# Government of Andhra Pradesh
## Commissionerate of Collegiate Education

## Academic & Administrative Audit (AAA) – 2020-2021

### Format – I (COLLEGE PROFILE)

### PART- A

1. Name of the College and Address: Government Degree College, Tekkali
   URL of Website: www.gdctekkali.ac.in
   E-Mail: tekkali.jkc1@gmail.com
   Phone number: 08945244558

2. Vision: Transform the youth of this region into prominent nation builders.
   Mission: Empower the youth of the region with quality education, knowledge and effective skills and transform them into valuable resources of our nation.

3. Name of the Principal: Dr.T.Govindamma
   e-mail: tekkali.jkc1@gmail.com
   Mobile number: 9542455385

4. Name of the Vice-Principal: Sri B.Sateesh Kumar
   e-mail: sateeshiiet@gmail.com
   Mobile number: 9398794045

5. Name of the IQAC Co-ordinator: Sri V.Luke Paul
   e-mail: lukepaul81@gmail.com
   Mobile number: 9505257639

6. Name of the Academic Co-ordinator: Sri B.Sateesh Kumar
   e-mail: sateeshiiet@gmail.com
   Mobile number: 9398794045

7. Year of Establishment: 04/10/1971

8. UGC 2(f) and 12B status: 2(f) and 12B Certificate enclosed

9. Autonomous status: No

10. RUSA status: RUSA 2.0 UC not given by APEWIDC

11. College land and plan details: 19.2 Acres

**12.** Affiliation status: Temporary – Certificate enclosed

**13.** AISHE status – Document enclosed

**14.** NAAC status-

    a) Previous NAAC Cycle and Month: 2 Cycle, April 2015

    b) Date of Expiry: 30th, April 2020

    c) Previous Grade and CGPA: 'B' Grade with 2.82 CGPA

**15.** Status of peer team recommendations

| S.No. | Recommendations made | Recommendations fulfilled |
|---|---|---|
| 1 | Need based programmes may be launched as per the local needs | Fulfilled |
| 2 | ICT facilities to be enhanced to commensurate with the strength of the students | Improved and proposed to purchase adequate computers |
| 3 | A separate Library Block may be constructed with modern facilities including NRC Centre, INFLIBNET, OPAC, etc. | Fulfilled |
| 4 | A separate multi-gym and indoor games facilities need to be established. | fulfilled |
| 5 | A bigger open air theatre be constructed to encourage students to participate in all co-curricular and extra-curricular activities. | Not fulfilled |
| 6 | A dedicated English Lab and Commerce Lab be created on top priority. | fulfilled |
| 7 | Placement cell institutionalized and activated. | fulfilled |
| 8 | MIS and e-governance need to be practiced. | |
| 9 | Perspective plan with strategies may be evolved so as to enable the institution to grow as a College of Excellence | fulfilled |
| 10 | Promoting research culture among the faculties and enabling them to get extramural funding besides publishing their research finding in impact factors journals | fulfilled |
| 11 | Canteen, Health Centre and Girls common room may be improved. | Improved |
| 12 | Institution-Industry interface may be established formally | processed |
| 13 | A strong compound wall may be constructed for safety of students and resources in the campus. | Not fulfilled |

**16.** Previous recommendations of Academic Audit of the CCE

| No. of suggestions made | No. of suggestions implemented |
|---|---|
| 18 | 8 |

**Action Taken Report is attached**

17. NIRF Rank: Nil
18. ISO Certification: 2021
19. Awards & Achievements for the institution during the current academic year with details: Nil

# PART – B

1. No. of Programmes offered by the College
   a) Current Academic Year: 10
   b) Last Two Years: 9 & 10

| Year | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|------|---------|---------|---------|---------|---------|
| Number of Programmes | 9 | 9 | 9 | 9 | 10 |

2. No. of Value Added Courses introduced (last two years)

| Year | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|------|---------|---------|---------|---------|---------|
| Number of Value Added Courses | Nil | Nil | Nil | Nil | Nil |

3. Details of Teaching Faculty.

| No.of posts | Sanctioned | Working | Vacancies |
|-------------|------------|---------|-----------|
| Regular | 36 | 15 (One deputed from GDC, Palasa) | |
| PTL | | Nil | Nil |
| Contract | | 10 | |
| Guest | | 10 | |
| Total | 36 | | |

4. Qualifications of teaching staff

| Teaching staff | PG | M.Phil | Ph.D | NET/SLET |
|----------------|-----|--------|------|----------|
| Regular | 05 | Nil | 05 | 05 |
| PTL | Nil | Nil | Nil | Nil |
| Contract | 05 | Nil | 02 | 03 |
| Guest | 05 | 01 | 01 | 03 |
| Total | 15 | 01 | 08 | 11 |

5. Details of Non-teaching faculty

| No.of posts | Sanctioned | Working | Vacancies |
|-------------|------------|---------|-----------|
| 22 | 22 | 9 | 13 |
| Total | 22 | 9 | 13 |

6. Student strength particulars
   a) During the last two years

| Year | 2017-18 | | | 2018-19 | | | 2019-20 | | | 2020-21 | | | 2021-22 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| No. of students | I | II | III | I | II | III | I | II | III | I | II | III | I | II | III |
| | 350 | | | 237 | | | 328 | | | 391 | 272 | 190 | 354 | 361 | 272 |

7. No. of students appeared in the final year exams during the last two years
   A  Appeared ; P  Passed

| Year | 2017-18 | | | 2018-19 | | | 2019-20 | | | 2020-21 | | | 2021-22 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Programme wise | A | P | % | A | P | % | A | P | % | A | P | % | A | P | % |
| B.A. | 46 | 36 | 78 | 59 | 56 | 95 | 52 | 50 | 96 | 27 | 26 | 96 | | | |
| B.Sc | 512 | 275 | 54 | 179 | 152 | 85 | 170 | 141 | 82 | 130 | 104 | 80 | | | |
| B.Com | 194 | 83 | 43 | 53 | 45 | 85 | 52 | 48 | 92 | 31 | 18 | 58 | | | |

