

# Annamacharya Institute of Technology & Sciences

(Autonomous)

Rajamept-516126

## Annual Quality Assurance Report (AQAR)

(2012-2013)

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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

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

## Part – A

AQAR for the year (for example 2013-14)

2012-2013

### I. Details of the Institution

1.1 Name of the Institution

Annamacharya Institute of Technology & Sciences  
(Autonomous), Rajampet

1.2 Address Line 1

New Boyanapalli

Address Line 2

Tallapaka (Panchyath)

City/Town

Rajampet

State

Andhra Pradesh

Pin Code

516126

Institution e-mail address

aitsap@yahoo.co.in

Contact Nos.

08565248990

Name of the Head of the Institution:

Dr. R Ramakoteswara Rao

Tel. No. with STD Code:

08565248990

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

**OR**

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.49	2010	2015
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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

- i. AQAR **2010-11 submitted to NAAC on 03-08-2015** (DD/MM/YYYY)
- ii. AQAR **2011-12 submitted to NAAC on 00/00/2015** (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Jawaharlal Nehru Technological  
University Anantapur,  
Anantapuramu, (A.P)

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

Autonomy by State/Central Govt. / University	UGC	<input checked="" type="checkbox"/>	
University with Potential for Excellence	--	UGC-CPE	--
DST Star Scheme	--	UGC-CE	--
UGC-Special Assistance Programme	--	DST-FIST	--
UGC-Innovative PG programmes	--	Any other ( <i>Specify</i> )	--
UGC-COP Programmes	--		

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

2.1 No. of Teachers	09
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	02
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	19
2.10 No. of IQAC meetings held	01

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

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- ✓ Interaction of Engineering faculty for promotion of interdisciplinary research
- ✓ Monitoring of constitution of Human Ethics Committee of Institute
- ✓ Assessment of Infrastructural facilities by IQAC members and feedback to university for improvement

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>✓ Remedial teaching</li> <li>✓ Comprehensive Teaching Quality enhancement Programme</li> </ul>	<ul style="list-style-type: none"> <li>✓ several students were benefited</li> <li>✓ Teacher used modern strategies for teaching i.e. Power Point Presentation.</li> <li>✓ Innovative Teaching methods are used.</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management  Syndicate  Any other  y

Provide the details of the action taken

Institute demerits were identified. IQAC is suggested to overcome such demerits.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	09	00	09	--
UG	06	01	06	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	15		15	--
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	Nil
Annual	Nil

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

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

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

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

Revising and updating the syllabus with current developments once in every 2 years in Board of Studies (BOS) at department level is done and placed before Academic council and Governing Body for approval.

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

UG-Civil Engineering

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
213	136	56	24	

2.2 No. of permanent faculty with Ph.D.

08

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
136	0	56	0	24	0			213	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

25

00

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	08	00
Presented papers	36	70	07
Resource Persons	00	02	00

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

Course material was developed by the teachers for the papers handled by them and information on current developments was provided to students for reference as most of the students hail from rural background.



2.7 Total No. of actual teaching days

during this academic year

190

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

Double Valuation (Internal and External)

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

All

All

All

2.10 Average percentage of attendance of students

80.5%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Tech	420	52.38	27.38	10.71	--	90.48
M.Tech	87	94.25	2.29	--	--	96.55
MBA	58	77.58	20.68	--	--	98.28
MCA	46	87	10.8	--	--	97.78

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

Feedback from Students, Alumni, Teachers and Parents are collected in the prescribed forms and communicated to the teachers for introspection.

2.13 Initiatives undertaken towards faculty development 01

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	15
UGC – Faculty Improvement Programme	01
HRD programmes	22
Orientation programmes	01
Faculty exchange programme	Nil
Staff training conducted by the university	65

Staff training conducted by other institutions	31
Summer / Winter schools, Workshops, etc.	05
Others	01

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	00	02	124
Technical Staff	10	00	00	25

## Criterion – III

### 3. Research, Consultancy and Extension

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

Experts from funding agencies were invited to address the teaching faculty on thrust areas, research proposal preparation, criteria for appraisal of proposals by funding agencies

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	03	--	04
Outlay in Rs. Lakhs	--	15,50,000/-	--	--

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	35	21	
Non-Peer Review Journals	25	35	
e-Journals	10	05	
Conference proceedings	55	41	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	08
Sponsoring agencies					AET

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
Nil	--	--	--	--	--	--

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

### 3.25 No. of Extension activities organized

University forum	00	College forum	01		
NCC	00	NSS	02	Any other	01

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

The birth anniversary of Sriman Tallakapaka Annamacharya was celebrated. Out students and faculty participated in the event and worked as Volunteers to distributed water and foods in the summer season

