Government of Andhra Pradesh
Commissionerate of Collegiate Education

Academic & Administrative Audit : 2019-20
Format-II (Institutional Data Cum Academic Advisor's Grading)(11.03.2020)

S.No.	Item	Bench Marks	Status (Give Details in brief) to be presented by the Institute	Grade by Academic Advisor (AA*) (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
		I-CURRICULAR ASPECTS			
1	Curriculum Design and Development (For Autonomous Colleges)	After 10 years of Autonomy Grade A, if 60% or more variation in syllabi; Grade B, if 40%-60% of variation; Grade C, if less than 40% variation Upto 5 years of autonomy Grade A, if syllabi are changed at a rate of 10% per annum; Grade B, Less than 5% per annum; Grade C, if no change in syllabi	Syllabi changed 10% per anum	A	
2	Implementation of Annual Institutional Plan	Discretion of the AA*	Annual Institutional plan implemented	A	
3	Departmental Annual Curricular Plans (effective curriculum delivery)	Discretion of the AA*	YES	A	
4	Whether the above two circulated among Students?	Discretion of the AA*	YES	A	
5	College Activity Register 2019-20 (Geotagged photos)	Discretion of the AA*	YES	B	
6	College Calendar/College Magazine/ Handbook	Discretion of the AA*	YES	A	
7	Record of review of Syllubus (For autonomous colleges only)		YES	A	
8	Add-on/Certificate Courses (Department-wise) completed during 2018-19	50% of the Departments have to offer	All Departments offering Add-on courses - 21 Certificate courses - 7	A	
9	Add-on/Certificate Courses (Department-wise) in 2019-20	Every year atleast two new certificate courses are to be introduced	All Departments offering Add-on courses - 21 Certificate courses - 8	A	

10	Coverage of Syllabus (Average Percentage)	Minimum 90% of syllabus to be completed by concerned faculty.The remaining may be allotted to student, under independent learning component under supervision of the teacher.	95% of syllabus is completed	A	
11	Teaching of Value added courses (Foundation Courses) (Curricular plans are to be maintained)		11 Foundation courses are taught and curicular plans are maintained	A	
12	No. of New UG & PG Courses introduced in 2019-20 (Proposals for need based market oriented courses to be submitted to CCE)	Those colleges who did not introduce any new programme in the last 5 years should have atleast applied this year to the Government for Market Oriented Course subjects.	2 UG Courses introduced (BCA, B.Voc(Commercial Aquaculture)	A	
13	Maintenance of Student Attendance Registers including Biometric Attendance during 2019-20 (Average Biometric attendance of students)	>75% = A Grade, > 60 % = B, < 60% = C	Maintained Manual Attendance Registers, Biometric Attendance not maintained	C	
14	Maintenance of Staff Attendance Registers including Biometric attendance during 2019-20 (Average Biometric attendance of Staff)	>75% = A Grade, > 60 % = B, < 60% = C	Yes, Maintained, 100%	B	
15	Average dropout rate of students during 2018-19 & 2019-20		2018-19 - 8.1% 2019-20 - 3.2%	A	
16	Use of Biometric app by faculty during 2019-20 (% of faculty using Biometric app)	>75% = A Grade, > 60 % = B, < 60% = C	Nil	C	
17	Whether feedback on curriculum was obtained from stake holders and analysed (Stake holders (SH) are students, faculty, alumni, and parents)	Atleast faculty would have brainstormed, arrived at additional components or deletions in the curricula and communicated the same to the affiliating university (Copy communicatd to be attached)	Yes, analysed	A	
18	Whether Online courses introduced ?		Nil	C	
	Overall Grade			A	
	II-TEACHING, LEARNING & EVALUATION				
19	Ratio of overall intake (admitted) by student sanctioned strength	90 - 100% = A, > 80 % = B, < 80% = C	78.5	C	

