and project works etc.,
  - The college faculty is trained by the computer department to make them familiar with the use of computers.
  - Need based educational tours are conducted by some of the departments.
  - Panel discussions by the staff / prominent members of the local community on issues of regional, national and global significance.
  - During lockdown period of COVID 19, online classes have been conducted using ZOOM and Google meet online platforms.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[www.hcg.ac.in]()

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

As an affiliated institution of the Acharya Nagarjuna University, the evaluation norms of University are strictly followed. The College has adopted a method of assessing the academic performance of the students on a continuous basis. Within this framework, the College conducts the Internal Assessment department-wise according to a proper schedule and under strict invigilation. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time. In the Humanities stream, a class room seminar/project component is also part of the Internal Assessment conducted according to a well-defined schedule. The syllabus and timing of these assessments are communicated to the students well in advance. For PG courses too, the examination pattern follows the norms laid down by Acharya Nagarjuna University. Besides these formal assessments, revision work, class tests, assignments and student presentations are integral to the teaching-learning process. During the pandemic sessions, a continuous system of online evaluation was put in place. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum delivery and a Fulfillment Report is submitted to the Principal every month by each faculty member.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	[www.hcg.ac.in](#)

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	[View File](#)

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

21

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
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)

6

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

150

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

150

File Description	Documents
Any additional information	View File
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

1. Gender sensitization programmes like lectures, seminars and workshops

2. Observance of Women's Day

3. Environmental education through projects, field work, nature club activities and Green Audit. Students are also encouraged to participate in different programmes like online quiz contests organized by other Institutions for enhancing awareness related to the environment

4. Human values promoted through the activities of the NSS,

Pramadavanam (Women Development Cell) and other related community activities. The NSS unit of the College refers to the Handbook of NSS, AffiliatingUniversity for illuminating the young minds of the duties and responsibilities of the citizens of this country.

5. Community outreach and other social welfare programmes

6. Value education and mental health workshops.

7. Handbook of Ethics and Code of Conduct uploaded in the College website and also enunciated by the Principal during Students' Orientation

8. Programmes on professional ethics and value education conducted as a part of curricular activities

9. Observance of Earth Day, World Environment Day, Forest Week

10. Upholding values of multiculturalism, egalitarianism, diversity and gender empowerment through functions like the Annual day Programme, Independence and Republic Day celebrations as well as through the activities of various clubs and societies, poster competitions and presentations etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

5

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

120

File Description	Documents
Any additional information	[View File](#)
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 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	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

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	View File
URL for feedback report	http://hcg.ac.in/admin/up_files/Feedbackk.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 sanctioned seats during the year

1320

File Description	Documents
Any additional information	View File
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

490

File Description	Documents
Any additional information	View File
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 institution assesses the learning levels of the students and organises special programmes for advanced learners and slow

learners. For advanced learners the approaches adopted are as follows:-

- More challenging work in the form of projects and home assignments
- A well stocked library with advanced reference facilities
- Incentives in the form of merit scholarships and prizes
- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT
- Special lectures by eminent speakers from industry and academia
- Free internet access
- Coaching classes for GRE/GMAT
- Counselling by faculty to appear for competitive examinations
- Career fairs, seminars and workshops
- Opportunities for publication in departmental journals and students' magazines Identification of weak students made on the basis of interactions and assessment tests during classes.

The strategies adopted to level up the slow learners are as follows:

- Meeting and communicating to the weaker students their areas of weakness
- Organizing remedial classes
- Teachers available beyond class hours to counsel the weaker students

Monitoring the progress of the students through written assignments and the progress record maintained

File Description	Documents
Link for additional Information	www.hcg.ac.in
Upload any additional information	View File

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

Number of Students	Number of Teachers
3039	104

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

The college has been focusing on innovative and creative ways of disseminating, sharing, and facilitating knowledge development in students, adopting student-centric methods which are central to Outcome-Based Education (OBE)

- Course Delivery Methods Group discussions
- Seminars/Mini projects
- Technical Reports/ Case studies,
- Simulations and experimental exercises Lab
- experimental work Class
- Assignments/Quizzes

Individual learning : E-learning tools , web assignments, individual projects, Book revies, etc. to let students learn independently and enhance classroom learning. Encouraged to enroll and get certification for add-on online courses for self-paced learning in certain departments like Botany.

Experiential learning : Student-centric learning is provided in the practical sessions to apply concepts learned in the classroom.

