

# Andhra Christian College, Guntur

(Day, Evening & P.G.)

## NOTICE

Date: 02-03-2023

The Internal Quality Assurance Cell (IQAC) of Andhra Christian College, Guntur, is organising a workshop on "NAAC - Preparing Reports on Seven Criteria" on 3<sup>rd</sup> March, 2023. The primary objective of the workshop is to equip the Criterion Incharges with the knowledge and skills required to prepare comprehensive and accurate reports for the National Assessment and Accreditation Council (NAAC) accreditation process. Sri T. B. Narendra Prasad, Lecturer in Physics, J. K. C. College, Guntur is the Resource Person.

All the Criterion Incharges, along with other faculty members interested in the accreditation process are requested to attend the workshop without fail.

Copy to:

1. The coordinator, IQAC
2. The Office Manager



*Principal*  
Principal  
2/3/2023  
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# Andhra Christian College::Guntur

## Internal Quality Assurance Cell

### Workshop Report on "NAAC - Preparing Reports on Seven Criteria"

**Organized by:** Internal Quality Assurance Cell (IQAC), Andhra Christian College, Guntur

**Date:** 03-03-2023

**Time:** 4:00 p.m.

**Venue:** Creste Conference Hall, Andhra Christian College, Guntur

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## 1. Introduction

The Internal Quality Assurance Cell (IQAC) of Andhra Christian College, Guntur, organized a workshop on "NAAC - Preparing Reports on Seven Criteria" on March 3, 2023. The primary objective of the workshop was to equip the Criterion Incharges with the knowledge and skills required to prepare comprehensive and accurate reports for the National Assessment and Accreditation Council (NAAC) accreditation process. The workshop was attended by all the Criterion Incharges, along with other faculty members interested in the accreditation process.

## 2. Resource Person

The resource person for the workshop was **Sri T. B. Narendra Prasad**, a Lecturer in Physics from J. K. C. College, Guntur. Sri Prasad has extensive experience in the NAAC accreditation process and has been instrumental in guiding several institutions through successful accreditations.

## 3. Participants

The workshop was attended by the following incharges of the seven criteria:

- **Criterion 1 Incharge:** Dr. N. Martha Mrudula
- **Criterion 2 Incharge:** Mrs. G. Nirmala Kumari
- **Criterion 3 Incharge:** Dr. B. Vijaya Kumar
- **Criterion 4 Incharge:** Mrs. G. Anna Shalini
- **Criterion 5 Incharge:** Dr. M. Ratna Raju
- **Criterion 6 Incharge:** Dr. M. Kusuma Kumari
- **Criterion 7 Incharge:** Mrs. Ch. Anita

## 4. Objectives of the Workshop

The workshop aimed to achieve the following objectives:

1. **Understanding NAAC Accreditation Process:** To provide a comprehensive understanding of the NAAC accreditation process, with a focus on the importance of preparing accurate and detailed reports.
2. **Detailed Guidance on Each Criterion:** To offer detailed guidance on the seven criteria of NAAC, covering the essential aspects to be included in the reports for each criterion.
3. **Enhancing Report Writing Skills:** To enhance the report-writing skills of the Criterion Incharges, ensuring that the reports meet NAAC's quality standards.
4. **Clarifying Doubts:** To clarify any doubts or queries related to the preparation of reports, documentation, and submission processes.

## 5. Workshop Proceedings

The workshop commenced with a welcome address by the Principal of Andhra Christian College Dr. K. Moses, who highlighted the significance of the NAAC accreditation process in ensuring academic quality and institutional development. The Principal emphasized the role of Criterion Incharges in meticulously documenting and presenting the institution's achievements under each criterion.

### 5.1. Session by the Resource Person

Sri T. B. Narendra Prasad began his session by providing an overview of the NAAC accreditation process, stressing the importance of each of the seven criteria. He explained how these criteria collectively contribute to the overall assessment of an institution's quality.

