



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 3)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
GOVERNMENT DEGREE COLLEGE
C-24160**

**NARSIPATNAM
Andhra Pradesh
531116**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	GOVERNMENT DEGREE COLLEGE NARSIPATNAM Andhra Pradesh 531116	
2.Year of Establishment	1984	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	2	
Departments/Centres:	3	
Programmes/Course offered:	6	
Permanent Faculty Members:	15	
Permanent Support Staff:	4	
Students:	588	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	<ol style="list-style-type: none">1. A government co-education College established in the rural area of Narsipatnam catering to the needs of rural population especially girls.2. NAAC “B” Graded rural college having 2f and 12b affiliation from the UGC.3. Spacious Campus with reasonably good infrastructure and huge potential for further growth.	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 24-03-2023 To : 25-03-2023	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. SUBIR MAITRA	Registrar,Rabindra Bharati University
Member Co-ordinator:	DR. PROF. (MAJOR) VINEETA PATHAK	Professor,DEEN DAYAL UPADHYA GORAKHPUR UNIVERSITYGORAKHPUR
Member:	DR. TAWNENGA PACHUAU	Principal,Mizoram Christian College
NAAC Co - ordinator:	Dr. A.v. Prasad	

Section II: Metric and Criterion Analysis

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion 1 - Curricular Aspects (Key Indicator and Qualitative Metrics (QIM) in Criterion 1)

1.1	Curricular Planning and Implementation
1.1.1 QIM	The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Qualitative analysis of Criterion 1

Government Degree College, Narsipatnam established in the year 1985 with an objective to impart higher education to the students from the rural area, is located in the rural area of Narsipatnam, about 85 KM from Visakhapatnam in Andhra Pradesh. It is a co-education college imparting education to the students belonging to underprivileged communities of rural areas especially girls. The college is offering 03 programs i.e. B.A, B.Sc & B.Com. Choice Based Credit System (CBCS) are implemented in all the courses.

Since the curriculum is designed and developed by affiliating Andhra University, the college has no flexibility to restructure the course contents and no liberty in curriculum enrichment except giving some suggestions to the Board of Studies on which some of the teachers participate as members. However, this should not be a limiting factor, as the individual teacher within its liberty can always add on to the existing syllabus by catering to the regional-specific requirements. The college follows the academic plan of the university. The IQAC cell of the college plans the academic calendar for the college in conformity with the requirements of the university. Teaching plans are prepared and implemented in consultation with the teachers and robust plans are also formulated for effective curriculum delivery.

The syllabus is revised by the affiliating University. The institution to a limited extent integrates the cross-cutting issues like gender, human values, girl's safety awareness, special informative lectures, seminar, social awareness programs are organized by the college with the active participation of students of NSS on periodic basis.

The college does not offer any course based on experiential learning through project work, field work or internship. The college offers three add on/ certificate courses of thirty hours duration each for its students which needs special mention because designing and developing skill enabling diploma and certificate courses is the need of the hour.

Formal feed-back collection mechanism through a structured questionnaire is in vogue. However, a formal mechanism for evaluation of this feedback needs to be more documented and strengthened.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools
2.5	Evaluation Process and Reforms
2.5.1 QIM	Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Qualitative analysis of Criterion 2

Admissions of the students to the different programs are subject to the rules and regulations of the affiliating university. Against the 240 sanctioned seats 214 students took admission for the year 2021-22. The college admits the students on merit basis and strictly follows the reservation policy of the state government in this regard.

The institution gives importance on assisting the learning levels of the students after their admissions from the diverse background are and categorizes them into two groups i.e., advance learner and slow learner adjudged on the basis of their merit, competence and class room teaching. The categorization of the students is normally based on a visible benchmark viz. Performance in the Qualifying Examination Internal test, internal assessment Examination, End-Semester University Examination Subject Teacher's Observation.

For slow learners special counseling and notes are given extra lectures and participative learning methods are used to improve upon their performance. The college adopts student centric teaching pedagogy through peer learning, experiential learning, listening-speaking-reading & writing, problem solving methods of teaching are used. All the teachers' make maximum usage of ICT enabled tools viz. multimedia projectors, audio video methods some have prepared and uploaded their lectures on you tube.