- Guiding the students for their final Year group Projects,
- encouraging the students to attend Academic/subject specific/Technical Fest and Workshops.
- Short Visit to nearby industries/labs/university departments

Participative /collaborative learning : Exhibiting at intra-college, state, and national project competitions

- The participating and collborative learning activities include conduction of various events and activities like observing National days of importance, organising specipal assemblies, involving the students in innvative curricular, co-curricular and extracurricular activities etc.,
- Invited talks by experts and alumni from the industry and academia.
- MOUs are signed with leading industries to bridge the gaps in the curriculum.
- learning activities like presentation of seminars and assignments/project work with the use of Internet is encouraged

- **Problem-based learning promotes students' critical thinking to find solutions in real-life situations.**

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1EnqawJotctwMMa5A7_mdHXJnjXzPfI-r/view?usp=sharing

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

The ICT enabled learning environment of the institution is conducive to developing creative and critical thinking as well as scientific temper among the students. Faculty is provided with the requisite facilities for preparation of computer aided teaching – learning material. Both faculty and students have access to the following modern teaching aids: The online teaching – The platform has been put to extensive use during the pandemic times when distant teaching-learning became the only mode of communication between the teachers and the students. Regular classes are taken through this on-line platform according to a fixed routine set by the institution. Classes are accessible 24X7 as recorded material in the LMS reaching out to the students beyond the regular teaching hours Adequate number of high end interactive projectors and computers for use in seminars and lectures Digitization of lessons Computer Labs, Language Lab and Audio-Visual room Interactive smart boards High end personal laptops and a well-equipped open access computerized library with internet facility is available for faculty and students. E-resources are available through national networks.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://hcg.ac.in/content.php?page=e-Material&page_id=67

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

30	
File Description	**Documents**
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

104	
File Description	**Documents**
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

25	
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

104

File Description	Documents
Any additional information	View File
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.

The process of internal assessment is very transparent and the students are aware of the mode of tests and the scheme of valuation and different weightages given in the process of assessment.

- In respect of Science subjects model practical examination are conducted before the commencement of University examination.
- Unit, Pre-final examinations and unscheduled examinations are conducted throughout the year.

- Slip tests and terminal examinations are the components of internal assessment.
- The rigour in the assessment is ensured by giving more weight to the analytical and problem solving questions in the tests. The questions encourage the students to improve their higher order thinking skills.
- Assignments and seminars promote independent thinking and they are also part of the internal assessment.
- Project work goves opportunity for assessing behavioural aspects such as team work and leadership and writing skills etc.,
- The answer scripts are shown to the students to let them see their drawbacks and mistakes and suggestions are given to improve their performance

Continuous assessment by individual faculty members by conducting Class room seminars and encouraging students to present papers.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://docs.google.com/document/d/1E394XDV7 1p5VqpEJAbjieWIo_1FWA0KL/edit?usp=sharing&ou id=100357716313860142018&rtpof=true&sd=true

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

Mid-examinations : 02 mid examinations should be conducted per mid for 50 marks each which will be scale down to 15 marks. Out of these two mids, one should be offline and another preferbly online. While conducting offline mid examination, all the Essay type questions, short questions and very short questions need to be given.

Co-curricular Activities : Co-curricular activities play an important role in promoting experiential self-learning and field-based learning in students, especially in leaning higher order skills. The suggested activities are K-W-L, One word answer, multiple choice questions, factual questions, group work, reflective questions, peer teaching, student seminars, webinars, experiential questions, case studies, inferential questions, filling the gaps, matching, comprehensive paragraphs, write quiz questions, work sheets on subject and any other activity as per the discretion of the faculty/College.

Extracurricular activities : To ensure inculcating social responsibility and compassionate commitment among the students, it is proposed to allot 03 marks to those students are active in NCC, NSS, Red Ribbon, Clean and green and any other similar activity which enhance the status of the college in the society etc. Finally, the remaining 02 marks will be awarded as per attendance.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	www.hcg.ac.in

2.6 - Student Performance and Learning Outcomes

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

Course Outcomes and Programme outcomes have been informed to the students in well advance. They have been prepared by the faculty and are displayed in institutional website also.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/file/d/1brrU3AIZMH0Iyu6-pjGqt9c8omFKWQMb/view?usp=sharing
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The institution follows the syllabi laid down by the affiliating Acharya Nagarjuna university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Heads of the Department monitor the execution of the assigned syllabus and it's timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/file/d/1brrU3AIZMH0Iyu6-pjGqt9c8omFKWQMb/view?usp=sharing

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

502

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	View File
Paste link for the annual report	www.hcg.ac.in

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)

http://hcg.ac.in/admin/up_files/STUDENTSATISFACTIONSURVEYANALYSIS2020-21.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)

`0.3`

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

`6`

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://hcg.ac.in/admin/up_files/Research_Projects.pdf

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

6

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

27

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

15

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

3.3 - Extension Activities

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

That is the reason why we included this in our college vision too. Ultimately this may reflect on their social development. Hence, we proposed and encouraged the students to participate in the Community Service Volunteer Program. Students who are interested will be encouraged for Volunteer Activity.