8. Teacher  Student ratio (Current Year):

9. Infrastructural details (Physical and Academic facilities of Criterion – IV)

| | | |
|---|---|---|
| i) | Total no. of class rooms | 16 |
| ii) | Total no. of laboratories | 08 |
| iii) | Total no. of digital classrooms | 03 |
| iv) | Total no. of virtual classrooms | 01 |
| v) | Total no. of ICT enabled classrooms | Nil |
| vi) | Total no. of studios | Nil |
| vii) | Total no. of computers, students -- computers ratio | 62, 987:62 |
| viii) | Total no. of printers | 03 |
| ix) | Total no. of scanners | 02 |
| x) | Total no. of Xerox facility | 02 |
| xi) | Total no. of Wi-Fi routers | 02 |
| xii) | Internet Bandwidth | 100mbps |
| xiii) | Seminar Halls | 01 |
| xiv) | Auditorium | 01 |
| xv) | Details of sports facilities | Indoor stadium |
| xvi) | Gymnasium (No. of stations) | 01 |
| xvii) | Rooms for administration | 02 |
| xviii) | Water  RO facility | 01 |
| xix) | Toilets for staff (Men/Women/Differently abled) | 01 |
| xx) | Toilets for students (Men/Women/Differently abled) | 03 |
| xxi) | Divyangan friendly facilities (Ramps/Lifts/Softwares) | 01 Ramp |
| xxii) | No. of fire extinguishers in the labs and corridors | Nil |
| xxiii) | Solar energy details  LEDs, Green Audit Status | |
| xxiv) | Library<br>- No. of Books & Journals<br>- Status of Automation<br>- E-Journals<br>- NLIST subscription | 26000<br>25%<br>150<br>Yes |

| | | - Internet | Yes |
|---|---|---|---|
| xxv) | Women's waiting hall | | 01 |
| xxvi) | Grievance Reddressal Cell | | 01 |
| xxvii) | Health Centre | | 01 |
| xxviii) | ELL | | Nil |
| xxix) | JKC Lab | | 01 |
| xxx) | Computer Labs | | 02 |

**10. Research:**

❖ No. of collaborations / Functional MOUs

| Year | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---|---|---|---|---|---|
| No. of collaborations / MOUs | Nil | Nil | Nil | Nil | Nil |

❖ No. of publications in UGC – CARE listed journals

| Year | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---|---|---|---|---|---|
| No. of Publications | 5 | Nil | 9 | 1 | |

❖ No. of Start-ups

| Year | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---|---|---|---|---|---|
| No. of Start-ups | Nil | Nil | Nil | Nil | Nil |

❖ No. of Patents

| Year | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---|---|---|---|---|---|
| No. of Patents | Nil | Nil | Nil | Nil | Nil |

❖ No. of Research Guides

| Year | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---|---|---|---|---|---|
| No. of Research Guides | Nil | Nil | Nil | 01 | 01 |

❖ No. of Research Scholars

| Year | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---|---|---|---|---|---|
| No. of Research Scholars | Nil | Nil | Nil | 01 | 01 |

❖ No. of Major / Minor Research Projects

| Year | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---|---|---|---|---|---|
| No. of Major RPs | Nil | Nil | Nil | Nil | Nil |

| No. of Minor RPs | Nil | Nil | Nil | Nil | Nil |
|---|---|---|---|---|---|

❖ Incubation Centre/s: No

❖ Consultancy offered:

| Area | Organization (MOU) | Revenue Generated |
|---|---|---|
| Nil | Nil | Nil |

11. Policies prepared and implemented: Enclosed

12. Extension activities (Current Year):

a) No. of extension activities in the neighborhood for social and holistic development: 02

b) No. of extension activities conducted through NSS/NCC/Red Cross/YRC: 10

c) No. of extension activities in collaboration with Government agencies:01

d) No. of extension activities in collaboration with Non-Governmental Organizations: Nil

13. Feedback, Student Satisfaction Survey mechanism adopted: Online

14. Alumni Association involvement and activities:

1. Donated plastic chairs of worth Rs. 30,000

2. Donated Plastic chairs of worth Rs. 40,000

3. Donated Submerged motor of worth Rs.30,000

15. Awards and Achievements Current Year: Nil

16. Total no. of scholarships and freeships (Current Year): Awaiting

17. Total no. of capacity building and skill development activities conducted by the college (Current year)

| Teaching | 01 |
|---|---|
| Non-teaching | 01 |

18. Trainings conducted by JKC for competitive exams during the last two years
Training:

| Year | 2020-2021 | 2021-22 |
|---|---|---|
| Number of students registered | 148 | |
| Number of students trained | | |

| a. From your GDC | 30 | |
|---|---|---|
| b. From other colleges | Nil | |

Placements:

| Year | 2020-2021 | 2021-22 |
|---|---|---|
| Number of companies visited campus | 1 | 18 |
| Number of students placed | | |
| a. From your GDC | Nil | 1 |
| b. From other colleges | Nil | 1 |

## 19. Student support and progression

### A. Student progression to Higher Education (Programme wise)

| Year | 2020-2021 | 2021-22 |
|---|---|---|
| Number of students | | |
| a. B.A | | |
| b. B.Com | | |
| c. B.Sc | 14 | |

### B. Employment (Programme wise)

| Year | 2020-2021 | 2021-22 |
|---|---|---|
| Number of students | | |
| a. B.A | | |
| b. B.Com | | |
| c. B.Sc | | |

### C. Entrepreneurship (Programme wise)

| Year | 2020-2021 | 2021-22 |
|---|---|---|
| Number of students | | |
| a. B.A | | |
| b. B.Com | | |
| c. B.Sc | | |

## 20. Grants / Funds received from (in Lakhs Rs.)

A. Government

B. Non-governmental bodies

C. Individuals / Philanthropists

D. CSR

E. Budget allocated for infrastructure

F. Expenditure for Books & Journals

Budget sanctioned Rs.