Student teacher ratio is 37:1. The college is managing its academic activities with the help of 15 permanent teachers. The recruitment of teachers is as per the UGC guidelines. 02 teachers possess PhD degree, 03 M.Phil and 09 are Post Graduates. None have received any awards during the last five years. The existing faculty members should be encouraged to take up and complete their doctoral work at the earliest and should also be encouraged to apply for the UGC and government / UGC sponsored research projects.

Assessment of students is made through continuous evaluation process as prescribed by the affiliating university on 25:75 scheme divided into internal and university examination held in each semester. The mechanism of internal assessment is transparent and robust. Internal marks of each department are displayed on the college notice board. The internal examination is conducted with a mission of holistic development of students

Internal assessment mechanism is communicated to the students by the concerned departments. Exams are conducted as per the schedule prepared by the internal examination committee and the university examinations are conducted as per the affiliating university norms.

Evaluation of answer books are made through central evaluation system and the answer scripts of the

students are also shown to them on demand. The system of re-evaluation is also in practice if the students challenge it. College has its own redressal cell whereas the university takes care of grievances related to re-evaluation, scrutiny, showing of evaluated answer books in a time-bound manner.

The institution is successfully running Bachelor's programs in Arts, Science and Commerce. PO, PSO & CO are clearly displayed on the website. The college needs to formally define and articulate graduate attributes and learning outcomes. The overall pass percentage of the Final Year students during the last five years is around 65%. The college also conducts online Student Satisfaction Survey regarding teaching and learning process the outcome on the basis of the survey needs implementation.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge
3.4	Extension Activities
3.4.1 QIM	Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.
3.4.2 QIM	Awards and recognitions received for extension activities from government / government recognised bodies

Qualitative analysis of Criterion 3	
<p>The college has 03 Under Graduate (Arts, Science & Commerce) programmes running smoothly with the assistance of 10 permanent and 08 part time teachers. 01 teacher has completed Ph.D, 01 has done M.Phil and 08 are Post Graduates. Faculty members are encouraged to enroll and complete their Doctorate and improve their qualifications. No grants/aids have been received from government and non-government agencies for research projects during the last five years.</p> <p>Though situated in the rural area, the institution is striving hard to promote good teaching atmosphere for the students, besides conventional teaching internship programs for 3rd and 4th semester students is organized to give an industry-academia interface. 05 academic workshops/ seminars on IPR have been organized by the college during the last five years and 09 research publications in peer-reviewed UGC approved journals have been recorded. The faculty neither made any contribution in form of books/ chapters in books/ edited volumes nor has participated in National and International seminars. The teachers have not received any award/ recognition for their academic and research contribution.</p> <p>The NSS and Red Cross units of the college have made significant contribution by carrying out the extension activities in and around the campus viz. The government-sponsored Janmabhumi programme was carried out, ODF programme in five adopted villages, Unnat Bharat Abhiyaan (UBA) programme, Swachh Bharat, ODF and awareness programs, plantation and awareness programs on pollution, soil management and conservation of the environment, Health and Hygiene, covid vaccination awareness etc. were carried out with the active support and participation of NSS, Eco Club & Women cell. During the last 5 years the college has done 05 programs regarding extension activities with the active participation of the students. The college has signed 01 functional MOUs which is very positive but more of such MOUs are required.</p>	

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Qualitative analysis of Criterion 4

The college is located at the outskirts of Narsipatnam with a sprawling campus of 4.94 acres and built-up area 3082 sq.m. College has necessary infrastructural facilities for curricular and extracurricular activities. The buildings and class rooms are well designed with smart classroom concept. The institution has adequate facilities to conduct its teaching-learning activities i.e., adequate class rooms, computer laboratory facilities, internet and Wi-fi connectivity, computing equipment, 01 auditorium for cultural activities, 01 gymnasium. The college has 10 class rooms 01 of which is virtual class room and 03 digital class rooms equipped with ICT facilities, well maintained Physics, Chemistry, Botany, Zoology, Bio Technology and Computer science labs with 26 computers. English language lab, Jawahar Knowledge Centre lab is also established.