In the academic year 2020 – 21 students raised fund and spent on different activities.

1. A team of students and staff members of Hindu College Guntur, amidst Pandemic situation, was deeply touched by the suffering of the migrant workers. Students team started preparing food and then distributing the healthy food prepared by them to the migrant workers, who at that particular time, had no means of transport but were mere walking towards their hometown as they were jobless, hoping that, they would find a way out after reaching home. With no source of income during the period of COVID 19 lockdown, there was an unprecedented migrant crisis unfolded in India.

2. Students distributed blankets and food like fruits and biscuits to shelterless / homeless. They started this program in late night and went in search of needy on streets. So that they can reach right persons.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1IooJORuf kYrzYJ9QAVAZF36HfFRVQK6u/edit?usp=sharing&ou id=100357716313860142018&rtpof=true&sd=true
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

29

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

29

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

4

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has always worked for the mission of providing the best possible infrastructure to create an effective teaching-learning environment through extensive use of ICT. Over the years the infrastructure of the institution has been upgraded keeping in mind the developments and rising demands in the education sector. Teaching Learning activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical gardens, animal house, specialized facilities and equipments for teaching, learning and research etc. Classrooms. All the classrooms have been renovated on modern lines with comfortable and space saving furniture, Lecture Capture facility, power back up etc. Most classrooms are also fitted with interactive projectors and white boards. Laboratories- There are science laboratories in the departments of Botany, Zoology, Chemistry, Geology, Statistics, Computers and Physics. Computer labs are there for practical of IT related subjects. Botanical Gardens- The college does not have a botanical garden, however, we have 'Nakshtra Vanam', vertical gardens etc. Potted plants are kept in many corridors. In front of the Botany Department, there is a medicinal plant unit. Equipments for teaching, learning and research include laptops, fixed projectors, smart boards. All laboratories are adequately equipped with the latest instruments.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	www.hcg.ac.in

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

Student activities – Cultural, sports, indoor and outdoor games, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc. Cultural - The auditorium is available for extracurricular activities of the institution like cultural functions, orientation programmes, medical camps, college fest and awareness seminars. A stage in the common ground is also used for cultural activities and functions like celebration of Independence day, Republic day etc.. Sports: A quadrangle within the premises is used for sporting activities like throw ball, badminton, basketball. Games (Indoor)- Common Room cum Gymnasium is equipped with Carrom board, Table Tennis board and Chess board. Yoga cum Activity Room and Gym are available in the campus. Games (Outdoor) -A quadrangle within the premises is used for sporting activities like cricket, badminton, throw-ball, badminton, basketball. Gymnasium-Common Room cum Gymnasium is equipped with modern gym equipments (Exercise Cycle, Exercise Ball, Treadmill, Fitness Bench, etc.) for exercising. Classrooms are available for students' society meetings. There is a dedicated space for career counselling and placement unit. NSS: Camps and other activities are carried out regularly. The college provides infrastructure and funds for all NSS activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.hcg.ac.in

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

74

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hcg.ac.in/admin/up_files/hcgINFRASTRUCTRE%20FACILITIES-converted.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

6.2

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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)

Partially.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	www.hcg.ac.in

4.2.2 - The institution has subscription for the following e-resources e-journals e-	**B. Any 3 of the above**

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	[View File]()
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File]()

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)

0.02

File Description	Documents
Any additional information	[View File]()
Audited statements of accounts	[View File]()
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File]()

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

142

File Description	Documents
Any additional information	[View File]()
Details of library usage by teachers and students	[View File]()

4.3 - IT Infrastructure

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

The institution has a policy for periodical upgradation of the IT facilities. New IT infrastructure are created taking into consideration the requirements of the entire college.

ü The Institute has a 100 MBPS high-speed internet connectivity through OFC/LAN/Wi-Fi, with access points/switches strategically located across the to campuses.

ü Wi-Fi is authentication driven with restrictions at different levels to ensure maximum security.

ü The campus is governed by Microsoft Campus Licensing Agreement. 03 dedicated Computer labs with more than 200 desktops is made available in the two campuses.