Utilized Rs.

**21.** Governance and Leadership

- ❖ Institutional Perspective Plan (Next two years): Enclosed separate sheet
- ❖ No. of policies developed by the institution and details:

**22.** Contribution of IQAC

- ❖ Incremental changes during the last two years

**23.** Best practices of institution

1. Coaching for competitive examinations
2. Community Digital Literacy

**24.** Evaluative Reports of the Departments

**25.** College Handbook: Uploaded on the college website

**26.** College Magazine: Uploaded on the college website

**27.** Monthly News Letters: Uploaded on the college website

**28.** Departmental meeting Minutes Registers: Maintained

**29.** Reports of various committees

**30.** CPDC / Finance committee Meeting Minutes Registers: Maintained

**31.** Implementation status of Biometric attendance and TLP Reports: Maintained
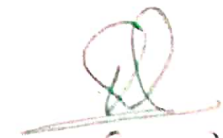
1)

27/08/2022

A.A.

2)

2-/05/2022

A.A

# GOVERNMENT DEGREE COLLEGE, TEKKALI

## INSTITUTIONAL PERSPECTIVE PLAN 2022-24

1. To improve student strength in the courses of B.A. and B.Com
2. To raise CSR funds
3. To introduce consultancy
4. To motivate faculty to apply for Funded Research Projects
5. To improve infrastructural facilities like computers, new building for additional classrooms, compound wall, spacious Open-Air Auditorium
6. To apply for new NCC Unit for the college
7. To improve plantation in the campus
8. To strengthen Alumni by registering outgoing students in the Alumni Association paying Rs.100/- as registration fee.
9. To conduct Yoga & Meditation to all students and staff under capacity building
10. To improve student progression specifically motivating students to pursue higher education, employment and entrepreneurship conducting more coaching programmes and campus drives.
11. To organize national seminars/ webinars/ workshops
12. To constitute incubation centre.

1) (D. ADINARAYANA)
27-08-2022
A. A

2) CK Srinivasdu)
A.A.

Academic & Administrative Audit : 2020-21

**Format II (Institutional Data Cum Academic Advisor's Grading)**

## I CURRICULAR ASPECTS
### Curricular Planning and Implementation

| S.N. | Items | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good))/ B (Satisfactory))/C (to improve)) by Academic Advisors (AA*) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| A | Curriculum Design and Development ( For Autonomous Colleges) | 1. Departmental meeting Minutes 2. BoS Minutes 3. Academic Council Minutes 4. Copies of course wise curriculum | Grade A, if 60% and above modification in syllabi of all courses offered. Grade B, if 40%-60% of modification in syllabi of all courses offered. Grade C, if less than 40% modification in syllabi of all courses offered. | NA | NA | |
| 2 | Implementation of Annual Institutional Plan | 1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary | Grade A, if all the four records match with one another. Grade B, if two records match with one another. Grade C, if any two records match with each other | A | A | |
| 3 | Departmental Records to be verified at Institutional level | 1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports | Grade A, if all the two records are maintained. Grade B, if any four records are maintained. Grade C, if any two records are maintained | A | A | |
| 4 | Details of Certificate Courses / Value added Courses addressing cross cutting issues introduced in the last two Years | Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues | Grade A, if all Departments Conduct the courses. Grade B, if 50% and above Departments Conduct the courses. Grade C, if below 50% Departments conduct the course | B | B | Suggested remaining departments also to conduct Certificate Courses |
| B | Academic Flexibility & Curriculum Enrichment | | | | | |

| S.No. Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|
| 5 Institution's contribution to enrichment of curriculum | 1 Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum. 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum | Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports | A | A | |
| 6 Implementation of Online Courses (MOOCs etc) | Departmental evidences of online courses with proofs (Reports and Certificates) | Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course | C | C | Suggested remaining departments also to conduct Online Courses |
| 7 Coverage of Syllabus (Average Percentage) | Department wise reports about coverage of syllabus | Grade A, if 90% and above syllabus is covered by the Departments Grade B, if 60% - 90% syllabus is covered by the Departments Grade C, if less than 40% - 60% and above syllabus is covered by the Departments | A | A | |
| 8 No. of New UG & PG Programmes introduced during the last two years | List of New UG & PG Programmes along with affiliation certificates | Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced | B | B | |
| C | | Feedback on curriculum | | | |
| 9 Collection, Consolidation, Analysis and Action taken | 1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ; 2. Analysis 3. Action Taken Reports (BoS Minutes to be compared and verified in the case of Autonomous Colleges) | Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done | A | A | |
| | Overall Grade | | A | A | |
| A | | | | | |

