

**Proceedings of the Commissioner, Collegiate Education
Andhra Pradesh::Mangalagiri
Present: Dr.Pola Bhaskar, IAS.,**

Rc. No:01/Acad.Cell-Academic Audit/AC-8/2023

Date: 09-10-2023

**Sub: AP Collegiate Education – Academic Audit – 2021 – 22 & 2022-23 –
Release of AA Calendar and dates of Academic Audit, Orientation to
Academic Audit Advisors – Certain Instructions - Reg**

It is to inform that the Commissionerate of Collegiate Education launched Academic Audit as a Quality enhancement initiative with an objective to improve functional efficiency of the Colleges and to promote accountability among the Teaching Staff. The Academic Audit is conducted once in every year in all functional Government Degree Colleges by the team of trained Academic Advisers since 2012.

As NAAC also insists on the conduct of audits on Qualitative and Quantitative Parameters and as the submission of Annual Quality Assurance Report (AQAR) is made mandatory with all evidences, the formats have been revised as per the new Reaccreditation Framework of NAAC and are validated by a group of experts. This will help the colleges to prepare the AQARs promptly and accurately and will help for better grading

The Academic Audit for the Academic year 2021-22 & 2022-23 is planned to be conducted in the month of October. The Principals are informed to upload the consolidated data in the prescribed formats on the websites of the Colleges concerned in the specified folder 'Academic Audit 2021-22 & 2022-23'.

In this connection, the following formats and guidelines are communicated herewith to all the GDCs for the conduct of Academic Audit for the AY 2021-22 & 2022-23.

1. Guidelines on conduct of Academic Audit
2. List of Academic Advisers
3. Action Plan for conduct of Academic Audit for AY 2021-22 & 2022-23.
4. Academic Audit Formats:

Format – I	College Profile
Format – II	Institutional Data
Format – III A	Lecturer wise Data
Format –III B	Format for Physical Directors

Format – III C

Format for Librarians

Format – IV

Observations by AA team and Action taken report by the College Principal

Hence, the Principals of GDCs are instructed to upload the filled in formats on the websites by 13th October 2023 without fail. The CCE is planning to conduct an Online Orientation session to the Academic Advisors on 25th October 2023. List of the Academic Advisors will be displayed on the website of the APCCE. Time and link to the online training session will be informed on the APCCE-Smart Campus Group. The College wise schedule of the Academic Audit 2021-22 & 2022-23 along with other details will be communicated.

Sd/- Dr. Pola Bhaskar, IAS
Commissioner of Collegiate Education

(Obtained the approval of the CCE vide e-File No.EHE03-42032(31)/2/2023-ACADEMIC CELL SEC-CCE)

Encls:

1. Guidelines on conduct of Academic Audit
2. Action Plan for conduct of Academic Audit for A.Y.2021-22 & 2022-23
3. Academic Audit Formats

Format – I College Profile

Format – II Institutional Data

Format – III A Lecturer wise Data

Format – III B Format for Physical Directors

Format – III C Format for Librarians

Format – IV Observations by AA team and Action taken report by the College Principal

To

The Principals of all Govt Degree Colleges

NRC College Principals

Copy to the RJDCEs

//Attested//


9.10.23
OSD- (Quality Assurance)

Guidelines to Principals for Academic Audit:

1. The Academic Audit Calendar will be issued after the training of Academic Audit Personnel by the CCE.
2. The Principal should constitute an Academic Audit Committee which should include the Principal, IQAC Coordinator, Academic Coordinator, Exam Cell In charge and other incharges of committees.
3. Formats I and II have to be filled and uploaded along with proofs on the website of the college before the announcement of Academic Audit Calendar by the Academic Audit Committee of the college.
4. Other Formats (II to IV) are to be filled and hard copies to be kept ready along with required attachments – criterion wise policies, proofs, lists of students and reports for audit by the Academic Audit Committee and department incharges.
5. The Academic Audit teams should download the filled-in Formats - I & II from the Institutional website, go through the Institutional profile and data of the institution, check for details on the website and cross check with the departments during the time of audit.
6. The Academic Audit should be conducted scrupulously in an objective way as it has to guide the institution for preparation of AQARs and for SSRs. Hence it should be critical and guiding.
7. The Academic Audit teams should be thorough with the Audit formats and should be able to guide the members when they seek clarification of doubts.
8. The Audit Team should evaluate the Institution (Format II) only after evaluating the remaining formats (III & IV).
9. The metrics of all the formats (I to IV) must be evaluated as per the bench marks.
10. The audit team should record criterion wise observations and make suggestions for the development of the institution and the same should be explained to the staff in the exit meeting.
11. Principals are requested to provide necessary arrangements for boarding and accommodations and pay allowances as per rules and honorarium of Rs.1000/- per day from the internal resources of the college.
12. Disciplinary action will be taken on the Principals of the colleges
 - If the Academic Audit team fails to find the Formats on the Website of the Institution as stipulated and
13. The Advisers of the Academic Audit team should be ready with observations about the colleges audited, for presentation during the post-audit review by the CCE on the status of colleges.
14. The Academic Audit team shall submit the audit report/ recommendations to the O/o CCE on the same day immediately after the completion of the Academic Audit through a Google form.

**Government of Andhra Pradesh
Commissionerate of Collegiate Education**

Academic & Administrative Audit (AAA) – 2022-2023

FORMAT – I (COLLEGE PROFILE)

PART- A

- 1.** Name of the College and Address
URL of Website
E- Mail
Phone number
- 2.** Vision & Mission
- 3.** Name of the Principal, email, and mobile Number
- 4.** Name of the Vice-Principal, email, and mobile Number
- 5.** Name of the IQAC Coordinator, email, and mobile Number
- 6.** * Name of the Academic Coordinator, email, and mobile Number
- 7.** Year of Establishment
- 8.** UGC 2(f) and 12 B status (certificates to be verified)
- 9.** Autonomous status – Yes/No, If yes, Since _____
- 10.** RUSA status
- 11.** College land and Plan details /documents
- 12.** Affiliation status : Permanent / temporary (certificates to be verified)
- 13.** AISHE Status – Document
- 14.** NAAC Status -
 - a)** Previous NAAC Cycle date and Month
 - b)** Date of Expiry
 - c)** Previous Grade and CGPA (certificates to be verified)
- 15.** Status of peer team recommendations

S. No	Recommendations made	Recommendations fulfilled/ To be fulfilled

Action taken report to be attached

16. Previous Recommendations of Academic Audit of the CCE

No. of suggestions made	No of suggestions implemented

Action taken report to be attached

17. NIRF Rank (if any) : Year:

18. Green Audit Report by Government Agency: _____ Year: _____

19. Awards & Achievements for the institution during the current Academic Year with details:

PART-B

1. No. of Programmes Offered by the College

Year	2022-23	List of Programmes	2023-24	List of Programmes
Number of Programmes				

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

Year	2021-22	List of Courses	2022-23	List of Courses
Value Added courses				

3. Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular			
PTL			
Contract			
Guest			
Total			

4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular				
PTL				
Contract				

Guest				
Total				

5. Details of non- teaching faculty

No of posts	Sanctioned	Working	Vacancies
Total			

6. Student strength particulars

a) During the last two years

Year	2021-22			2022-23		
No. of students	I	II	III	I	II	III

7. No of students appeared in the final year exams during the last two years

Year	2021-22			2022-23		
Programme wise	A	P	%	A	P	%

8. Teacher – student ratio (Current Year)

9. Infrastructure details (Physical and Academic facilities of Criterion-IV)

- i. Total no of class rooms
- ii. Total no of laboratories
- iii. Total no of digital classrooms
- iv. Total no of virtual classrooms
- v. Total no of ICT enabled classrooms
- vi. Total no of studios
- vii. Total no of Computers, Student & Computers Ratio
- viii. Total no of printers
- ix. Total no of scanners
- x. Total no of Xerox facility (at Depts&Office)
- xi. Total no of Wi-Fi routers
- xii. Internet Bandwidth
- xiii. Seminar halls
- xiv. Auditorium
- xv. Details of sports facilities