ü Recently, a HDL lab was made available with 30 high end systems with latest configuration.

ü In order to ensure safety and security of data, a licensed firewall with web and application filters are used

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1G_-bHMyX-Zz8YTacKrwIzv1xq5fR2K7-/view?usp=sharing

4.3.2 - Number of Computers

356

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

6.23

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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.

The college is an Aided college. Maintenance and repair of buildings are done by Hindu College Management. The budget allocation for these is done by the Secretary & Correspondent in consultation with Principal of the college. The institute has external audit system of college accounts which helps to ensure optimal utilization of budget allocation.

- ○ **There is a full-time campus caretaker-cum-electrician to attend the minor faults and repairs on a regular basis.**
- ○ **The college has its own stand-by silent generator system (Provided with UGC funds).**
- ○ **The maintenance of computers and scientific equipments is done by manufacturers or agencies under 'Annual Maintenance Contract' (AMC), by Manasa Technologies.**
- ○ **Maintenance of toilets, bathrooms, service areas and security are done on contractual basis through private agencies.**

- The laboratory staff keeps a strict vigil regarding the maintenance and upkeep of the scientific instruments and chemicals.
- The college has a tie-up with the dealer of the RO water purifiers who takes care of purchase, repair and maintenance of the system.
- Significant initiatives have been taken by the committee to render the library, student/user friendly. The college Library, a "Knowledge Centre" for accessibility, has been developing on modern lines as a prominent 'Learning Resource Centre'.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://hcg.ac.in/admin/up_files/hcgINFRASTRUCTRE%20FACILITIES-converted.pdf

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

1442

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

1442

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	https://drive.google.com/file/d/1ErfdY6LlnM8 rvvwr80I3HPpRuckOm0NL/view?usp=sharing
Any additional information	View File
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

83

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

86

File Description	Documents
Any additional information	View File
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

69

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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

89

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

The following associations / Clubs are facilitating various facilities to sudents to represent and engage in curricular , Co-curricular activities. It is a mandate of the college that at least one student representative should be there in all the associations.

- **Lalitha Kala Samithi (Literary, Drama and Fine Arts)**
- **Pramadavanam (Women Development Cell)**
- **Akshara**
- **Science Association**
- **Humanities Association**
- **NCC (3 wings)**
- **NSS**
- **NGC**
- **Red Ribbon**
- **IQAC and many more committees**

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1hDhcyI4fciIAORfmc65Q11NcjqnXUa6S/edit?usp=sharing&ou id=100357716313860142018&rtpof=true&sd=true
Upload any additional information	View File

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

46

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

The college has a registered Alumni Association with about 3000 membership. It has an executive body to the M. Somasekhar as the President K.V.S. Durga Prasad as Secretary, Dr. Y. Gowri Sankar as the Treasurer and another 10 members as E.C. members. Periodically the E.C. will assamble and persue the assocaiton acitivities. The association regulaly arrange guest lectures with alumnus members to the various departments. Every year on the second saturay of december the association organisers and annual alumni get-to-geather from morning to evening around 300 members will participate in that event. In that event we invite aminent alumini members as the guests. We will conduct Gymkhana events to all the members and engage them all throught the day.

Recently, we started a charter in Hyderabad in the name of "HINDOL".

Hindu College Old Boys Association, Hyderbad Charter. This Charter is chaired by Sri J. Satyanarayana, Retired IAS Officer. Tehy came foward with 05 Projects for the betterment of quality of education imparted by the institution. (Broucher enclosed)

During this academic yer the old boys of Hindu College donated about 14 lakhs to construct a Hi-end digital lab.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1RpFWCOQuJmy zfhpbmEslHpkRXEJDVAlo/view?usp=sharing
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**A. ? 5Lakhs**

File Description	Documents
Upload any additional information	View File

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

The governance of the institution is in accordance with the vision and mission statement reflecting the goals and objectives of the institution. The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. Towards this objective, job-oriented, self-financing degree courses and add-on certificate courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent. A host of co-curricular activities conducted during the course of a year, celebration of important days and events and cultural programmes organized by different clubs and societies seek to enhance the cultural development of the students. The teaching faculty is actively involved in promoting a holistic education for the students manifest in the leadership provided by them in committees, clubs andin the organization of various activities and also by the participation of representative members in the Governing Body of the institution. The proactive leadership of the Principal and Management ensures the fulfillment of the vision and mission striving to make the institution a centre of excellence.