20	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2019-20	Discretion of the AA*	Yes, enclosed	A	
21	Social-economic status of students enroled(Group wise and Year wise) in 2019-20	Discretion of the AA*	Yes, enclosed	A	
22	Demand Ratio (Group wise) (no.of applications received/Sanctioned Seats) (Overal ratio)	≥ 1.5 = A; > 1 = B < 1 = C	>1.2	B	
23	Percentage of differently abled students (Divyangjan) on roll		0.0008%	A	
24	Percentage of full time teachers against sanctioned posts in 2019-20 (Regular+ Contract + Guest)	100% = A; > 90 % = B < 90% = C	100%	A	
25	Student - Full time teacher ratio (Regular + Contract + Guest)	40:1	21:01	A	
26	Are the strengths and weeknesses of students arrived at the end of evaluation of CIE papers/ seminars discussed with students and suggest measures to surmount them?	Advisors to check concerned registers and award grade accordingly.	Yes	A	
27	Measures initiated for ensuring the element of transparency in CIE.		In CIE, we assess or evaluate the papers after that we distribute those papers to the students and discuss. Display in notice boards also. One Mid Exam is conducted online for transparency in CIE	A	
28	Number of days from the date of last semester-end examination till the declaration of results in 2019-20	Discretion of the AA*	18 days	A	
29	The number of classes (per week) taken by the Principal	If 6, Grade A; 4-5, Grade B; C if less than 4	8	A	
30	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	If Teaching diary deviates from Teaching plan by 10%, Grade A; Grade B if the deviation is between 11 and 25%; If deviation is more than 25%, Grade C	9% deviation	A	
31	Use of ICT in teaching and learning (% of teachers using ICT)	90% - 100% = A; > 90 % = B, < 90% = C	100%	A	
32	Usage of Virtual classes (Minimum 2 classes per subject per month)	6 VCs/week = A; 4-6 VCs/week =B; < 4 VCs/week = C	>4	C	

33	No. of Virtual Classes presented by faculty (Overall classes per month)	10 or above VCs = A; > 5 VCs = B < 5 VCs = C	5	C	
34	No. of Virtual Classes attended by students (Overall classes per month)	10 or above VCs = A; > 5 VCs = B < 5 VCs = C	5	C	
35	Usage of Digital Classes in Teaching Learning Process	6 DCs/week = A; 4-6 DCs/week =B; < 4 DCs/week = C	>6	A	
36	No. of Mana TV lessons presented by Faculty	If atleast two lessons by the college- Grade A; Grade B if 1 lesson is presented; C if none presented	3	A	
37	No. of lessons in LMS portal by Faculty		3	A	
38	Use of ICT evaluation Tools (Plickers, Kahoot etc.)	Usage by faculty > 80% = A; > 60% = B; < 60 %= C	No	C	
39	No. of Videos prepared / presented through Presentation tube	If pedagogy is carried out with atleast 4 videos a month, Grade A; Grade B if 2-4 videos : C upto 0-2 Videos	>3	B	
40	No. of TOTs conducted on ICT tools in Teaching		1	C	
41	Usage of ICT for effective teaching with Learning Management Systems (LMS)/ E-learning resources etc. (Student Registrations)	> 80% = A > 50% = B < 50 %= C	100%	A	
42	Co-Curricular Activities (Academic) (Student Seminars/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	All activities = A Any 3 = B < 2 = C	All activities	A	
43	Academic Competitions (College Level & Above : Quizzes, debates/elocution, essay writing, Inter collegiate seminars etc.,)	All activities = A Any 3 = B < 2 = C	All activities	A	
44	National/ International/ Regional Seminars/conferences/workshops organised in 2019-20	> 4 = A > 2 = B < 2 = C	2 1. Recent Trends in Advanced materials and characterisation 2. Latex for technical writing and scilab and free and open source software	B	
45	Seminars/conferences/workshops attended in 2019-20 (Overall Staff Attended)	> 10 = A; > 5 = B < 5 = C	12	A	

