

DRAFT REPORT
ON
INSTITUTIONAL ACCREDITATION
OF

GOVERNMENT DEGREE COLLEGE
Rajampet, Kadapa Dist. Andhra Pradesh

Visit Dates: 12th – 14th March 2007

National Assessment and Accreditation Council
Bangalore

**PEER TEAM REPORT
ON
INSTITUTIONAL ASSESSMENT AND ACCREDITATION OF
GOVERNMENT DEGREE COLLEGE, RAJAMPET- 516 115
ANDHRA PRADESH.**

SECTION 1 PREFACE

Government Degree College, Rajampet has volunteered to be assessed and accredited and submitted its Self-Study Report, giving details of various activities of the college under seven criteria laid down by NAAC. The NAAC appointed a Peer Team comprising Prof. Santosh Kumar, former Vice Chancellor, Dr. Hari Singh Gour Vishwavidyalaya, Sagar (Chairman); Prof. G. Sudhakar, (Member-coordinator), former Director UGC Academic Staff College, Bharatiar University, Coimbatore (T.N.) and Prof. (Mrs) K.S. Umadevi, (Member) former, Principal N.M.K.R.V. College for Women, Bangalore to visit and validate the claims of the college. The team visited the institution on 12th, 13th and 14th March 2007. Mr. B.S. Ponmudiraj, Assistant Advisor, NAAC ably coordinated the visit.

The college is situated in the rural area of the district Kadapa having a total area of 25.45 acres, out of which 4.20 acres are used for campus. The campus is having a built up area of 14560sq. meters, garden is spread over an area of 1.50 acres and remaining 20.00 acres are used for playground. The institution is permanently affiliated to Sri Venkateswara University, Tirupati and is in the list of colleges maintained by U.G.C. under 2(f) and 12(B) since June 1992. The Government College was started in December 1980 in the building of Government Junior College. After the construction of the existing building in 2003, the College was separated from the Government junior college. The college aims at providing wholesome education to the students of rural community. The emphasis is laid on imparting education to broaden students' horizon and to make them useful citizens with full awareness about the social and cultural heritage of the state and the country.

The college runs undergraduate courses in faculties of Arts, Science and Commerce with core and elective options. Biotechnology, Computer Science and Corporate Company Secretaryship are the three non-conventional subjects taught by the institution on self-financed basis. The college also runs four certificate courses of three months duration in fashion designing, Computers and Spoken English and Tally on a nominal fee of Rs.200 per

Aamlesh Kumar
14.03.07

month. The college has about 929 students on its roll out of which 545 are males and 384 are females. About 02% students belong to socially deprived class of ST about 28% belongs to BC 23% SC and 40% to other minority OC groups. The college has neither NRI nor students from other states. Drop out rate in some of the courses is only 2%.

The college has active units of NCC and NSS. The college has spacious area and can boast very good and spacious building to meet the requirements of a college, which may cater to the needs of further introduction of new undergraduate, postgraduate courses and research facilities. The college has various clubs and associations to satisfy the co-curricular needs of the students. The college provides extra training to its students to compete in various examinations.

The sanctioned staff strength is 27 teachers of which 22 positions are filled up and 5 are on contract faculty system. The number of male teachers is 20 while female's teachers are two in number. The teachers are appointed directly through APPSC and some teachers are promoted from Government Junior Colleges. Non-teaching sanctioned posts are 14, of which only 7 are filled up. Only one is a technical staff. The contract basis teachers and management appointees, and Guest Faculty are 5 and 7 respectively. Five faculty members are PhDs, two is M.Phil and rests are having the master's degree. The ratio between teaching and non-teaching is 6:1. The unit cost of education including salary is Rs.9157.16 and excluding salary is Rs.2529.59. The college follows annual system of examination as per the norms of the University. The college has a computer center, with 25 computers, central library and a grievance-redressal cell. The college observes 223 working days and 190 teaching days. The college library works from 8 A.M to 5.30 P.M. on working days and on holidays it opens from 9 to 1 P.M. The library has 10,361 books and subscribes to 16 Indian journals (Science, Commerce and Arts) and 8 periodicals. The library is not computerized. The college also publishes a magazine annually Fifteen students have passed the SLET examination. The college has linkage with Thirven steels factory for physics, chemistry and commerce departments. The Faculty Members have established cordial relations with local NRIs, MLAs and MPs of the area, who have generously provided funds for the construction of the present building. The college has one hostel provided by the social welfare Department of the state for housing 150 students. The hostel is under the full control of the college. The peer team visited the college on 12,13&14th March 2007. The peer team after visiting all departments and support services, interacting with the principal, teaching faculty, non-teaching staff, the students, parents, alumni and verifying all available documents drafted the peer team report in the following paragraphs based on seven criteria laid down by the NAAC.