II-TEACHING, LEARNING & EVALUATION
Student Enrolment and Profile

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good))/B (Satisfactory)/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| 1 | Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100) | Admission register from the office Consolidated Report from the Principal | Grade A, if two year reports are produced / Grade B, if two year reports are produced / Grade C, if only one year report is produced | A | A | |
| 2 | Demand Ratio (Group wise) (No.of applications received / Sanctioned Seats) (Overall ratio) | Year wise report of the Principal | Grade A, if two year reports are produced / Grade B, if two year reports are produced / Grade C, if only one year report is produced | A | A | |
| B | | | Catering to Student Diversity | | | |
| 3 | Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) (Seats earmarked / Seats filled) | Year wise, Category wise report of the Principal | Grade A, if all the reports are maintained / Grade B, if improperly maintained / Grade C, if not maintained | A | A | |
| 4 | Socio-economic status of students enroled for the last two years | Group wise and Year wise report prepared by the office and verified by the Principal | Grade A, if all the reports are maintained / Grade B, if improperly maintained / Grade C, if not maintained | A | A | |
| 5 | Institutional mechanism for assessing the learning levels of the students | Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words) | Grade A, if all two are presented / Grade B, if any two are presented / Grade C, if any one is presented | A | A | |
| 6 | Details of special programmes organized by the departments for advanced learners and slow learners | Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal | Grade A, if 75% of the Departments submit reports / Grade B, if 50% Departments submit reports / Grade C, if <50% Departments submit reports | A | A | |
| C | | | Teaching Learning Process | | | |
| 7 | Student - full time teacher ratio for the last 2 years  Total no. of students enrolled in the institution/ Total no. of full time teachers | Consolidated Report validated by IQAC and verified by Principal | Grade A, if all two are presented / Grade B, if any two are presented / Grade C, if any one is presented | A | A | |
| 8 | Details of student centric methods adopted | Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal | Grade A, if 75% of the Departments submit reports / Grade B, if 50% Departments submit reports / Grade C, if <50% Departments submit reports | A | A | |
| 9 | Details of teachers using ICT enabled tools for effective teaching learning process | Lecturerwise and Department wise proofs validated by IQAC and verified by Principal | Grade A, if 75% of the Departments submit reports / Grade B, if 50% Departments submit reports / Grade C, if <50% Departments submit reports | A | A | |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| 10 | Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted | Reports by Committees concerned | Grade A, if all activites conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted | A | A | |
| 11 | Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester) | Reports by Departments validated by IQAC | Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports | A | A | |
| 12 | Ratio of Final year students undertaking field trip or project or internships (No.of students attending field trip or project/ Total No. of Final year students) | Reports by Departments validated by IQAC | Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports | A | A | |
| 13 | Teaching Diaries & Teaching/Semester Plans in Prescribed Formats | Reports by Departments validated by IQAC | Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports | A | A | |
| 14 | Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.,) Lesson plans should reflect ICT based planning in teaching | Department wise ICT usage reports | Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports | C | C | Suggested to motivate all departments to use ICT based planning in teaching |
| 15 | Usage of Virtual classes (Minimum 2 classes per subject per month) | Department wise Virtual Class reports Log books related to the Virtual Class rooms | Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports | A | A | |
| 16 | No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty | Reports by Departments validated by IQAC | Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports | C | C | Suggested to increase the percentage of presentations in LMS portal |
| 17 | No. of Teachers completed courses on MOOCS platform/ARPIT, MIT, Coursera etc., | Course completion certificates by Departments | Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates | C | C | Suggested all teachers to complete online courses |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| 18 | Co-Curricular Activities (Academic) (Student Seminars/Quizzes, debates/elocution, essay writing/Projects/Peer Learning/Group Learning/Youth Parliament etc.) | Reports by Departments validated by IQAC | Grade A, if 75% of the Departments submit reports; Grade B, if 50% of the Departments submit reports; Grade C, if <50% of the Departments submit reports | A | A | |
| 19 | Academic, Cultural & Sports events organized (International/National/State/District/Inter Collegiate/College Level | Reports by Departments and Committees validated by IQAC | Grade A, if International and National events are organized (at least 5); Grade B, if State level events are organized (at least 5); Grade C, if District and College level events are organized (at least 5) | C | C | Suggested to organize events at various levels |
| 20 | The number of classes (per week) engaged by the Principal | Lesson Plans and Teaching Diary by Principals | Grade A, if both are maintained; Grade B, if only one is maintained; Grade C, if only classes are engaged | A | A | |
| D | | | **Teacher Profile Quality** | | | |
| 21 | Staff Attendance | Staff Attendance Registers &TLP Records (Current Year) | Grade A, if 75% attendance through out the year; Grade B, if 60% attendance through out the year; Grade C, if <60% attendance through out the year | A | A | |
| 22 | Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest ) | Consolidated Report from the Principal | Grade A, if 100% full time teachers; Grade B, if 50% full time teachers; Grade C, if <50% full time teachers | A | A | |
| 23 | Full time teachers with Ph.D | Consolidated Report from the Principal | Grade A, if 75% teachers with Ph.D; Grade B, if 60% teachers with Ph.D; Grade C, if <60% teachers with Ph.D | C | C | **Suggested teachers to complete Ph.D.** |
| 24 | National/ International/ Regional Seminars/conferences/workshops organised in the last two years | Reports by Departments validated by IQAC | Grade A, if International and National events are organized (at least 5 per year); Grade B, if State level events are organized (at least 5per year); Grade C, if District and College level events are organized ( at least 5per year) | C | C | Suggested to organize seminars/conferences/workshops at various levels |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good))/B (Satisfactory)/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| 25 | Seminars/conferences/workshops attended in the last two years (Overall Staff Attended) | Reports by Departments validated by IQAC | Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5per year) Grade C, if District and College level events are attended ( at least 5per year) | A | A | |
| **E** | | | **Evaluation Process and Reforms** | | | |
| 26 | Mechanism of transparent and accurate internal assessment | 1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher) | Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports | A | A | |
| 27 | Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment | Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal | Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the | A | A | |
| 28 | Teacher wise result analysis (Last Two years) | Teacher/College wise reports | Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% fStudents pass percentage is achieved | B | B | |
| 29 | Student mentoring report (Year wise) | Teacher wise periodical Mentoring Reports | Grade A, if 100% Teachers maintain all records Grade B, if 75% Teachers maintain all records Grade C, if <75% Teachers maintain all records | A | A | |
| **F** | | | **Student Performance and Learning Outcomes** | | | |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA) after verification (A(Good))/B(Satisfactory)/C (to improve) | Recommendation/Suggestions by Academic Advisors (AA) |
|---|---|---|---|---|---|---|
| 30 | Announcement of Programme Outcomes and Course Outcomes by the Departments | 1 Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students | Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records | A | A | |
| 31 | Evaluation of attainment of Programme Outcomes and Course Outcomes | Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability | Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated | B | B | |
| G | | | Student Satisfaction Survey | | | |
| 32 | Record of Feedback and analysis on Teachers by Students | Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers | Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done | A | A | |
| 33 | Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year) | Reports by IQAC | Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated | A | A | |
| | Overall Grade | | | A | A | |
| A | | | III-RESEARCH, INNOVATIONS AND EXTENSION Promotion of Research and Facilities | | | |
| 1 | College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council | Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal | Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre | C | C | Recommended to establish Research Centre |
| 2 | Research Guides in the College | Report by Research Committee Coordinator, verified by the Principal | Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides | C | C | |
| 3 | Research Scholars working for Ph. D | Report by Research Committee Coordinator, verified by the Principal | Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work | A | A | |
| 4 | Major/Minor/Other Research Projects Completed /Ongoing (During the last two years) | Report by Research Committee Coordinator, verified by the Principal | Grade A, if MRP submitted Grade B, if MRPs pending Grade C, if there is no Research Project | C | C | Recommended to send proposals for Research Projects |
| B | | | Resource Mobilization for Research Purpose | | | |
| 5 | Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years | Report by Research Committee Coordinator, verified by the Principal | Grade A, if > 3 Lkh Grade B, if <3lkh Grade C, if there is no funding | C | C | |