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	22.53 acres	0	Self	22.53 acres
Class rooms	58	12	“	70
Laboratories	61	14	“	75
Seminar Halls	10	02	“	12
No. of important equipments purchased ( 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		84	“	50,10,819/-
Others				

#### 4.2 Computerization of administration and library

The Library has adequate books and journals on all the courses offered in the university. In addition e-books, e-journals, e-resources are made available to the students, research scholars and faculty through INFONET, INFLIBNET, OPAC and DELNET.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30970	60,58,838/-	2493	5,85,588/-	33463	67,44,426/-
Reference Books	7076	19,52,594/-	342	1,09,005/-	7418	20,61,599/-
e-Books						
Journals			99	2,52,272/-	99	2,52,272/-
e-Journals				11,500/-		
Digital Database						
CD & Video	2095		149		2244	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	741	10	10 Mbps	01	01	10	25	10
Added			10 Mbps					
Total	741	10	20 Mbps	01	01	10	25	10

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

Training provided to library staff and faculty on; Computerisation of library under UGC INFLIBNET, Online Public Access Catalogue (OPAC), UGC Infonet for e-journals, and Accessibility to e-resources through DELNET&JCCC

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	7, 00,510/-
ii) Campus Infrastructure and facilities	11, 70,157/-
iii) Equipments	16, 10,866/-
iv) Others	10, 48, 60,518/-
<b>Total:</b>	<b>10, 83, 42,049/-</b>

## Criterion – V

### 5. Student Support and Progression

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

For the parents and students at the time of admission awareness on scholarships, awards student support services available in the university is created by the IQAC members department wise..

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

Individual departments, at the suggestion of the IQAC, try to keep track of the progress of their students.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2063	441	Nil	Nil

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	1606	64.15		898	35.85

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1042	310	74	927	00	2353	1101	339	80	984	00	2504

Demand ratio 81

Dropout % Nil

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

Training classes has arranged for all final year students on soft skills by Co cubes

No. of students beneficiaries

550



### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="41"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

### 5.6 Details of student counselling and career guidance

Career Guidance and Psychological Counselling is one of the objectives of UGC Remedial Coaching Centre. The Students (SC / ST / BC / EBC / Minority) in need of these services were identified and offered to overcome the problems. In an informal way the faculty in each department guide students to prepare for their career and facilitate them to avail opportunities in private, public and other sectors.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15	859	91	49

### 5.8 Details of gender sensitization programmes

- ✓ Women empowerment cell is constituted
- ✓ Women's day is celebrated in the campus

Women empowerment cell is organized Gender Sensitisation programmes for faculty and students on campus and also in each department as a regular activity.

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	928	7,30,16,684/-
Financial support from government	1576	5,76,94,300/-
Financial support from other sources		7,83,801/-
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ Nil \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Our Vision**

We impart futuristic technical education and instil high patterns of discipline through our dedicated staff that set global standards, making our students technologically superior and ethically strong, who in turn shall improve the quality of life of the human race

**Our Mission**

Our mission is to educate students from the local and rural areas and from other states so that they become enlightened individuals, improving the living standards of their families, industry and society. We provide individual attention, world-class quality of Technical education and take care of character building

## 6.2 Does the Institution has a management Information System

Yes. The following activity heads are maintained through MIS:

- ✓ Accounts and financial works
- ✓ Store and material requisition
- ✓ Staff attendance biometric
- ✓ Library information system

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

### 6.3.1 Curriculum Development

Board of Studies consists of Members from other Universities/ Industries / NGOs / and Student Community where ever applicable. The Syllabi is updated once in two years and weight age is given to skill / hands on experience

### 6.3.2 Teaching and Learning

Teaching and Learning sessions are well planned to improve students participation visits to Industries, Field level visits were arranged to provide exposure. Placements in Industries / Hospitals / NGOs and GOs / Companies are included in the curriculum to improve skill based training and provide work experience. Course materials were provided for some courses.

### 6.3.3 Examination and Evaluation

Internal and external evaluation is done; examination and evaluation information is available for students as the system is more transparent.

### 6.3.4 Research and Development

- ✓ Student Research Projects are included in the curriculum as partial fulfilment of the PG courses.
- ✓ Department Research Committees, Research & Development cell were constituted to take decisions related to Research.

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

Library facilities are computerized; e-journals, e-books, e-resources, UGC INFONET, DELNET at UGC INFONET gate way, Online Public Access Catalogue (OPAC) and INFLIBNET services are made available to students. Physical infrastructural facilities and instrumentation centres are available for students.

#### 6.3.6 Human Resource Management

The Departments, Sections, Cells and all the units in the Institute were well organised, staffed and managed effectively to achieve the goals and objectives of the institute.

#### 6.3.7 Faculty and Staff recruitment

Faculty and staff recruitments are made regularly as per the AICTE and JNTUA regulations.