46	Record of Continuous Internal Evaluation (CIE) - Conduct of Internal Examinations-Internal assessment	Discretion of the AA*		Maintained	A	
47	Teacher wise result analysis (MARCH/APRIL -2019 & SEP/OCT/NOV- 2019)	> 80% = A; > 70% = B; < 60 %= C		Enclosed	A	
48	Pass percentage of students (Group wise) in 2019-20	> 80% = A; > 70% = B; < 70 %= C		Enclosed	ß	
	SCOPE FOR PARTICIPTIVE / EXPERIENTIAL LEARNING					
49	Is class teaching - learning process, especially theory teaching , aided by practical/ demonstrative equipment/ charts/ live skits etc?			Yes	A	
50	Ratio of students undertaking field trip or project or internships (No.of students attending field trip or project/ Total No. of Final year students)	> 0.8 = A > 0.7 = B < 0.6 = C		1	A	
51	No. of Remedial Classes taken for slow learners (Subject Wise/Semester) (Classes/Subject/Sem)	25 = A; >20 = B; < 20 = C		Enclosed	A	
52	Conduct of Bridge course/SIP (Student Induction Programme) (Ice Breaking/Campus Familiarisation/Conduct of Bridge Course/Value Education/Gender Sensitisation/Peer Influence etc.,)	All activities = A Any 5 = B < 5 = C		All activities	A	
	QUALITY OF TEACHING - LEARNING PROCESS					
53	Record of Feed back and analysis on Teachers by Students	If Feedback taken, analysed, action taken -A; If feedback taken but not analysed - Grade B; C if feednot taken at all.		Feed back taken, analysed and action taken	A	
54	How many number of faculty members have been counselled by IQAC for deficiencies in pedagogical skills and measures suggested there upon for circumventing them (case wise)			9	A	
55	Had the students been explained the programme outcomes, Programme Specific outcomes and Course outcomes by the concerned departments and the methods to attain them? Provide details			POs, PSOs and COs are explained to students. Attainment methods are enclosed	A	

56	Is there mechanism for handling classess of faculty on leave such as deputing another available faculty for handling classes of a faculty member who is on leave for a day (Class adjustment mechanism)/ guiding students to library or JKC ?		Class Adjument Mechanism	A	
57	Has the institution categorised students into slow and advanced learners basing on the assessment of their learning abilities? If so, procedure adopted in categorisation	A- if categorised basing on the learning levels and pertinent pedagogical skills/ programmes are employed for each category B - only categorised but no suitable programmes are employed C - no such procedure exists in the institution	Categorised, Remedial classes are conducted for slow learners and study projects, classroom seminars are conducted for advanced learners	A	
58	Student satisfaction survey (SSS) -Feed back on teaching and learning process by Students and analysis of feed back (% of Students)	Discretion of the AA*	>58 %	A	
59	No. of registrations on MOOCS platform : Students	> 70% = A; > 50% = B; < 50 %= C	1 student	C	Encage the students to register for MOOC
60	No. Of registrations on MOOCS platform : Teachers	> 80% = A; > 70% = B < 70 %= C	95 (>80%)	A	
61	No of course completion Certificates obtained by students through MOOCs platform (ARPIT, MIT, Coursera etc.,)	> 50% = A > 40% = B < 40 %= C	1	C	
62	No. of course completion Certificates obtained by teachers through MOOCs platform (ARPIT, MIT, Coursera etc.,)	> 80% = A > 70% = B < 70 %= C	Nil	C	
63	Other ICT initiatives if any (Swayam, Swayam Prabha - DTH(Direct To Home), or Down loaded lessons)	Discretion of the AA*	Yes	B	
Overall Grade				A	