https://youtu.be/0WbJS0s9XMg

```
https://docs.google.com/document/d/1IzVtbrvq8CPa2hrzznZIQ-KmaGxmbk1C
/edit?usp=sharing&ouid=100357716313860142018&rtpof=true&sd=true
```

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1IzVtbrvq8CPa2hrzznZIQ-KmaGxmbk1C/edit?usp=sharing&ouid=100357716313860142018&rtpof=true&sd=true
Upload any additional information	View File

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

The top Management of the institution in consultation with the Principal provides leadership in all academic and institutional practices. The Principal co-ordinates on all academic matters through the Heads of Departments, who are the senior-most faculty of the department. In this way, all faculties of the departments get to play a role in decision-making and participative management of their respective departments. The inclusion of teachers' representative along with the Pricipal in the Governing Body of the College also on a rotational basis enables the faculty members to participate in different academic deliberations and often play a role in decision-making. University examinations are conducted in the institution through committees set up for the purpose and here too responsibility and leadership is delegated to the faculty members, e.g., officers-in-charge are now appointed on a rotational basis and they are responsible for the smooth conduct of each set of examinations. Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure. The entire process of participation and decentralization is co-ordinated by the Principal.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1w5a63tuaqndMCFu6NqlaYbmJw_x8NLXw/edit?usp=sharing&ouid=100357716313860142018&rtpof=true&sd=true
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has been using ICT for teaching learning purposes since 2001. Along with extensive use of computers for classroom teaching, the college had provided laptops to some of the science faculty, e-class rooms with smart boards, making ICT an integral part of the teaching learning process. The college has been quick to adopt to online teaching during the pandemic and subsequent lockdown. Online training programmes for both teachers and students were organised to familiarise them with the virtual platform for live classroom teaching. The library, too, has upgraded itself to e-learning tools, buying of e-books and has uploaded scanned e-copies of books for both students and teachers.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	www.hcg.ac.in
Upload any additional information	View File

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

The college strictly follows all rules and regulations laid down by the Government from time to time in appointments as well as admissions. However, the admission process is controlled by Directorate of Higher Education, Amaravathi. The government has created on APSAMS web portal. Students based on this online portal will apply at www.apcce.gov.in. In this application, through this portal online admissions are exercised based on the details furnished by students, what college they are joining and what category is included in the comprehensive information.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ol424sZiuBi0_blEL8KuhV0rkw1otkwK/view?usp=sharing
Link to Organogram of the Institution webpage	http://hcg.ac.in/admin/up_files/Hindu_College_Guntur_-_Organization_Structure.pdf
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare measures

1. **Welfare measures**

2. **Cooperative Society**
3. **Salary advances for Un-aided Teaching faculty**
4. **Acting as Guarantor for staff Bank loans**
5. **Yoga Camps / Awareness programmes**
6. **Women Faculty Health Advisor through Women Development Cell**
7. **Appointing Lady Vice- Principal to lookafter issues relating to girl students**
8. **Contributory Provident Fund Scheme whereby the management contributes its share equal to the share of the employee every month.**

9. Group Insurance Policy for all administrative staff and Faculty.
10. Gratuity cheque on the day of retirement of an employee without delay.
11. Quick Provident Fund Loan Facility with 100% availment of the benefit.
12. Emergency fund in time of need to facilitate any individual member of the staff in his/her emergency.
13. Women's Rest Room.
14. Annual Sports and cultural programmes for the Staff.
15. Salary to un-aided faculty by 1st of every month.
16. Staff who have applied for Provident Fund Loan have availed the benefit.
17. All those who retired from service in last four years got their gratuity cheque on the day of retirement.

File Description	Documents
Paste link for additional information	www.hcg.ac.in
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
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).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
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

46

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Institutions Performance Appraisal System for teaching and non-teaching staff

- o **We strictly follow the Government of Andhra Pradesh Proformas**

/ Procedures.
- Each teacher submits self-appraisal report for each academic session.
- Teachers fill up self-assessment forms while placement is done at higher scales. Accordingly the Expert Committee for placement and promotion interviews the teacher candidate and recommends for placement/promotion. Necessary improvements in deficient areas are advised by the Members of the Expert Committee.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1n2D4s0xMATunjnwL64Dru_txW8BgHeHV/edit?usp=sharing&ouid=100357716313860142018&rtpof=true&sd=true
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

- The College has a mechanism for internal and external audit. The internal audit is carried out by the Governing Body of the College.
- The external audit is carried out by a Government auditor as per the provisions of the Andhra Pradesh Government Rules & Acharya Nagarjuna University Act every year.
- The external audit is up-to-date. It has been completed for the last financial year 2014-15. Internal audit report of 2014-15 and the external audit report are awaited.
- There were no significant objections raised by the auditors. Some minor mistakes were found, which were sorted out.