The student-computer ratio is 23:01. An amount of Rs. 5.62 lakhs was spent for infrastructure augmentation and Rs. 3.7 lakhs were spent on campus maintenance in 2021-22. All type of outdoor games, an adequate play ground is available. Various events viz. youth festival, inter class cultural events competition that highlight the culture and tradition are organized on annual basis. The college has a maintained Botanical Garden which adds to the landscaping of the campus

The college has a spacious and well-maintained Integrated Library management System with SOUL 3.0 software equipped with different types of books for competitive exams. Some books, magazines and newspapers are donated by some of the faculty members. The library gives online access to the students and teachers to the National reputed data base like UGC N-list and also the data base provided by the Government initiative viz. Shod Ganga, Shod Gangotri, Shodh Sindhu.

The Commissionerate of Collegiate Education, Andhra Pradesh launched Learning Management System (LMS) in which the lessons prepared by the selected faculty in the state in digital form are uploaded from time to time. The library provides access to these LMS lessons to all the students. During the covid pandemic the teachers engaged classes in online mode and were allowed to have access to G-SUITE and Teach mint apps. Reprographic facilities are also available in the library.

The college has the Wi fi enabled connectivity facilities but the bandwidth of internet connection is 100 mbps which needs to be enhanced. Maintenance of infrastructure for academic and physical facilities is undertaken with the support of RUSA and college funds. More than 97 percent of the college budget is spent under the salary head while 03 percent of the budget is utilized for maintenance of infrastructure etc. Maintenance department handles all civil and housekeeping works; annual maintenance contract for the regular maintenance of equipment and computers is done by an external expert vendor.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.4	Alumni Engagement
5.4.1 QIM	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Qualitative analysis of Criterion 5	
<p>The college maintains students' support system by providing necessary assistance to enable them to acquire meaningful experiences of learning on the campus. For capability enhancement and development of students, career-counseling, soft skill, and personal counseling facility exists. Different important cells viz. Placement, Career Guidance, Ragging Prevention, Grievance redressal, Sexual harassment cells are actively in place. The college encourages students to actively participate in all the academic and cultural activities. 39.5% students have availed of the benefit of scholarships of government in the last year.</p> <p>As the overall count of graduating students is too small, it is difficult to make any meaningful comment on students' progression, during the last five years. No student appeared and cleared examinations of TOFEL/CS/NET/SLET/GATE/GMAT etc. The college has an adequate infrastructure for co-curricular activities, NSS, Red Ribbon Club, Sports, etc. During the last five years 09 awards/medals has been bagged by the college, regular sports and cultural activities are organized by the college. During the last year 07 sports and cultural activities were organized by the college.</p> <p>The college has an unregistered Alumni Association which needs to be registered and strengthened. Negligible contribution has been made by it during the last 5 years to the college. More assistance and cooperation is required from the alumni.</p>	

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance
6.2	Strategy Development and Deployment
6.2.1 QIM	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Qualitative analysis of Criterion 6

The college is working hard towards the path of translating its vision and mission into action with the concerted efforts of all the stake-holders and they are trying their best to remain in tune with the goals of Higher Education. The college was established in the year 1985 in the rural area of Nasiripatnam to impart higher education to the rural and under privileged sections of society especially the girl students in distant villages where there is no scope of formal education.

Affiliated to Andhra University, it follows all the rules and regulations as per government norms. The students are admitted into various courses sanctioned by the State Government and the affiliating University. The admission process is made online through Online Admission Module for Degree Colleges (OAMDC) monitored by Andhra Pradesh State Council of Higher Education (APSCHE). Reservation Policy is implemented in admissions as per the State Government orders for SC/ST/BC/Divyangjan/General/Others. Gender sensitivity is visible through the fact that around 40% teachers and students are female (and out of the total strength of students 40% belong to SC, ST and OBC sections of the society).