#### Key Points Discussed:

- **Criterion 1: Curricular Aspects** (Incharge: Dr. N. Martha Mrudula)
  - Emphasis on curriculum design, development, and implementation.
  - Importance of academic flexibility and feedback mechanisms.
- **Criterion 2: Teaching-Learning and Evaluation** (Incharge: Mrs. G. Nirmala Kumari)
  - Highlighted the need for innovative teaching methodologies.
  - Discussed evaluation processes and student performance monitoring.
- **Criterion 3: Research, Innovations, and Extension** (Incharge: Dr. B. Vijaya Kumar)
  - Focus on research outputs, publications, and extension activities.
  - Importance of collaboration with other institutions and industries.
- **Criterion 4: Infrastructure and Learning Resources** (Incharge: Mrs. G. Anna Shalini)
  - Discussed the adequacy and maintenance of infrastructure.
  - Importance of library and IT infrastructure.
- **Criterion 5: Student Support and Progression** (Incharge: Dr. M. Ratna Raju)
  - Emphasis on student support services and their impact on student progression.
  - Discussed alumni engagement and career guidance.
- **Criterion 6: Governance, Leadership, and Management** (Incharge: Dr. M. Kusuma Kumari)
  - Focused on institutional leadership, governance, and administrative efficiency.
  - Discussed the role of IQAC in quality assurance.

- **Criterion 7: Institutional Values and Best Practices** (Incharge: Mrs. Ch. Anita)
  - Highlighted the importance of institutional values and ethical practices.
  - Discussed the implementation of best practices and their impact.

## 5.2. Interactive Session

Following the detailed presentation, an interactive session was held where the Criterion Incharges were encouraged to share their experiences, challenges, and strategies related to the preparation of their respective reports. Sri Prasad provided valuable feedback and suggestions to address the challenges faced by the participants.

## 6. Conclusion

The workshop concluded with a vote of thanks by the IQAC Coordinator Dr. P. M. Vinaya Teja, who expressed gratitude to Sri T. B. Narendra Prasad for his insightful session and to all the participants for their active involvement. The workshop was deemed highly beneficial, as it provided clear guidance on preparing reports for the NAAC accreditation process, which is crucial for the continuous improvement and quality assurance of the institution.

## 7. Recommendations

Based on the discussions during the workshop, the following recommendations were made:

- **Regular Training:** Regular workshops and training sessions should be conducted to keep the faculty updated on NAAC guidelines and best practices.
- **Collaborative Efforts:** Criterion Incharges should work collaboratively with other faculty members to ensure comprehensive data collection and report preparation.
- **Documentation:** Proper documentation and evidence collection should be prioritized to support the claims made in the reports.

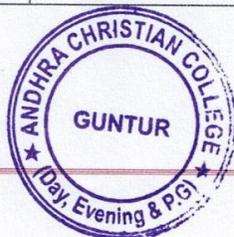
## 8. Acknowledgments

The IQAC of Andhra Christian College extends its sincere thanks to the resource person, Sri T. B. Narendra Prasad, and all the participants for making the workshop a success. The workshop has laid a strong foundation for the preparation of high-quality reports for the upcoming NAAC accreditation.



**List of participants:**

Name	Designation	Signature
Dr. K. Moses	Principal	
Dr. P. M. Vinaya Teja	IQAC Coordinator	
Dr. V. Ezra Vijaya Sekhar	NAAC Coordinator	
Dr. M. S. Sridhar	Dean, P. G. Studies	
Dr. N. Martha Mrudula	Criterion-1 in charge	
Mrs. G. Nirmala Kumari	Criterion-2 in charge	
Dr. B. Vijaya Kumar	Criterion-3 in charge	
Mrs. G. Anna Shalini	Criterion-4 in charge	
Dr. M. Ratna Raju	Criterion-5 in charge	
Dr. M. Kusuma Kumari	Criterion-6 in charge	
Mrs. Ch. Anita	Criterion-7 in charge	



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