- Chartered Accountant nominated by General Body conducts internal audit regularly and the deficiencies pointed out are rectified immediately.
- Auditors from the office of Accountant – General, A.P., Hyderabad and Commissionarate of Collegiate Education, A.P. Hyderabad regularly visit the college every year and conduct audit and submit report of the audit.
- Audit reports of A.G.A.P. Hyderabad, C.C.E. A.P. Hyderabad and Internal audit reports of Chartered Accountants appointed by management are available.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1dE1yikZPrtUtCmL78tSdLGgo21a8oqeb/edit?usp=sharing&ouid=100357716313860142018&rtpof=true&sd=true
Upload any additional information	View File

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)

14

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

In the light of recent government policies, fee collection is the only major source of revenue/income generation for the College. The annual budget is prepared according to the need and requirements of the College a whole taking into consideration the annual intake of students, laboratory and infrastructure development, students, faculty & staff requirements etc. In most of the cases, the Management obtains proposals from the concerned departments regarding expenditure and same is consolidated by the Principal of the College for approval by the Management of the College. Once it is approved by the Management, the Principal apprises the Departments of the allocation so that reappropriation of budget outlays are avoided or kept to the minimum. After the allocation, the departments can avail the financial resources within the given limit.

Purchases are made with the recommendations of duly constituted

purchase committee headed by the Secretary and Correspondent of the College. If any expenditure is made beyond budget sanctioned, it gets ratified in a special meeting. Our object for resource mobilisation and optimal utilisation of resources puts in the forefront quality of education and growth of students, as the primary and fundamental objective

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1SMhk6XqXqSk4_SkjKAk1scr8OvuoRtTN/edit?usp=sharing&ouid=100357716313860142018&rtpof=true&sd=true
Upload any additional information	View File

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

1. **Planning, Implementation, Monitoring and Evaluation by the Governing Body (Highest Authority) of the College.**
2. **Post-Assessment & Accreditation of NAAC initiative Establishment of IQAC.**
3. **A High Power Committee for Planning, Implementation, Monitoring and Evaluation Board for UGC Grants, and the IQAC Coordinator is a member of the Board.**
4. **Implementing Bodies - Committee System for academic & administrative activities.**
5. **Coordination with all stakeholders.**
6. **External Academic and Administrative Auditing by Acharya Nagarjuna University & Department of Higher Education, Government of Andhra Pradesh.**
7. **Academic Audit and Administrative Audit under the supervision of the Governing Body of the College.**
8. **Its main objective is to plan and implement quality initiatives and evaluate.It follows its calendar for meetings, quality agenda and maintains its proceedings.**
9. **It circulates its plan and takes steps for implementation.**
10. **It encourages to conduct workshops, awareness programmes, special lectures on quality innovations, Curricula, Teaching-Learning & Evaluation, Research oriented seminars, applying for research grants and project managing, plans and implementation of advanced Learning Resources, ICT management and suggestions for empowerment of staff, kind of leadership, governance pattern and in strategic perspective planning.**

11. It plans and supports effective implementation of Total Quality Management, Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders.

12. It collects, maintains and analyses documents and document evidences directly or through the College Office. It prepares the Annual Quality Assurance Report (AQAR) and submits it to NAAC.

13. It analyses the feedback received from all stakeholders and inform the concerned about its outcome for correction and amelioration. It also appreciates & encourages and provides support required by all staff for quality sustenance and quality improvement in teaching, research and administration.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1MH3Yt0AV bIzoQ8K2XChN7YJKzik4H3WU/edit?usp=sharing&ou id=100357716313860142018&rtpof=true&sd=true
Upload any additional information	View File

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

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 words each

(1) To have an effective teaching-learning process during the pandemic through virtual mode, IQAC has taken initiative such that all the students are provided with class notes as per the Class Schedule, after the on-line mode of teaching is over through Zoom. Initially, IQAC arranged a Two-day workshop to all the faculty for familiarizing with on-live live lectures. IQAC further advised to take virtual lab classes following the MHRD virtual lab portal.

Institute also took initiative for recording of videos of real-time Class execution and sharing with the students. The major tasks set up by the IQAC during the last year was to take care of the mental health issues of students during the pandemic times. IQAC further suggested that the students should be counselled through the Mentors to reduce the stress in students during the pandemic. Faculty Mentors remained always in touch with the Mentees and took care of the students as their Guardians which improved personal bonding, teaching-learning process and improvement of attendance.