| S.No | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA') after verification (A(Good)/B (Satisfactory)/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA') |
|---|---|---|---|---|---|---|
| 6 | 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 | Report by Research Committee Coordinator, verified by the Principal | Grade A, if completely extended; Grade B, if partially extended; Grade C, if there is no funding | C | C | |
| 7 | The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge [Local innovations/Entreprenuership Hub) | Report by Research Committee Coordinator, verified by the Principal | 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; Grade C if no such centre is established till now. | C | C | |
| C | | | Research Publicaton and Awards | | | |
| 8 | Papers Presented for the last two years (International/National/State level conferences and seminars) | Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal | Grade A, if each Department publishes one paper; Grade B, if 50% of Departments publish one paper each; Grade C, if < 50% of Departments publish one paper each | C | C | Suggested to present and publish more papers |
| 9 | Books Published for the last two years ( Single Author/Co Author) | Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal | Grade A, if each Department publishes one book; Grade B, if 50% of Departments publish one book each; Grade C, if < 50% of Departments publish one book each | C | C | Suggested to publish more books |
| 10 | No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science, ICI) for the last 2 years | Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal | Grade A, if each Department publishes one paper; Grade B, if 50% of Departments publish one paper each; Grade C, if < 50% of Departments publish one paper each | C | C | |
| 11 | No.of Indexed Publications (h&i) | Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal | Grade A if more than h-index is 2; Grade B if it is upto1; C, if it is zero. | A | A | |
| 12 | No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN) | Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal | Grade A, if each Department publishes one book/Chapter; Grade B, if 50% of Departments publish one book each/ Chapter; Grade C, if < 50% of Departments publish one book each/Chapter | C | C | |