III-RESEARCH, INNOVATIONS AND EXTENSION

64	Is the College a Recognized Research Centre	Yes	A	
65	No. of Research Guides in the College	2	A	
66	No. of Research Scholars working for M.Phil & Ph. D	Nil	C	
67	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	Nil	C	suggests to apply to Research projects
68	Grants received from Government and non-governmental agencies for research projects/ endowments in the institution for 2018-19 & 2019-20	Nil	C	
69	Research Papers Published in 2018-19 & 2019-20 (SCOPUS, Web of Science, ICI)	8	C	Encourage the staff to publish papers.
70	Papers Presented in 2018-19 & 2019-20 (International/ National/ State)	28	B	
71	Books Published in 2018-19 & 2019-20 (Single Author/Co Author)	Nil	C	
72	Has the institution floated special purpose vehicles such as Centre for Innovation, Research Promotion Council etc for promoting culture of research, critical thinking, innovation etc.,?	Nil	C	
73	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops etc to foster research culture.	Yes	B	
74	Details of encouragement extended to faculty and students who wish to undergo capacity building courses in research such as summer research programmes, training programmes etc., offered by research or academic instituions in the country.	Nil	C	

75	National/ International/ Regional Seminars/conferences/Trainings/workshops organised in 2019-20	> 4 = A > 2 = B < 2 = C	2 1. Recent Trends in Advanced materials and characterisation 2. Latex for technical writing and scilab and free and open source software	A	

	QUALITY OF TEACHING - LEARNING PROCESS				
76	Record of Feed back and analysis on Teachers by Students	Discretion of the AIf A* If Feedback taken, analysed, action taken -A; If feedback taken but not analysed - Grade B; C if feednot taken at all.	Feed back taken, analysed and action taken	A	
77	%. of teachers registered in ORCID /VIDWAAN/IRINS		0.009	C	
78	No.of teachers with h-index	Grade A if more than h-index is 2; Grade B if it is upto1; C if it is zero.	Nil	C	
79	Record of Consultancy in 2019-20		Nil	C	
80	Whether the Institution has created an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entreprenuership Hub)	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established; C if no such centre is established till now.		B	
81	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices		Yes	A	
82	Record of MoUs in 2019-20 (Industry/Universities/Institutions/State or Central Govt. Agencies like Pharma labs, Horticulture, Coffe Board, TISS, IFLU, etc.,)	≥ 2 = A, < 2 = B, Efforts intiated = C	5	A	
83	Record of Subject/Department Related Extension Activities		Maintained	B	
84	a) Number of extension programmes conducted in the neighbourhood community to sensitize the students	≥ 5 = A, 3 = B, ≤ 2 = C	6	A	
85	b) Number of extension programmes conducted in colloboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/Gender Isssues etc.,	≥ 7 = A, 5 to 6= B, ≤ = C	10	A	

86	Number of awards and recognition received for extension activities from Government/ recognised bodies		Nil	C
87	c) Details of students participating in extension activities with Government Organisations, Non-Government Organisations, Gender Issues, Unnat bharath Abhiyaan (UBA) etc.	Discretion of the AA*	285	A
	Overall Grade			B

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IV - INFRASTRUCTURE & LEARNING RESOURCES

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88	Number of Class rooms, Labs		Class rooms - 48 Labs - 36	A
89	No. of functional computers in the college for students (Usage details)	Discretion of the AA*	309	A
90	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	Discretion of the AA*	Foot Ball Field, Valley Ball Court-2, Basket Ball-1, Badminton Court-2, Indoor Stadium -1, Shuttle Court - 3, Throwball Court-1, Handball Court-1, Cricket Pitch-1, Ringcourt -1, Lawntennis-2	A
91	Did the Dept.of Physical Education conduct any training or certificate courses like Yoga etc?		Yes	A
92	Is the Gymnasium as well as its equipment, if existing, is being extended to outside community such as for candidates preparing for physical fitness testing examinations?		Yes	A
93	Frequency of conduct of institution level, District level and Statelevel sports meet by the Dept. of Physical Education.		6 institution level +1 Inter collegiate level(Hand ball men)	A
94	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	Discretion of the AA*	Virtual Class Rooms, Seminar Halls, Digital Class Rooms,	A
95	No. of Virtual Class rooms present (Functional/Non-Functional)		3	A
96	Is internet functional in the VC:		Yes	A