2) The regular meetings of the IQAC internally as well as with the Principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life. Regular feedback obtained from different stakeholders help in proper identification of the target area. On the basis of these meeting and analysis on feedback, we recommended our Management to introduce Bio-medical course along with improving e-learning facilities in the campus.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1slFJAyxSD4bA2Ud9HHwg3_zLpkuv86Nq/edit?usp=sharing&ouid=10035771631386142018&rtpof=true&sd=true
Upload any additional information	View File

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	http://hcg.ac.in/index.php#
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Ø Pramadavanam (Women empowerment and development cell) organizes various activities to educate the girl students as well as staff regarding Gender sensitization related issues.

Ø The institute has constituted various committees with senior female faculty/staff members viz. Anti-ragging Cell, Women Redressal Cell and other related cells, as per rules and regulations of Statutory Authorities.

Ø In collaboration with police officials of local area, Guntur various Awareness programs on women's empowerment and gender sensitivity, cyber-crime, selfdefense etc ere conducted in the college premises in 2020 and female collectives of the Institute whole-heartedly participated in the programme.

Ø All the Girl students were encouraged to downloaded DISA app

Ø The Women's Development Cell addresses issues related to women staff and students and gender sensitization.

Ø There is a mechanism to provide support to the women staff and students against sexual harassment. The Counseling Cell also takes care of the emotional problems of women students.

Ø Encourages students and staff to participate in all cultural activities.

Ø Aspects relating to social inclusion etc., are discussed

/highlighted in other forums such as Literary association, HEPS association etc., through guest lectures, debates, essay-writing competitions etc., on appropriate occasions.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1PrbjEhSUpyU9k0JTA_Al7dIr-XQRvgck/view?usp=sharing
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	https://drive.google.com/file/d/1PrbjEhSUpyU9k0JTA_Al7dIr-XQRvgck/view?usp=sharing

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

- **The environment of the Institute is eco-friendly. The institute has taken conscious efforts to enhance and nurture the eco-friendly environment and always strives for sustainable environment in the campus.**

- **A dedicated team of gardeners and sweepers take care of plantation, maintenance, etc. to maintain the green environment in the campus in a regular manner.**

- **The Institute has taken all initiatives in line with the Swachha Bharat Abhiyan to sensitize its students and staff through different activities e.g. seminar, webinar, NSS cell etc.**
- **The Institute has proper waste disposal mechanism. The solid waste is segregated into organic and is used to prepare compost for in-house consumption and non-degradable waste is collected by the Guntur Municipal Corporation.**
- **The solid waste at the canteen and women's hostel is segregated at source using green and blue dustbins.**
- **Liquid waste is collected and then discharged into the municipal sewage system.**
- **E-waste is assembled in the innovation labs where students cannibalised the required parts, while the rest of the scrap is then sold to E-waste collection company**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://docs.google.com/document/d/133MG9zzQu6J_Vusg7m9-MH70NtwgpTsw/edit?usp=sharing&ouid=10035771631386014 2018&rtpof=true&sd=true
Any other relevant information	[View File](#)

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

A. Any 4 or All of the above

greening the campus are as follows:

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

C. Any 2 of the above

reading material, screen	reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	[View File](#)

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).

- The changing needs of the time are the basis while building a rich corpus of talent. Hence, the main objective of Hindu College is to transform the students into well meaning citizens through well prepared socially committed patterns of instruction.
- Hindu College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence.
- The institution aspires to instill scientific zeal and develop skilled human resource to contemporary challenges. The college has been facilitating young adult learners with opportunities to hone their ethics and leadership potential. To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues is also the mission of the institution.
- Communal divides are not there. However, the Institute has a robust and longstanding commitment to its social responsibilities. The NSS Cell has undertaken many a socially responsible drive in the areas of charity initiatives towards the underprivileged in society.
- Cultural programmes on the Annual Day Celebration and College Foundation Day are organized as joint effort that lays much emphasis on social harmony and awareness of the rich heritage of our country while at the same time inculcates collaborative work environment and hone organizational and leadership skills.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

1. The vision of this College is to strive to produce intellectually competent, morally upright, socially committed products and motivate them to become responsible citizens that the country needs today and we also strive our best to usher in a new era of promoting quality education that is replete with human values". Hence, the Institute is fully aware of its noble role as architect of India's generation next. The Institute is committed to the philosophy espoused by the Indian Constitution, in word and spirit. A copy of the Constitution Preamble is preserved in the reception of Main office building to ensure the expression of the value the Institute puts on it.