| S.No | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good)/B(Satisfactory)/C(to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| 13 | Awards and Achievements for Research during the last two years | Report validated by IQAC and verified by Principal | | C | C | |
| **D** | | | **Extension Activities** | | | |
| 14 | Extension Activities carried out through Govt/ Govt recognized bodies | Report on Activities validated by IQAC and verified by Principal | Grade A, if > 10 activities are conducted<br>Grade B, if > 7 activities are conducted<br>Grade C, if < 7 activities are conducted (Considering all two years) | A | A | |
| 15 | Number of extension programmes conducted in colloboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WEC etc., | Report on Activities validated by IQAC and verified by Principal | Grade A, if > 10 activities are conducted<br>Grade B, if > 7 activities are conducted<br>Grade C, if < 7 activities are conducted | A | A | |
| 16 | No. of Awards and Recognitions received for **Extension activities** from Government/ recognised bodies for the last 2 years | Report on Activities validated by IQAC and verified by Principal | Grade A, if more than 3 Awards are bagged<br>Grade B, if 2 Awards are bagged<br>Grade C, if one Award is bagged (Considering all two years) | A | A | |
| 17 | Average percentage of students and their details participating in extension activities with Government/ Non-Government Organisations above mentioned (Programme wise for the last 2 years) | Detailed Report on Activities validated by Principal (Government&Non-Government seperately) | Grade A, if more than 3 Awards are bagged<br>Grade B, if 2 Awards are bagged<br>Grade C, if one Award is bagged (Considering all two years) | B | B | Suggested to improve more students participations |
| **E** | | | **Consultancy and Collaboration** | | | |
| 18 | Areas of Consultancy offered and Amount generated (during the last 2 years) | 1. Department wise Report on Activities validated by IQAC and verified by Principal<br>2. Audited Statements | Grade A, if more than 25,000/- generated through consultancy<br>Grade B, if more than 10,000/- generated through consultancy<br>Grade C, if less than 10,000/- generated through consultancy | C | C | Suggested to introduce Consultancy |
| 19 | Details of collaborations/linkages for | 1. Department wise Report on Activities validated by IQAC and verified by Principal<br>2. Properly signed MOUs | | | | |
| | A. Faculty Exchange | | Grade A, if more than 2 Faculty members exchanged<br>Grade B, if 1 Faculty member exchanged<br>Grade C, if no Faculty member exchanged | A | A | |
| | B. Student Exchange | | Grade A, if more than 2 Students exchanged<br>Grade B, if 1 Student exchanged<br>Grade C, if no Student exchanged | A | A | |
| | C. Internship | | Grade A, if more than 10 Students attended<br>Grade B, if 10 Students attended<br>Grade C, if 5 Students attended | C | C | Recommended to introduce Internships |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good))/B (Satisfactory)/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| | D. Field trips | | Grade A, if all Departments conducted<br>Grade B, if 50% Departments conducted<br>Grade C, if below 50% Departments conducted | A | A | |
| | E. OJTs | | Grade A, if more than 10 Students attended<br>Grade B, if 10 Students attended<br>Grade C, if 5 Students attended | C | C | Recommended to improve OJTs |
| 20 | Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc | 1. Properly signed MOUs<br>2. Department wise Report on follow up Activities validated by IQAC and verified by Principal | Grade A, if all Departments have functional MOUs<br>Grade B, if 50% Departments have functional MOUs<br>Grade C, if below 50% Departments have functional MOUs | C | C | Suggested to make MOUs |
| 21 | Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices | Report validated by IQAC and verified by Principal | Grade A, if 2 workshops/seminars are conducted<br>Grade B, if 1 workshop/seminar is conducted<br>Grade C, if no workshop/seminar is conducted | B | B | |
| | **Overall Grade** | | | C | C | |
| **IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)** | | | | | | |
| **A** | **Details of Library as a Learning Resource** | | | | | |
| 1 | Details of Library Automation<br>a. Name of the iLMS software<br>b Status of automation<br>c. Year and Version | Librarian's Report validated by IQAC and verified by Principal | Grade A, if 100% automation is done<br>Grade B, if partially done<br>Grade C, if not automated | B | B | |
| 2 | Details of<br>i. e-journals<br>ii. e-sodhsindhu<br>iii. Sodhganga<br>iv. e-books | Librarian's Report on subscription and usage of e-resourses validated by IQAC and verified by Principal | Grade A, if All the Teachers and Students make use of the e-resources<br>Grade B, if 50% of Teachers and Students make use of the e-resources<br>Grade C, if below 50% Teachers and Students make use of the e-resources | A | A | |
| 3 | Daily usage of Library by teachers and students (percentage) | Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal | Grade A, if more than 60% Teachers and Students make use of Library<br>Grade B, if 50% of Teachers and Students make use of Library<br>Grade C, if less than 50% Teachers and Students make use of Library | C | C | |
| **B** | **IT Infrastructure** | | | | | |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| 4 | Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex) | 1. Infrastructure procurement and maintenance policy approved by the Principal 2. Report showing the expenditure towards repairs, maintenance and upgradation | Grade A, if Policy and Report are maintained Grade B, if only Policy or Report is maintained Grade C, if nothing is available | A | A | |
| 5 | Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment,sports, Auditorium & seminar halls etc) excluding salary component | 1. Finance Committee Meeting Minutes 2. Report validated by IQAC and verified by Principal | Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available | A | A | |
| | **Overall Grade** | | | A | A | |
| | **V- STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)** | | | | | |
| | **Student Support** | | | | | |
| A | **Student Support** | | | | | |
| 1 | Percentage of Students benefited by scholarships & free ships for the last two years a) Government b) Institution c) Non - Governmental bodies d) Industries e) Individuals f) Philanthropists | Office Report validated by IQAC and verified by Principal | Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies | B | B | |
| 2 | Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years a) Soft Skills b) Language and Communication Skills c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene) d) ICT/Computer Skills | Report by JKC and Physical Education Department validated by IQAC and verified by Principal | Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered | A | A | |
| 3 | Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students) | 1.Records by the JKC and Departments 2. Proof of employment | Grade A, if more than 50% of students placed Grade B, If 30% of students placed Grade C, if less than 30% of students placed | C | C | Recommended to improve the percentage of students placements |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory))/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| 4 | Student grievances Redressal mechanism. No. of grievances received & Redressed during last 2 years | 1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal | Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy | A | A | |
| 5 | Percentage of students participated and presented papers / posters in the state level/national levels academic/research platforms out side the parent institution. | 1. Department wise reports validated by IQAC and verified by Principal | Grade A, if 50% of students participate ",", Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate | C | C | Recommended to improve the percentage of participation of students |
| 6 | The Institution has a transparent mechanism for timely redressal of: A. Sexual harassment B. Ragging | 1. Anti ragging Policy and Policy to prevent Sexual harrassment 2. Committee(s) Report(s) about grievance redressal 3.Proofs and Meeting Minutes | Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist | A | A | |
| 7 | Record of Women Empowerment Cell (WEC) | 1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities | Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists | A | A | |
| B | | | **Student Progression** | | | |
| 8 | Students Progression to Higher Education | 1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal | Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained | A | A | |
| 9 | Students Progression to Employment | 1. Department wise Reports with proof of Joining 2. Consolidated Report validated by IQAC & verified by Principal | Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained | A | A | |
| 10 | Students Progression to Entrepreneurship | 1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal | Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained | A | A | |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to Improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| 11 | Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100) | 1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal | Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained | C | C | |
| 12 | Feed back from Employees on Online Web Job Portal, APSSDC( AP State Skill Development Corporation),SSC ( Skill Sector Council) | Feed back consolidated Report from JKC | Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back | C | C | |
| C | | | Student Participation and Activities | | | |
| 13 | No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only) a) University Level b) State Level c) National Level d) International Level | Consolidated Reports by the Committees, validated by IQAC & verified by Principal | Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level | B | B | |
| 14 | Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution | 1. Committees List 2. Student Council Report | Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists | A | A | |
| 15 | Number of sports and cultural activities / competitions organised in the Institution for the last 2 years | Committee reports validated by IQAC and verified by Principal | Grade A, if 5 events/ competitions organized at national level Grade B, if 5 events/ competitions organized at State level Grade C, if events at district level | C | C | |
| 16 | Percentage of Student participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100 | Committee reports validated by IQAC and verified by Principal | Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate | C | C | |
| D | | | Alumni Engagement | | | |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| 17 | Is there registered Alumni Association for the institution? If yes, year of registration and number | Registration certificate to be verified | Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered | C | C | Suggested to renew & strengthen registration of Alumni Association |
| 18 | Alumni contribution for the last 2 years | Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated | Grade A, if 2 lakhs and above; Grade B, if 1 lakh above; Grade C, if below one lakh | B | B | |
| 19 | Number of Alumni Association Chapters / meetings held during the last 2 years | 1. Meeting minutes 2. Consolidated reports | Grade A, if 4 and above; Grade B, if 2 and above; Grade C, if one and below | A | A | |
| | Overall Grade | | | A | A | |
| A | | | VI-GOVERNANCE AND LEADERSHIP Institutional Vision and Leadership | | | |
| 1 | Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words) | Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs | Grade A, if strategic plan is in action; Grade B, if the mechanism is in planning stage; Grade C, if nothing is available | A | A | |
| 2 | Explain the Institutional Practices like de-centralization and participative management to show case effective leadership | 1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees | Grade A, if both are maintained; Grade B, if only one is maintained; Grade C, if only committees are constructed | A | A | |
| 3 | Staff Council Register (Minutes of meetings) | Meeting Minutes and Resolutions of Staff Council recorded | Grade A, if Staff Council meets regularly and implements resolutions through meetings; Grade B, if Staff Council resolutions properly recorded; Grade C, if Staff Council is formed | A | A | |
| 4 | Implementation of OTLP | Grade report | Grade A, if the Institution achieves Grade A throughout the year; Grade B, if the Institution achieves Grade A ocassionally; Grade C, if the Institution achieves B & C grades | A | A | |
| 5 | Number of RTI issues addressed | RTI file with applications, responses and registers | Grade A, if all the applications disposed within the stipulated time; Grade B, if the applications are not disposed within the stipulated time; Grade C, if record is not properly maintained | A | A | |
| 6 | Organizational structure of the Institution | Organogram showing hierarchy and incharges | Grade A, if Organogram with hierarchy incharges prepared; Grade B, if Only hierarchy is presented; Grade C, if Organogram is not prepared | A | A | |
| B | | | Institutional e - governance | | | |
| 7 | Implementation of e - governance in | a) Administration | Grade A, if any 3 components exist | | | |
| | | Software and records to be verified | | | | |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification [ A(Good)/ B (Satisfactory)/C (to improve)] | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| C | | | | | | |
| | b) Finance and Accounts | ....tary and resource to be verified / Consolidated report by Principal | Grade B, If any 2 components exist / Grade C, If nothing exist | A | A | |
| | c) Student Admissions and support | | | | | |
| | d) Examinations | | | | | |
| Faculty Empowerment Strategies | | | | | | |
| 8 | Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years | Consolidated report by research committee validated by IQAC and Verified by Principal | Grade A, if more than 75% staff are funded / Grade B, if more than 50% staff are funded / Grade C, if less than 50% staff are funded | C | C | Suggested to provide financial assistance |
| 9 | Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years | Consolidated report by research committee validated by IQAC and Verified by Principal | Grade A, if more than 5 programmes are organized / Grade B, if more than 3 programmes are organized / Grade C, if less than 3 programmes are organized | C | C | |
| 10 | Details of teachers undergoing online / offline faculty development programmes during the last two years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc | Consolidated report by research committee validated by IQAC and Verified by Principal | Grade A, if more than 75% staff attend / Grade B, if more than 50% staff attend / Grade C, if less than 50% staff attend | A | A | |
| 11 | Details of performance appraisal system designed by institution for Teaching and non-teaching staff | ASAR reports | Grade A, if more than 75% teachers are accredited at "Good" grade / Grade B, if more than 50% teachers are accredited at "Good" grade / Grade C, if less than 50% teachers are accredited at "Good" grade | A | A | |
| D | | | | | | |
| Financial Management and Resource Mobilization | | | | | | |
| 12 | Institutional mechanism for internal and external financial audits | 1. Internal Audit Committee constitution Circular 2. Financial Audit Reports | Grade A, if both are maintained / Grade B, if only external audit is conducted / Grade C, if no audit record is maintained | A | A | |
| 13 | Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research) | Consolidated Report verified by Principal | Grade A, if more than Rs. 3 lakhs received / Grade B, if more than Rs. 1 lakh received / Grade C, if less than Rs. 1 lakh received | C | C | |