97	No. of Digital Class rooms in Teaching Learning Process (Functional/Non-Functional)		1	A	
98	Do all digital class rooms have internet facility?		Yes	A	
99	Women Waiting Hall (Mandatory) (Basic Requirements: Room/Rooms with all required amenities like Drinking water, Chairs, Rest Tables, Curtains, Toilet Running Water, etc.,)	Discretion of the AA*	Yes	A	
100	No. Of Toilets : i) Staff - a) Men b) Women; ii) Students - a) Men b) Women c) Differently abled	Discretion of the AA*	Staff: Men- 04, Women-04 Students: 15, Women - 10	B	
101	Budget allocated for infrastructure augmentation		1.05 crores	A	
102	Library is automated using Integrated Library Management System & NDL (Mandatory)		SOUL software	A	
103	Percentage per day usage of library by teachers and students	> 80% = A; > 70% = B; < 70 %= C	<70%	B	
104	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment (Mandatory)	Discretion of the AA*	Available	B	
105	Does college has e-Journals, e-books, e-Shodh Sindhu, Shodhganga membership Databases & Remote access to e-resouces (Mandatory)	Any 4 or more of the above = A Any 3 of the above = B Any 2 of the above = C	e-Journals and e-books through INFLIBNET and DELNET	A	
106	Expenditure for purchase of books and journals in 2019-20 (Budget incurred/Budget Sanctioned)		nil	C	
107	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	> 80% = A > 70% = B < 70 %= C	<70%	C	We INFLIBNET regularly
108	Are there computer systems with internet facility for stakeholders in the library?		10	B	
109	Is there reprographic facility in the library?	System with internet facility: A; Grade B if only systems are present: C if no computers are available at all for stake holders.	System with internet facility	A	
110	IT Facilities (Functional): a) English Language Lab; b) JKC Lab; c) Computer Labs; d) APSSDC Lab (Exception for colleges without APSSDC) Lab); e) Wi-fi enabled campus (Mandatory)	Grade A- if any four are available; B grade - if Any two are available; C grade if none is available	4 facilities	A	

111	Expenditure incurred on
	    a) New Infrastructure Facility (2019-20)
	    b) maintenance of facilities
	(Classrooms, Equipment,sports, Auditorium &
	seminar halls etc.) excluding salary component
			a) New Infrastructure facility -
			Rs. 1.00 Crore
			b) Maintenance of facilities -
			Rs. 15 lakhs
				A	

112	AMC (Annual Maintenance Cost)details, if any		Rs. 37500/-	B	
113	Insurances covered for infrastructure, if any		No	C	
114	Established Systems & Procedures		Enclosed	A	
	Overall Grade			A	

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V-STUDENT SUPPORT AND PROGRESSION

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115	Percentage of students benefited by scholarships by the Government in 2019-20		95%	A	
116	Percentage of students benefited by scholarships by the Instituition in 2019-20		11%	B	
117	Percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2019-20 (Mandatory for Final Years)		100% for degree final year students	A	
118	Percentage of placement of outgoing students in 2018-19 (Only Final Years)	40% to 50 % = A; 30% to 50% = B < 30% = C	40%	A	
119	Student grievances Structure, Redressal mechanism & Periodicity (Copy enclosed for better understanding)	Discretion of the AA*	Copy enclosed	A	
120	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching, SIP, Youth Parliament etc.,)		Yes, Career guidance, Remedial coaching, SIP are conducted	B	
121	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research plaforms out side the parent institution.		5%	C	
122	Percentage of student progression to higher education	40% to 50 % = A; 30% to 50% = B; < 30% = C	43% from UG to PG	A	
123	Number of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)		5	C	Encourage the students to apply for NET/SLO
124	Number of awards/medals for outstanding performance in sports/cultural activities		7	B	