Anilish Kumar
14.03.07

CRITERION-I: CURRICULAR ASPECTS

The College offers eight regular courses coupled with four certificate courses. In all, 15 subjects are taught at the degree level. The college, in addition to the above, offers three vocational, self-financing courses for the benefit of students. Most of the programmes are conducted with annual system and no semester or trimester programmes are offered and neither are they credit-based.

The Institution adheres to the curriculum prepared by Sri Venkateswara University and Andhra Pradesh State Council of Higher Education.

The faculty organizes various seminars and conferences for the benefit of students and in which the latter have the full access to participate. The students are also encouraged to take part in elocution and quiz contests organized by the college. The computer knowledge is provided to the students to enable them to face the challenges at the global level.

The students write unit tests, pre-final and final examinations and qualify themselves after passing the said examinations. The stakeholders have an access to the college calendar and prospectus through which the objectives and goals of the college are made known. The major goal of the college is to inculcate in the youth a sense of patriotism, humanism, and cultural and traditional values so that they will develop a full-fledged personality.

The Institution imparts instruction in Science, Arts and Commerce at the U.G. level. While the B.A students study History, Economics and Political science, the B.Sc students study Physics, Mathematics and Chemistry. Other elective options in the science stream are

1. Botany, Zoology and Chemistry.
2. Geology, Physics and Chemistry.
3. Physics, Mathematics and Computer Science.
4. Biotechnology, Botany and Chemistry.
5. Maths, Physics and Chemistry

Languages are a part of all B.A, B.Sc and B.Com syllabus. Added to these, the students study Environmental Studies in common along with Science and Civilization.

Merit is the main basis of students' selection to the college. However, students from economically weaker sections of the society are also given admission into the college.

Aanbesh Kumar
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Anil Kumar
14.03.17

The number of working days in the last academic year was 223 and the number of teaching days was 190.

There is an Alumni Association and the Principal of the college arranges the meetings of such alumni once in a year. The certificate courses which are conducted in the college are:

1. Communicative English
2. Computer Applications
3. Tally
4. Fashion designing for women students.

New courses like Biotechnology, computer science and corporate secretaryship are introduced in the college to facilitate the young learner to acquire additional skills during his/her stay in the college.

The faculties are encouraged to undergo refresher courses and orientation programmes in their fields that are being organized by the Academic staff colleges of different universities.

The college has provided the Internet facilities to the students and staff. There is a continuous evaluation of the students. Staff members conduct remedial classes for the low achievers in the college.

As far as the feedback mechanism is concerned, the institution gets the necessary feedback from the students, Alumni, community, Academic peers and others. This will facilitate the introduction of new and positive changes not only in the curriculum but in administration also.

More and more diploma and certificate courses in other women centered subjects like nutrition, food technology could be started to improve the career prospects of women.

CRITERION-II: TEACHING, LEARNING AND EVALUATION

The Government Degree College, Rajampet has a dedicated and committed group of teachers. There are about 40 teachers of whom 5 possess Ph.D qualification. The teachers regularly participate in crash programmes, orientation and refresher courses, attend seminars and workshops. They take special interest in coaching the academically low achievers. Besides the regular, traditional lecture method, the teachers use modern educational gadgets to supplement their teaching and the aids like OHP, T.V, Charts, Handouts, Models, Paper

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14.03.07

chippings etc are often used by the teachers. In other words, the teachers have created a two-way interactive situation in the classroom to enable the students to develop interest in Research Oriented discussions.