#### 6.3.8 Industry Interaction / Collaboration

The departments and Placement Cell in the college established linkages with relevant institutions / industries to benefit the students and the department at large. Activities / programmes were planned in collaboration with the industries periodically. The MOUs are entered with some Industries and Organizations only as the linkages were established formally on long term basis.

#### 6.3.9 Admission of Students

The students were admitted in all courses through entrance examination conducted either by the state Government (Common Entrance Tests, i.e., EAMCET). For Management quotas seats notifications are issued, applications are invited and based on the merit (following the reservation) the students are given admissions.

6.4 Welfare schemes for	Teaching	
	Non teaching	
	Students	Free Studentship, Government Scholarships, Students Endowment Scheme, Award, Prize

6.5 Total corpus fund generated 18, 82, 35,235/-

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	Academic council members
Administrative	No	--	Yes	-do-

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

- ✓ End examination question paper setters are from other colleges and universities.
- ✓ Examiners for end examinations are from other colleges and universities.
- ✓ Evaluation process involves coding & decoding of answer scripts.
- ✓ Recounting and revaluation facility is provided to student.
- ✓ Award of class will be finalized based on CCPA.

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

The institution and its leadership are defined within the university structure. The university and institution policies and procedures clearly define respective authority and responsibility. The university and institution leadership collaborate to secure adequate human, physical, technological, educational, and financial resources to maintain and advance the program. The institution contributes to the activities and governance of the university. The following mechanisms provide for autonomy of the institutions

- ✓ The Governing body for individual college comprising of representatives from University decide the strategic plan and requirements of the institutions
- ✓ The Board of Studies (BOS) at each institutional level is empowered to recommend syllabus/curriculum changes or changes to the evaluation/assessment methods
- ✓ The Deans/HODs of the individual colleges are members of the Academic Council (AC), the highest decision making body where they can raise their concern.
- ✓ Constituent colleges Principals/Senior faculty are members of planning and monitoring board, library committee, hostel committee, research coordination council, hostel committee, IQAC and many others wherein they can raise concerns pertaining to individual institutions

Further it is expected that academic staff of the college will have the responsibility and opportunity to suggest the changes to any and all of these policies, as the need arises, through the established mechanisms of faculty meetings and retreats.

6.11 Activities and support from the Alumni Association

Alumni Associations organise programmes at college level for the benefit of students - especially on grooming young professionals

6.12 Activities and support from the Parent – Teacher Association

Institute collect regular feedback from the parents and they actively participated in meeting and shared their views for the welfare of our college.

### 6.13 Development programmes for support staff

For the supportive staff at college level Training programmes on computer applications, filing, accounts etc., are organised periodically.

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

- ✓ Tree Plantation
- ✓ Disposal of garbage

## Criterion – VII

### 7. Innovations and Best Practices

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

- ✓ Use of ICT as teaching aid
- ✓ Introduced self learning package for the quality improvement of students
- ✓ Extra classes were conducted for students towards competitive exams
- ✓ Remedial teaching for weak students
- ✓ Biometric attendance system across all Departments in the campus
- ✓ CCTV surveillance to ensure safety and discipline in the campus

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

The plan of action was carried out through regular monitoring and evaluation.

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

- ✓ Enhancement of Placements
- ✓ Computer Training programme for Non-Teaching Staff

*\*(Details practice is given in Annexure I)*

#### 7.4 Contribution to environmental awareness / protection

- ✓ Environment awareness lectures
- ✓ Tree Plantation
- ✓ Campus cleaning

7.5 Whether environmental audit was conducted? Yes  No

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

The strengths identified from SWOT Analysis were – committed teaching and supportive staff, very active students and strong management team. The weaknesses identified were lack of adequate buildings and lack of adequate transport facility. The opportunities identified were opening of more courses and tie-up with industry for training and research.

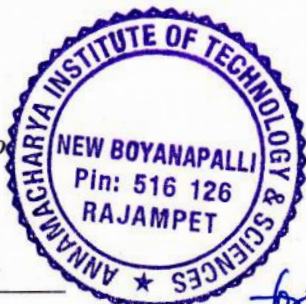
### 8. Plans of institution for next year

- ✓ To improve infrastructure and transport facilities.
- ✓ To improve industry linkages and enter into MOUs.
- ✓ To extend community related activities by coordinating with local NGOs / Agencies / Institutions. Resource mobilization through more courses / Research Projects.


Name: Prof N. Mallikharjuna Rao



Signature of the Coordinator, IQAC



Name: Dr R Ramakoteswara Rao



PRINCIPAL  
ANNAMACHARYA INSTITUTE OF  
TECHNOLOGY & SCIENCES  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A.P.