125	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Discretion of the AA*	Yes	A	
126	Records of significant achievements in Sports & Games		Maintained	B	
127	Number of sports and cultural activities / competitions organised in the Institution in 2019-20		2+2	B	
128	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)		-	C	
129	Is there registered Alumni Association for the institution?	A - if Alumni Association is registered and active; B - Association is registered C- if Association is not formed at all	Yes	A	
130	Alumni contribution in 2019-20 (In Rs)		Nil	C	Association has to be standard.
131	Number of Alumni Association /Chapters meetings held in 2019-20		2	B	
132	Number of industries identified & mapped locally for Internships/Placements		Placement Industries - 11	A	
133	MOU - Skill Sector Council (SSC) Organisations		5	A	
134	Maintenance of JKC facilities & Records	Discretion of the AA*	Nil	C	
135	Record of Student trained and placed in JKC	Discretion of the AA*	Nil	C	
136	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases: Implementation of guidelines of statutory/ regulatory bodies; Organisation wide awareness and undertakings on policies with zero tolerance; Mechanisms for submission of online/offline students' grievances; Timely redressal of the grievances through appropriate committees	All Four (4) = A Any 3 = B ≤ 2 = C	All four	A	
137	Record of Anti Ragging cell (Measures taken by ARC in brief)	Discretion of the AA*	Yes, Maintained	A	
138	Record of Women Empowerment Cell (WEC)- No.of Times reviewed, No.of activities conducted	Discretion of the AA*	Yes, Maintained No.of times reviewed : 4 No. of activities - 8	B	

139	Record of Internal Complaints Committee(ICC) - No.of Times reviewed ? No.of Complaints received ? Action Taken:	Discretion of the AA*	Yes, Maintained No.of times reviewed : 2 No. of complaints - Nil No Action taken	B	
140	Maintenance of drinking water (R.O.Plant)	Discretion of the AA*	Yes	A	
141	Maintenance of sanitation	Discretion of the AA*	Maintained	B	
142	No.of Executive Development Programms (EDP) conducted		Nil	C	
	Overall Grade			A	
	VI-GOVERNANCE AND LEADERSHIP				
143	Staff Council Register		Yes, Maintained	B	
144	Functioning of Committees in Administration (Minutes of meetings)	Discretion of the AA*	Yes, Maintained	A	
145	Is student representation reflected in administration committees?	A - if all committees have students as members B- if atleast 5 committees have student represenatation C- If no committee has student participation	Yes, 1. Board of studies 2. Discipline Committee 3. Staff guardian Committee 4. Cultural Committee 5. Student Quality Circle 6. Grievence & Redressal Cell	A	
146	Awards/Achievements		Prathibha awards	B	
147	Use of ICT in Governance		Yes, ICT is used in Admissions, Examinations, fee collection, results, library etc	A	
148	Implementation of CFMS / PFMS		Yes implemented	A	
149	Number of RTI issues addressed		Nil	A	
150	Perspective/Strategic plan and deployment documents		Yes, implemented	B	

151	Organizational structure of the Institution		Yes	A	
152	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination Implementation of e-governance in areas of operation: 1. Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4. Examination	All four (4, = A Any 3 = B ≤ 2 = C	All four 1. Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4. Examination	A	
153	Percentage of teachers provided with seed money financial support to attend conferences / workshops and towards membership fee of professional bodies in 2019-20		0.009	C	more seed money is to be provide
154	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2019-20		1 MS Office	B	
155	Percentage of teachers attended professional development programs(Faculty Development Programme, Orientation Program, Refresher Course, Short Term Course, Post Doctoral Fellowship etc.,) in 2019-20		22%	C	Encorage n Staff to apply fr FDPS
156	No. of faculty undergone/attended: FDP, PDF, OC,RC, Short Term Course, other Trainings if any.		12	C	motinte the staff to as apply to oc, RC.
157	Funds / Grants received from non-government bodies, individuals, philanthropists in 2019-20		Nil	C	
158	Number of IQAC meetings held during 2019-20	A- if 3 meetings are held @one per quarter B- if 1 - 2 meetings are held C- if no IQAC meeting is held	3 meetings	A	
159	Average number of quality initiatives by IQAC for promoting quality culture per year		15	A	
160	Participation in NIRF-2019, Mention rank, if below 200		Participated	C	
161	IQAC activities & maintenance of records,(Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	Discretion of the AA*	2018-19 AQAR is submitted to NAAC	A	
	Overall Grade			B	