The teachers take the student evaluation of their performance in a positive manner to improve their teaching methods. The efforts of the English department in imparting computing skills and communication skills in the language laboratory and familiarizing the students with neutralization of Accent and Pronunciation, are commendable.

Admission of students is done in accordance with the rules and regulations of Sri Venkateswara University. Admission procedures are transparent and students from economically and socially weaker sections of the society are taken care of. The low achievers and the physically challenged students are given special encouragement. Assignments, oral testing, bridge courses, remedial coaching etc are helping the students from the disadvantaged categories. Normally the academic calendar is prepared in accordance with the guidelines of the university and the institution strictly adheres to that. Every department has maintained a mini library to help and assist the students.

As far as the teacher quality is concerned, qualified teachers are recruited coupled with those who are promoted from the Government Junior colleges. The guest faculties are also invited in times of necessity. It is heartening to note that 33% of reservation for women is ensured by the college. The performance of teachers is regularly evaluated by the Management, students, fellow colleagues besides encouragement being given to teachers for self-appraisal. A special committee appointed to ensure the academic audit of the various departments is a commendable effort.

There is a continuous evaluation of students by the teachers. The pass percentage is 56. The institution has established a grievance redressal cell and an Alumni Association, which are hallmarks of academic growth. The institution, however, should make earnest efforts to establish and strengthen the career guidance cell to help students to find suitable employment. The institution could think in terms of starting vocational courses and skill based courses to achieve the objective of helping the students to get jobs.

CRITERION- III: RESEARCH CONSULTANCY AND EXTENSION

The institution has five doctorates. Some of the staff members have presented papers in the seminars and conferences. Since the institution is largely oriented towards

Aamlesh Kumar
14.03.07

undergraduate education, the institution does not have any kind of funding either from the government or any other NGO to pursue the research work. However, some of the departments like Physics, Biotechnology and Computer science have developed collaborative research activities, which are of national and international importance. The departments of Geology, Physics and Chemistry have provided consultancy in the areas of soil testing, water sampling etc.

The N.S.S unit of the college is engaged in useful extension activities. The programmes like Aids Awareness programmes, pulse polio immunization programmes are organized in general. Besides, the Blood Donation Camps, health camps are some of the meaningful extension activities. Students involved in neighbourhood network have contributed liberally towards sustained community development by way of creating awareness regarding the evils of child marriage. The institution should take up all out efforts to identify the specific needs of the community and initiate a project that would involve most students if not all as per UGC directive. The performance of NCC students is worth appreciating.

CRITERION –IV: INFRASTRUCTURE AND LEARNING RESOURCES

The Government Degree College, Rajampet has infrastructure to cater to the present strength of the students. The institution has an adequate campus area of 4.20 acres of land coupled with 1.25 acres of garden and the remaining 20 acres of land for the playground. The classrooms are quite spacious and can accommodate a large number of students. There is profuse water supply, which can cater to the needs of all the beneficiaries.

The college building is surrounded by greenery and pastures which add an aesthetic sense to the learning environment. An added attraction is a park by the side of the college.

Separate library block and Biotechnology block are under construction. There is a seminar hall, which can accommodate around 200 students. Similarly, the students are provided with a gymnasium in the college and also a huge playground. It is commendable that the sports teacher has won laurels to the college.

Facilities are available for playing football, tennicoit, volleyball, kho-kho, ball badminton, basketball, cricket etc. The college campus is kept clean tidy and pollution free. The laboratories of different departments are equipped enough to conduct practicals to the

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14.03.07

students, except in biotechnology. The college has a beautiful lawn that adds to the serene atmosphere of the college.