| S.N o. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification ([A[Satisfactory ]/C n/Suggestions to improve ]) by Academic Advisors (AA*) | Recommendatio ns/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| E | Item | Records to be verified | Bench Marks | | | |
| | | Internal Quality Assurance System | | | | |
| | Significant Contribution of IQAC for quality<br>a. Strategies and Plan of Action<br>b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC<br>c. Details of AQARs prepared and submitted<br>d. Number of IQAC meetings held during the current year<br>e. Average number of quality initiatives by IQAC for promoting quality culture per year | | | | | |
| 14 | | | | A | A | |
| 15 | Participation in NIRF | 1. Record of submission<br>2. Proof of Rank, if any | Grade A, if ranked<br>Grade B, if participated<br>Grade C, if not participated | B | B | |
| | Overall Grade | | | A | A | |
| A | Details of Activities by the Institution for | | | | | |
| | | VII-INSTITUTIONAL VALUES AND BEST PRACTICES | | | | |
| | | Activities that teach values of the Institution | | | | |
| 1 | A) Promotion of gender equality and sensitization<br>a)Safety and security<br>b)Counselling<br>c)Common Rooms for women students<br>d)Details about sensitization activities | Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal | Grade A, if all 4 reports are present;<br>Grade B, if any 3 are present;<br>Grade C, if any 2 or below | A | A | |
| | B) Environmental consciousness and sustainability<br>a)Solar energy<br>b)Sensor-based energy conservation,<br>c)Use of LED bulbs/ power efficient equipment | Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal | Grade A, if all 3 reports are present<br>Grade B, if any 2 are present<br>Grade C, if any one is present | B | B | |