1. On Constitution Day, Institute renews its pledge to the Constitution by repeating aloud, word for word, the Preamble. Institute focuses on installing a sense of responsibility in its students towards the Constitution through various efforts some notable being New India Pledge taking ceremony on Republic Day and Independence Day.

1. In keeping with the values and ethics of Community Service, Institute routinely conducts Swacch Bharat and Swatch Bharat Abhiyaans.
2. In association with NGOs, Organ Donation Pledge Workshops are organized in every year under National Service Scheme (NSS) to acquaint the students with the pressing need for more individuals to become Organ Donors.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

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	[View File](#)
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	[View File](#)
Any other relevant information	[View File](#)

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

- **Republic day – A program is organized celebrating the Republic day**
- **Bhasha Divas -Celebration of International Mother Tongue Day**
- **Intercollege competitions are organized prior to the day and is commemorated by an invited talk by an Honorable guest.**
- **Women's day celebration- 8th March each year is celebrated by various programmes on women empowerment by "Pramadaavanam"**
- **Earth Day- 22nd April is celebrated as Earth Day by planting saplings by students of Botany.**
- **Library Day:on the occasion of Birth Anniversary of Rabindranath Tagore cultural programme is organized along with a meeting.**

- **World Environment Day- 5th June- various programmes are organized by students through social outreach committees spreading environmental concern and consciousness.**
- **International Yoga day- on 21st June will be celebrated.**
- **Independence Day-A program is organized to celebrate India's Independence day through reliving our past and paying tribute to the heroes who laid their lives for their motherland.**
- **Teachers Day- students organize programmes for the teachers to celebrate the Birth anniversary of Dr Sarvepalli Radhakrishan.**
- **Armed Forces Flag Day on 7th December by NCC Students**
- **Along with these on the Birthdays of Mahatma Gandhi, BR Ambedkar, Babu Jageevanram, Phule, Jyotorao Pule and other national leaders special programmes will be organized.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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 PRACTICES – I

CAREER GUIDACE AND TRAINING

In today's competitive markets, particularly during this pandemic situations, the right path of career choice matching with the potential and the interest is not an easy task for the students. To keep the students career-focused and make them aware of the industry and social needs, career guidance through different training processes beyond the curriculum is most essential. Career growth culture among students has to be developed and will be of particular importance for ensuring their employability and facilitating their transition from college-level education and internship to face the challenges of the future. Finding the correct resource person for effective guidance (external or in-house) having competencies become more and more important in designing and implementation of this

practice.

BEST PRACTICES – II

"Learn a plant – a day"

The plant is displayed on the Department notice board, the detailed structure of the plant is observed as root structure and formation of leaf type, leaf shape, leaf modification, leaf growth, phyllotaxy; stem structure stem growth, stem modification, inflorescence types and modifications and type of pollination; flower structure and other features of the plant.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Innovative academic Programmes

One of the thrust areas of this institution is launch innovative academic programmes / courses were introduced to foster global competencies in the areas that are more relevant to the changing global markets. The college offers 19programmes at the U.G. level and 05 programmes at P.G. level. The college also offers 03 skill development programmes in various disciplines. 3156 Students are now pursuing Higher Education in this institution.Inter-disciplinary programmes. During 2020-21 while considering the recommendations of IQAC this institution started B.Sc. - Food Technology, B.A. Economics, Politics, Computer Applications and B.Sc. Horticulture combination. We are also planning to introduce B.Sc. in Biomedial Science, Home Science, Hotel Management, Data Sciences, Nutrition combinations.

To prepare our student to face global competition, we concourage them through, study projects, participation in debates, group discussions, current discussions, case studies and in undertaking

surveys. Supplementary methods of teaching include audio video presentation, field trips, industrial trips, visit to regulated markets, co-operative learning,and mastery learning Innovative teaching learning methods include brainstorming sessions, problem solving sessions, elicitation, web oriented assignments, presentation of papers at class room seminars, panel discussions and preparation of work sheets.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

7.3.2 - Plan of action for the next academic year

- It is resolved to request the management to start Biomedical, Home Science courses in UG level.
- It is resolved to encourage all the departments to organise atleast one Webinar / Quiz on any other online activity.
- It is resolved to strictly follow COVID precautions while undertaking various teaching-learning practices.
- It is also resolved to appoint Criterion-Wise incharges for finalising SSR.
- It is also resolved to forward the proposal of Botany department to initiate 'Nakshatravanam'.

It is resolved to encourage the faculty to undertake projects by congratulating department of Botany for holding National Workshop.