## *Annexure- I*

### **Title: Enhancement of Placements**

#### **Goal:**

To help the students to realize their primary ambition of getting employed after graduation, efforts are intensified to arrange campus interviews and prepared our students for emerging successful in them. Different strategies, ranging from curricular updating to training programmes for students have been organized. A realizable target of securing employment for a minimum of 35% of our graduates and Post-graduates has been set for the year 2012-13.

#### **The context:**

Students, during the first three year of their graduation studies are not motivated in targeting their goals. Only during the last year/semester they starts thinking about their future and feel frustrated as they will realize that they have not taken advantage of the opportunities provided in the campus to acquire employable skills. Hence, it has become imperative to counsel and encourage them to set definite goals and work towards achieving them from day one of their tenure in the campus. They have to be given guidance in choosing the appropriate additional qualification like certification courses offered and improve their academic profile by presenting papers in seminars and attending workshops.

Better placements can be enhanced through the following efforts.

Establish a placement cell with one staff from each department

To be noticed in a crowd of names and faces is to make your first impression unforgettable, and this first impression is in the form of a piece of paper which celebrates the history of your milestones and feats: **your resume**.

Impressing on them the acquisition of relevant skills needed for specific jobs

Creating a career corner in the Library with posters for competitive examination, collection of current books for preparation such examinations.

Display of details on jobs related to the field of study on the notice board of departments.

Offering general courses for communication skills, personality development and confidence building exercise.

#### **The Practice**

Students with career ambition and the potential for employment will be indentified after the first semester. They will be motivated to improve their academic profile and join courses that will reinforce their employable skills. By the fourth year, the cumulative acquisition of these skills along with the confidence they had gained through mind set, will make these students winners & increase our percentage of placements.

## **Evidence of Success**

The enrolment for certification courses such as Sun Micro Java, DB2, RAD, MOS, MTA and spoken English. The present final year students are well prepared for the job selection. Last year graduates attended interviews for job selection in our campus as well as in other institutions. More than 25 % were offered placements. The success of the senior students has been a strong motivation for the present students to qualify themselves with employable skills

## **Problems encountered and resources required**

Jobs available in our region are few and they do not offer attractive incentives. From the past experience, the institution has learnt that targeting and grooming the students in the final year alone, do not raise potential to satisfy the employers expectations. Hence potential students have to be groomed from the first semester.

The management has to bear the expenditure involved in inviting several interested companies to the campus.

## **Title: Computer Training programme for Non-Teaching Staff**

Goal:

To upgrade office, library, academic and other crucial departments with latest technology to provide services more effectively and efficiently to staff and students.

### **The Context:**

As a premier institute in higher education like AITS, it receives a large number of applications for education during every academic year. A good number of non-teaching staff are involved for sorting out the large numbers of forms, and finalization of merit lists including the allotment of subject combination, hostel allotment etc.

### **The Practice:**

The library of the institute is with more than 50000 books. A good number of staff is engaged for library service. IQAC took the initiative to computerize the administration and library service.

The Computer and IT centre of the Institute has undertaken training of the non-teaching staff of the Institute and to see that the secretarial staff becomes computer literates.

The Institute office also chalked out the following programmes for the office staff:

1. Basic computer training.
2. Computer hardware/software training.

For the above, the Institute has the provision for financial grants from the miscellaneous fund. There is also provision for training in shorthand and accountancy. Training also is being imparted for the operation of the Xerox machine and reprography.

The priority was given for computerization and networking of the following departments as these is located in the same campus.

- Pay roll
- Examination branch
- Institute admission branch
- Library
- Scholarship branch

The process involved in arranging computer infrastructure and offering proper training to non-teaching staff engaged in the respective branches.

The Institute authority with the assistance of a few sincere and dedicated faculty members took up a project for automation of the pay cell. A team of non-teaching staff at the computer centre is selected to offer computer training to the non-teaching staff for free of cost to make them skilled manpower.

The examination branch is now fully computerized and is run by the existing non-teaching staff effectively.

In the first phase of automation the library was imparted training for making them skilled manpower for quick library services and records maintenance. Presently the library is fully computerized.

#### *Computer Hardware Training*

The Institute has taken up all necessary measures to offer training for selected non-teaching staff on computer hardware and about latest emerging technologies as part of IQAC activities.

#### **Evidence of Success:**

The non-teaching staff of the Institute was highly motivated by the NAAC visit and working morale and motivation has considerably improved.

**Problems encountered and resources required:**

The challenges faced during the upgradation of the office are that the staff members were hesitated to undergo the training. A meeting was organized by the Principal and it has been decided by the IQAC to plan a programme for the supporting staff to have the training. A good speech by the principal as his commitment has motivated the staff to undergo training.

The Computer Centre has undertaken this activity. Available financial and infrastructural resources of the Institute utilized.