The existing infrastructure is used to conduct the university examinations, competitive examinations, and conduct of elections, counting of votes and also for Bank examinations, Study Centre examinations, B.Ed., exams of Rajampeta area affiliated to S.V.University, Tirupati. An advisory committee has been set up for the library; there are 10361 books, 6700 texts, 3661 reference books and sixteen journals to which the college subscribes in the library. Further, the various departments have developed their own departmental libraries to cater to the needs of enthusiastic readers both students and staff. The carpet area of the library is around 1800 sq.ft. It offers photocopying facilities to the staff and students. Fax and Internet facilities are provided in the library along with Xerox facilities. Newspapers are made available in the library staff and students have an open access to books in the library. The library does not subscribe to international journals and magazines. There are no arrangements with any other institution for intra-library lending. There is a book bank in the library with 590 books. The library is kept open in accordance with the academic calendar issued by Sri Venkateswara University to which the college is affiliated. During the weekdays, the library is kept open from 8 am to 5.30 pm. However, the skeleton staff keeps the library open on Sundays for the benefit of readers. There is a computer center in the college with 25 computers to facilitate the learners to acquire computing knowledge. Since the total automation is not achieved, the college could think of expediting the process of total computerization of library. The number of journals specially the international journals to be increased in view of the need to give better exposure to the staff and students in the context of Liberalization Privatization and Globalization.

It is suggested that all the departments should be provided with computers and encouraged to use the same. The institution could also think in terms of linking all the departments through networking. The college has established a Health center on its campus to cater to the health needs of the students. The Doctor by Profession and CPDC member of the college used to visit the college for medical check-up thrice in a week. First Aid box is provided in the campus. The peer team suggests that the college may explore the possibility of health insurance for the students. The college placement center caters to the placement needs of students but should be strengthened enough to be utilized by the students to a large extent.

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14.03.07

CRITERION: V - STUDENTS SUPPORT AND PROGRESSION

Nine hundred and twenty nine (929) students study in the college of which 384 are women students. On an average 730 students are admitted every year to the UG courses. The drop out rate in UG of the last batch was 2 percent. Percentage of passes in the year 2005-2006 was 52. The updated prospectus published annually provide necessary information regarding courses offered, fee details, rules and regulations, goals and objectives, supporting systems, details of scholarship, academic, calendar etc. Financial aid was provided to 229 students during the year 2005-2006 by different scholarships. The college office is prompt in disbursing scholarships and free ships instituted by the Government and College Alumni.

Of the students admitted 98 percent appeared for the examinations, 2 percent dropped out (2005-2006) and progression to higher studies was 25 percent. Success rate at the University examination was 52 percentage at the UG level. It is found that the college authorities have systematically monitored the progression of students to higher studies.

The Alumni Association of the college joins hand with the college authorities and takes positive interest in the developmental activities of the institution. The activities of Alumni Association include raising funds for the development of the college, Instituting prizes and medals for meritorious students, donation of books and also providing financial assistance to the needy. The teachers also extend financial support to the deserving students through the Alumni. The college is proud of its alumni holding distinguished positions in different walks of life in India and abroad.

A grievance redressal cell is also functioning in the college. Students can lodge complaints and the cell takes prompt action on the genuine complaint. There is a cell for prevention of sexual harassment to women students. A counseling center for women is also functioning under the guidance of a woman lecturer.

Apart from reviewing the academic matters, teachers counsel students for monitoring the all-round development. The college provides sports facilities under the guidance of a qualified Physical Director. The students who are proficient in sports are suitably awarded.

The institution has a mechanism for collecting feed back from students. The data collected from the outgoing as well as the ongoing students help to evaluate the strengths and weaknesses to give them an insight for improving the curriculum transaction process. The staff appraisal by the students and the tutor's appraisal of their wards have been

Aanlosh Kumar
14.03.07

strengthening the teaching and learning process. On the whole the mechanism helps to enhance the total academic quality of the institution. NSS and NCC units are functioning in the college as a part of co-curricular activities. Out of 150 cadets 50 are girls.

The institution organizes cultural festival, which enables the students to exhibit their histrionic talents. The college has instituted 10 gold medals and 23 silver medals for outstanding students from the financial assistance given by the philanthropists, lecturers and alumni of the college.