College Planning and Development Committee is the apex body to take decisions regarding academic and administrative matters, democratic and decentralized governance is visible by the fact that students, teachers, parents, alumni and social workers are members of all important committees. Administrative issues beyond the control of the management are referred to the higher authorities. The institution adopts decentralized administration and participatory management based upon the efficiency of the staff, complete freedom for working is given to them. The college has well defined organizational structure in coherence with the guidelines of university and State Government. It has constituted various committees for effective functioning of administration.

The college has implemented e-governance in most of the areas of operation which is a good practice. The institute implements different welfare measures for both teaching and non-teaching staff. Employees are eligible for provident funds, insurance, medical reimbursement etc. For non-teaching staff, certain other welfare measures like festival advance are also provided. The employees are eligible to get provident fund temporary advance and part final withdrawal amenities. The women staff is eligible for six months of maternity leave and for the male staff members get 15 days of paternity leave. The women staff has five special casual leaves as a gesture of respect for women. 02 teachers were given financial assistance to attend seminar/conferences/workshops during the last five years. 21 teaching and non-teaching staff attended Faculty Development Program/ administrative training programs. Formal appraisal system is in vogue self-appraisal system is monitored at regular basis, for teachers.

The main source of revenue is the grant from the government, the larger portion of which goes for salary. Besides that the college receives grants from UGC under the RUSA scheme. Grants up to Rupees 2.0 Cr. was received by the institution with the help of which construction of new buildings and renovation of existing buildings worth Rs.1.40 Cr. & augmentation of ICT infrastructure and solar energy unit worth Rs. 0.60 Cr. was incurred towards infrastructural development. A meagre donation was received from the donors to equip the class rooms with ICT facilities. More concerted efforts are required from the college to mobilize funds from donors, alumni, industry, NGOs etc. for developmental activities.

Practice of internal and external auditing is in vogue. The IQAC is functional and is involved in the planning and initiation of various strategies for the improvement of academics and administrative functions. It has organized orientation programs, conducted academic audit, analyzed feed backs, and suggested more ICT enabled classrooms. But it needs to strengthen its programs and activities in a robust manner. The college has

undergone incremental improvements after the establishment of IQAC viz. change in the pedagogy of teaching, ICT class rooms, library automation, MOUs, add on courses for the students, clean and green practices for the beautification of the campus, academic calendar and significant improvement of infrastructure facilities and qualitative improvement in teachers are also visible.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.1 QIM	Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years
7.1.4 QIM	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)
7.2	Best Practices
7.2.1 QIM	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual
7.3	Institutional Distinctiveness
7.3.1 QIM	Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Qualitative analysis of Criterion 7

The institution tries to impart student-centric teaching through the use of ICT and tries to instil value-based education to the most underprivileged sections of the society. The college sensitivity for gender equity is evident from the establishment of Women Empowerment Cell, anti-sexual harassment cell, anti-ragging cell. Focus is given on the safety, security, cleanliness, health and hygiene of the students especially the girls. The college needs to organize more gender sensitivity programs.

The institution has shown its sensitivity and consciousness towards environment and has installed a solar power panels. The students are encouraged to make regular contribution to maintain clean and green campus on different occasions by the NSS volunteers. Students are made aware to not make use of plastic as far as possible. The college office is partially computerized. During the last five years, no expenditure on green initiatives and waste management has been done which needs attention

Periodic programs of code of conduct and the core values of the college for all officers, teachers, supporting staff and students are organized. All national festivals and the birth days of all great and prominent personalities are observed and celebrated. However, college has to initiate to organize more programs to remember the services rendered by great Indian personalities.

Adequate transparency is visible in financial, academic and administrative matters. Internal and external audits are conducted on regular basis. The admission process in college is based upon the guidelines of the affiliating university following the reservation policy of the government of Andhra Pradesh. A number of activities are conducted for promotion of universal truth, righteous conduct; national integration and communal harmony are conducted. Intensive tree plantation drive for landscaping and maintaining green and pollution free campus is done.