VII-INSTITUTIONAL VALUES AND BEST PRACTICES

162	Gender Equity: Specific facilities provided for women in terms of: Safety and security, Counselling, Common Rooms, Any other relevant information	Discretion of the AA*		Provides common rooms, ensures safety and security, conducts counselling to students, Self defense training programme for girl students, Maggam work training and Beautician course certificate programme	B
163	The Institution has facilities for alternate sources of energy and energy conservation measures: (Solar energy, Sensor-based energy conservation, Use of LED bulbs/ power efficient equipment)	Discretion of the AA*		100% alternative source of energy i.e., solar energy(150 kwp) using 30% of LED bulbs	A
164	Waste Management strategy adopted in the college: (Solid waste management, Liquid waste management, Lab Waste management, E-waste management)	Discretion of the AA*		1. Dustbin 2. Ban of plastic in the campus 3. Recycling of dry waste 4. Proper drainage system 5. E-wastes are disposed off 6. Computer Lab waste or using as study materials	B
165	Water conservation facilities available in the Institution: (Rain water harvesting, Borewell /Open well recharge)	Discretion of the AA*		1. Rainwater harvesting 2. Roof top rainwater harvesting system 3.Constructing rainwater tanks	B
166	Green campus initiatives: Plastic free campus, Ban on the use of Plastics, botanical garden, green house, green landscaping, etc.,	Discretion of the AA*		1. Providing public transport facility 2. Plantation programme by NSS Units 3. Pedestrain friendly roads 4. Organising Swachh Bharat Abhayan, plantation drives etc., 5. Paperless office	B
167	Facilities for Differently abled (Divyangjan) (ramp, railings scribe for examination etc.,)	Discretion of the AA*		Providing Ramps, Restrooms, Scribes of Examinations	B

168	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities.		Human values and professional ethics - foundation course is there for students in Ist year. Organising awareness programmes to increase and sustain values, rights, duties and responsibilities among students and employees	A
169	Details of conduct of certificate courses on Life skills/ awareness programmes on provisions of the Constitution of India.		Yes, The Insitution offers 4 certificate courses on life skills.	A
170	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard: The Code of Conduct is displayed on the website; Institution organizes professional ethics programmes for students; teachers, administrators and other staff.		Yes, The Insitution has prescribed codes for students, teachers and administrators and other staff. Displaying the above on the website and organising programmes	A
171	Record of best/innovative practices by the institution		1. Online Mid Examinations 2. Grooming girl students as allrounders	A
172	College Activity Register 2019-20 & Hard Copy of AQAR 2019-20 (should be available with the Principal & Placed in College Website)	A- if last year AQAR is submitted to NAAC online and accepted by NAAC and hosted on website; B- if AQAR is avialble but not submitted to NAAC; C- if AQAR is not at all prepared	2018-19 AQAR is submitted to NAAC online and accepted by NAAC and hosted on website	A

173	Research projects/Publications/ study material developed in 2019-20 by the Institution(Should be available in college website)			Publications and Study material are available in College Website	A	
	Overall Grade				A	
	College Grade -					

Name & Signature of the Principal : L. ram kumar

NSV KIRAN KUMAR PRINCIPAL, V.S.M. COLLEGE (A)
.......ACHANDRAPURAM-533 255, (E.G.Dt.)

Name & Signature of the Vice-Principal :

Note: This format is to be filled by the Principal and submitted to the Academic Audit Team.

Name & Signatures of the Academic Advisors

1
2 **N.L.V.R.K. PRASAD**
Lecturer in Physics
Government Degree College
RAMACHANDRAPURAM-533251 E.G.D. AP

V. Srinivasa Rao
GOVT. DEGREE COLLEGE
RAMACHANDRAPURAM
E.G Dist. 533 255