CRITERION: VI - ORGANISATION AND MANAGEMENT

Since the college is a Government Institution, it comes under the control of the Commissioner of Collegiate Education, Andhra Pradesh. The College Planning and Development Council (CPDC) is constituted as per the rules of the Government. The Principal acts as an Ex-officio President of all the statutory bodies of the college. The CPDC meets periodically to review the working of the college and to give direction for the improvement of various facilities in the college. The institution has constituted various committees namely staff council, Discipline Committee U.G.C. Committee, Library Advisory Committee, Time-Table Committee, Garden Committee, Endowment prizes Committee, Restructured Courses Committee, Certificate Courses Committee etc. The Principal is assisted by the committees to manage the various activities and the overall administration of the college. The Principal provides effective and dynamic leadership for the development of the college. Self-appraisal, student's assessment and annual confidential report are followed for teacher evaluation. The Regional Joint Director of Higher Education appraises the performance of the non-teaching staff.

The teaching and non-teaching staff members of the institution have attended programmes conducted by the University, Andhra Pradesh State council of Higher education and UGC-Academic staff colleges. Professional Development programmes like bookkeeping, draft writing and computer training are organized for non-teaching staff by the Regional Joint Director of Higher Education, Kadapa. The fee structure for both regular and self-financing courses is followed as fixed by the Government and the University. The institution has been able to raise financial resources to a tune of Rs.25 lakhs and Rs.33 lakhs during the years 2005-06 and 2006-07 respectively. A committee of faculty members constituted by the principal audits the college accounts internally. The external audit is done by the office of

Anand Kumar
14.03.07

the Regional Director of Higher Education, Kadapa, the office of the Commissioner of Collegiate Education, A.P, Hyderabad and Accountant General (AG Audit) Hyderabad.

A staff club is functioning in the college to look into the welfare of the staff members. There are grievance redressal committees for students and staff. It is desirable to strengthen the mechanism of the functioning of the grievance redressal committee. The automation of the college office may be given priority to enhance the efficiency of the administration.

On the whole the office and the departments of the institution are governed by the principles of participation and transparency. The peer team would like to appreciate the positive outlook of the management and the cordial relation between the management and the college faculty.

CRITERION: VII - HEALTHY PRACTICES

The peer team has identified a few healthy practices, which enhance the academic ambience of the institution. These are as follows:

- ❖ Introduction of inter/Multidisciplinary/restructured courses.
- ❖ Offering Add-on and Certificate courses
- ❖ Provision of a mechanism for internal quality checks, periodic assessment and continuous evaluation of students.
- ❖ Organization of meditation and yoga classes for the spiritual and personal development of the learners
- ❖ Integrating value education as a part of Environmental Sciences and Indian Heritage and Culture.
- ❖ Offering remedial Coaching supplemented by tutorial classes for slow learners.
- ❖ Conducting gender related sensitized courses for staff/students.
- ❖ Offering study projects, extension activities and outreach programmes for advanced learners.
- ❖ Inculcating the spirit of civic responsibilities and national integration through the activities of NSS and NCC.

Aashish Kumar
14.03.07

- ❖ Instituted 10 gold medals and 23 silver medals to the meritorious students.
- ❖ Providing I-CET (MBA & MCA) coaching for final degree students & conducting EAMCET Model Exams to the Intermediate students of local Junior Colleges.

SECTION III: OVERALL ANALYSIS

The college has been established in 1980 and is financed and the controlled by the State Government. The college is affiliated to Sri Venkateswara University and is recognized by UGC under 2 (f) and 12 (B) since 1992. There is healthy cooperation among students, teachers, and non-teaching staff and needs further improvement.

The institution is running B.A. B.Sc and B.Com under graduate programmes. The building and infrastructure facilities are utilized for college purposes in **shift wise manner**. Science classes run from 8 am to 12.50 pm while Arts and Commerce classes are held from 12.50 to 5.30 p.m. The motto of the Government is to impart higher education to rural masses mainly from farmers' families in and close vicinity of Rajampet and in the vicinity of the district of Kadapa. The college is also having a center of distance education of Dr.B.R.Ambedkar Open University, Hyderabad.

COMMENDATION:

After visiting the college and meeting different stakeholders and verifying documents placed before the team, the following impressed the Peer Team.