The best practices adopted by the college is (1) extensive participation of students in extension and outreach activities conducted round the year in the adopted village of the college (2) financial assistance by the teaching faculty to the poor students every year to deposit their fees in time and quick redressal of their grievances if any.

With a humble beginning with few students and staff members in the year 1985 the college wishes to become distinct by imparting holistic education to the students and prepare them as responsible leaders of future, making them righteous, empathetic citizens aware towards their social obligations. Imparting quality-education and equipping these underprivileged students with necessary life-skills is the utmost priority of the college.

The college encourages students' participation in social transformation by addressing unjustified social issues viz. gender equality, health and hygiene, environment protection in the rural community as they are considered as brand ambassadors for village folks. The institution has taken initiative for overall development of the students through training programs.

Section III:Overall Analysisbased on Institutional strengths.Weaknesses,Opportunities & Challenges(SWOC)

Overall Analysis

Strength:

1. It is a government college located in a rural area catering largely to local students from marginalised communities.
2. The faculty of the college are young and dynamic with UGC qualifications.
3. Land is available for future academic expansion.
4. The college has sufficient space for starting new courses.
5. The college building, toilets and other facilities are of good quality.
6. The college has dedicated, disciplined and energetic students.
7. The college is free from ragging and sexual-harassment.
8. The college has ICT enabled classrooms.

Weaknesses:

1. Limited availability of learning resources.
2. Paucity of funds.
3. Students' progression to higher studies needs improvement.
4. Poor public transport facilities in the locality of the College.
5. Consultancy and collaboration do not exist.
6. Substantial research and publication of faculties are absent.
7. No zero-waste system and water-harvesting system in the campus.
8. Alumni Association is not formed properly and registered.

Opportunities:

1. Opportunity to introduce PG Courses and new need-based value-added/certificated courses in order to enhance employability of students.

2. Providing good coaching facilities to students for various competitive examinations.
3. Strengthen ICT-enabled facilities and its infrastructure in all academic and administrative departments.
4. New programmes as per local demand may be offered at both undergraduate and post-graduate levels.
5. The college may increase their intake in view of sufficient infrastructure facilities.
6. To establish an industry-academia interaction cell for proper exposure to the students.

Challenges:

1. To ensure full enrolment as per sanctioned seats by motivating students for higher education.
2. Equipping students with proper use of ICT, professional training in communication, career counselling and personality development to improve their employability.
3. To augment resource mobilisation from government and non-government agencies.
4. To provide good education to students with a few permanent government lecturers and larger number of contractual and guest faculties.
5. To encourage students for self-employment and in entrepreneurship development programmes.
6. Since the government permanent lectures are transferred from one college to another at regular intervals as per rules, they don't get time to get attached either to students or to the institution hampering the college administration's effort to implement the long-term vision and mission of the college.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- An attempt should be made to start more market-oriented and industry-based career, job and skill-oriented Certificate Programs on a priority basis.
- All programs and activities in the college must be 'outcome-oriented'.
- A robust incubation centre is required to encourage students to develop entrepreneurial orientation to establish Start-Ups.
- Entrepreneurial Boot Camps, Meetings of Angel Investors, opportunities for Business Mentoring, and Business Idea germination must be periodically provided.
- College should also start using MOOCs as made available by the UGC.
- Improvement in transport facility to college.
- Increase Research standards by promoting more researches and acquiring projects/grants from different funding agencies.
- Career counseling and Placement Cell needs to be further strengthened with a frequent interface with industry/ Institute-industry collaboration.
- Focus on enhancement of facilities for providing coaching to students for competitive examination.
- Strengthen ICT enabled facilities and e-resources and improving infrastructural facilities in almost of the departments.
- Since the College has inadequate funds, the corporate houses may be approached and requested to provide financial assistance to the college under CSR.
- NCC should be introduced in the College.
- PG Programmes in all the subjects as per the demand of the students.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. SUBIR MAITRA	Chairperson	
2	DR. PROF. (MAJOR) VINEETA PATHAK	Member Co-ordinator	
3	DR. TAWNENGA PACHUAU	Member	
4	Dr. A.v. Prasad	NAAC Co - ordinator	

Place

Date