| S.No | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good)/C(to improve)) B (Satisfactory)/C | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| | **C) Waste Management** a)Solid waste management b)Liquid waste management c)Lab Waste management d)E-waste management | Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal | Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below | C | C | Recommended to maintain reports |
| | **D) Water Conservation** a)Rain water harvesting b)Borewell /Open well recharge | Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal | Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present | A | A | |
| | **E) Green campus initiatives** a)Plastic free campus(Ban on the use of Plastics) b)Botanical garden c)Green house d)Green landscaping e)Green audit f)Battery vehicles | Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal | Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below | C | C | |
| | **F) Divyangan friendly barrier - free environment** a)Ramps b)Railings c)Scribe for examination d)Provision of lift/Wheel chairs e) Alternative arrangements for Divyangan | Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal | Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below | B | B | |
| **B** | | | Initiatives for inculcating values | | | |
| 2 | **Cross cutting issues and value initiatives** a) Tolerance and harmony against several diversities i)Cultural ii) Regional iii)Linguistic iv) Communal v)Socio - Economic | College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal | Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below | A | A | |
| | b) Human values and professional ethics | Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal | Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present | A | A | |
| | c) Code of condct for students and teachers | Approved Policy & Report on implementation with details validated by IQAC and verified by Principal | Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present | A | A | |

| S.No. | Item | Records to be verified | Bench Marks | Self assessment by the Institution | Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve)) | Recommendation/Suggestions by Academic Advisors (AA*) |
|---|---|---|---|---|---|---|
| | 2) Celebration of National and International commemorative days and festivals | College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal | Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present | A | A | |
| 3 | Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a) (Abcro) Equality, Fraternity, Justice by Fundamental rights and duties & Responsibilities of Citizenship. | College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal | Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present | A | A | |
| C | Best Practices | Record of two best/innovative practices by the Institution | | | | |
| 1 | | i) Departmental Best Practices Report in the NAAC prescribed format | Grade A, if all 2 reports are present Grade B, if any one is present | A | A | |
| ii | | ii) Institutional Best Practice Report in the NAAC prescribed format | Grade C, if nothing is present | | A | |
| D | Institutional Distinctiveness | | | | | |
| | Explain how distinct is your institution in academic and administrative practices | Evidence with clear cut examples - Document in 200 words | Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available | A | A | |
| | Overall Grade | | | A | A | |

College Grade - A

# Government of Andhra Pradesh
## Commissionerate of Collegiate Education

### Academic & Administrative Audit of Degree Colleges (2020-21)

#### Format - IV : Action Taken Report (To be filled by the Principal)

Name of the College, Place, District: Government Degree College, Tekkali, Srikakulam (Dt)

Date of Audit conducted: **26-08-2022 & 27-08-2022**

| S.No. | Criteria | Recommendations by AA* | Action Taken |
|---|---|---|---|
| I | CURRICULAR ASPECTS | Recommended to conduct Certificate Course and Online Courses by each Department | |
| II | TEACHING, LEARNING & EVALUATION | Recommended to organize State/National Level Seminars/Workshops | |
| III | RESEARCH, INNOVATIONS AND EXTENSION | Recommended to improve quality and quantity of research contribution | |
| IV | INFRASTRUCTURE & LEARNING RESOURCES | Recommended to improve consultancy and collaboration and fasten the automation process of library . | |
| V | STUDENT SUPPORT AND PROGRESSION | Recommended to improve placements and entrepreneurships; renew & Strengthen Alumni Association | |
| VI | GOVERNANCE AND LEADERSHIP | Recommended to mobilize financial resources | |
| VII | INSTITUTIONAL VALUES AND BEST PRACTICES | Recommended to maintain procedures for waste management | |
| | 2018-19 AAA RECOMMENDATIONS | Improve Extra-Curricular activities; Construction of compound wall; Purchase more number of computers | |

| | | |
|---|---|---|
| VIII | IS ACTION TAKEN AS PER THE RECOMMENDATIONS ? | Yes |
| | IF NOT, STATE THE REASONS ? | Some recommendations were not fulfilled due to insufficient funds and the proposals were sent to the competent authorities. |
| IX | NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE | Fasten the process of automation of library; reduce student to computer ratio |
| X | NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE | Submitted College over-all data for NIRF Ranking for last two years |
| XI | SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE | Construct compound wall, Research Centre, Well Equipped Gymnasium |
| XII | IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE | Purchase more number of Computers and furniture |
| XIII | SUGGESTIONS TO RESOLVE | Purchase more number of Computers and furniture |
| XIV | FEED BACK | College can go for NAAC 3rd Cycle Accreditation |

AA* : Academic Advisor

Name & Signature of the Vice - Principal

Date:

*(signature)* Gooing..
27/9/2022

**PRINCIPAL**
Govt. Degree College
TEKKALI-532 201

1) *(signature)* Gooing..
27/08/2022
A.A

2) *(signature)*
24/08/2022
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