There is a team spirit among the members of the staff and a commitment for academic excellence. The publication of Research papers in 9 International Journals, 7 research papers in the National Journals during last 5 years and presentation of 5 research papers in National Seminars by teachers of this institution is commendable. Department of Physics has an MOU with RADAR CENTRE, NARL Department of Space Research, Gadanki. The selection of 15 students in SLET examination and 578 in other services in the last five years are praise worthy.

The NSS of the college is involved with the community and has been contributing to enhance the quality of life of the poor through literacy classes, coaching classes, promoting environmental concerns, health and hygiene. The selection of one student in National Women Volley ball team representing the Nation in five countries is a unique privilege for

PEER TEAM REPORT OF GOVERNMENT DEGREE COLLEGE, RAJAMPET, (A.P)

Anilish Kumar
14.03.07

the Institution situated in the rural area. Further, the selection of three NCC students to represent Republic day parade in last three years continuously is highly commendable. Endowment prizes of 10 Gold Medals for Course toppers and 23 Silver Medals to Subject toppers donated by the Philanthropists, lecturers and alumni of the college is praise worthy.

The college building is surrounded by greenery and pastures which add an aesthetic sense to the learning environment. An added attraction is a park by the side of the college.

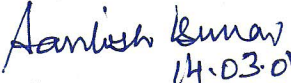
SUGGESTIONS & PROPOSALS:


1. Research activities to be encouraged both among staff and students. The teachers may be motivated to apply for more major and minor projects from various funding authorities
2. The laboratories need more equipments and chemicals and need financial support from the State Government. There is an immediate need for necessary equipments for Biotechnology laboratory with arrangement of power backup.
3. The suggestion of parents and alumni to introduce some more non-conventional Post-graduate and Undergraduate courses such as Biotechnology, Medical Microbiology and Biochemistry may be taken up immediately.
4. The college may also think of introducing job-oriented, market friendly or area specific courses such as E-commerce, Information technology, Agriculture economics, and short-term courses in personality development, communication skill, and spoken English among others.
5. The college needs to further strengthen the English language laboratory with addition of C.D's.
6. The college has a committed faculty who offer a quality education of excellence with relevance to the students. This could help the college to initiate more certificate and diploma courses as add on to the existing curriculum to make students employable and help them to keep abreast of development in this part of Andhra Pradesh.
7. It is appreciable that Government has provided one LCD in the College to make the teaching-learning process more students-centered but OHP, LCD and other computer related devices are hardly in use.
8. There are students in the college who are interested in taking-up competitive examinations. The college could think of starting a formal center for helping students


Anish Kumar
14.03.07

- to appear for various competitive examinations of the state, centre and other national institutions.
9. The feedback received from the students on staff evaluation can be better utilized for the enhancement of the quality of teaching. While the better teachers could be provided with some incentives, the not-so-good could be helped by organizing courses and programmes in the college on educational pedagogy, methods of teaching, educational psychology etc.
 10. The college needs to provide aqua-guard, and canteen facilities.
 11. Parents and alumni suggested that if college authorities provide space they could run a canteen at a very subsidized rates immediately. The college may consider this issue.
 12. The grievance redressal cell needs further strengthening.
 13. Finally, it is important for the college to have a plan for the future. The Peer Team recommends that the college may evolve a plan of action for the future and initiate appropriate steps to implement the plan in keeping with the aims and objectives of the college.

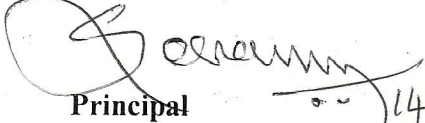
The Peer Team expresses sincere gratitude to the Principal of the college, staff members teaching and non-teaching, the students of the college, representatives of parents and alumni for interacting with the team. It has been a pleasant experience to the team being with the college. The team only hopes that the visit would help the college to dream big and thus tune education in the college to the emerging needs of the society. The team would like to thank NAAC for the opportunity given to visit the Government Degree College, Rajampet.


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Prof. Santosh Kumar
Chairman


14/3/07
Dr. G. Sudhakar
Member Coordinator


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Prof. K.S. Umadevi
Member

I agree with the report.


Principal 14/3/07

Date: 14th March 2007

GOVT. DEGREE COLLEGE,
RAJAMPET, Cuddapah (Dist.)