- xvi. Gymnasium (No of stations)
- xvii. Rooms for administration
- xviii. Water – RO facility
- xix. Toilets for staff (Men/Women/Differently abled)
- xx. Toilets for students (Men/Women/Differently abled)
- xxi. Divyangyan friendly facilities (Ramps/Lifts/Softwares)
- xxii. No of fire extinguishers in the labs and corridors
- xxiii. Solar energy details – LEDs , Green Audit Status
- xxiv. Examination Cell
- xxv. Library
 - No. of Books & Journals
 - Status of Automation
 - E-journals
 - Nlist subscription
 - Internet
 - Foot Fall
 - E-footfall
 - Xerox Facility (at Library)
- xxvi. Women's waiting hall
- xxvii. Grievance Reddressal Cell
- xxviii. Health Centre
- xxix. ELL
- xxx. JKC Lab
- xxxi. Computer Labs
- xxxii. Canteen Facility

10. Research :

❖ No of collaborations / Functional MoUs

Year	2021-22	2022-23
Number of collaborations / MoUs		
No. of Follow up Activities		

❖ No of publications in UGC – CARE listed journals

Year	2021-22	2022-23
Number of Publications		

❖ No of start-ups

Year	2021-22	2022-23
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Number of start-ups		
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❖ No of patents

Year	2021-22	2022-23
Number of patents		

❖ No of Research Guides

Year	2021-22	2022-23
Number of Research Guides		

❖ No of Research Scholars

Year	2021-22	2022-23
Number of Research Scholars		

❖ No of Major/ Minor Research Projects

Year	2021-22	2022-23
Number of Major RPs		
Number of Minor RPs		

❖ Incubation Centre with Research Facility: Yes/No

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated

11.Policies prepared and implemented (Give Details)

12.No. of Committees appointed (Provide links of meeting minutes & reports)

13.Extension activities (Current year)

a) No. of Extension activities in the Neighborhood for social and holistic development

b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC

- c) No of Extension activities in collaboration with government agencies
- d) No of Extension activities in collaboration with Non-Governmental Organizations

14.Feedback, Student Satisfaction Survey mechanism adopted :

(Provide Link)

15.Alumni Association – involvement and activities :

No. of meetings conducted :

16.Awards and achievements-current year (to be verified -)

❖ Students

❖ Staff

17. Total no of scholarships and free ships (Current Year)_____

Total Amount in Rs:- _____

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

Teaching	
Non –Teaching	

19.Trainings conducted by JKC for competitive exams during the last two years

Training:

Year	2021-22	2022-23
Number of students registered		
Number of students trained		
a. from your GDC		
b. from other colleges		

Placements:

Year	2021-22	2022-23
No. of companies visited the campus		
Number of students Placed		
a. from your GDC		

b. from other colleges		
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CSP:

Year	2021-22	2022-23
Number of students Participated in CSP		
a) B.A		
b) B.Com		
c) B.Sc		

Internship:

Year	2021-22	2022-23
Number of students completed Internship		
d) B.A		
e) B.Com		
f) B.Sc		

Type of Internships:

Year	2021-22	2022-23
Total No of Physical Internships		
Total No of Online Internships		
Total No of paid Internships		

20. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2021-22	2022-23
Number of students		
a) B.A		
b) B.Com		
c) B.Sc		

B. Employment (Programme wise)

Year	2021-22	2022-23
Number of students		

a) B.A		
b) B.Com		
c) B.Sc		

C. Entrepreneurship (Programme wise)

Year	2021-22	2022-23
Number of students		
a) B.A		
b) B.Com		
c) B.Sc		

21. 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. _____

22. Governance and Leadership

- ❖ Institutional Development Plan (Next two years)
- ❖ Institutional distinctiveness in specified area

23. Contribution of IQAC

- ❖ Incremental changes during the last two years

24. Best Practices of Institution

- 1.
- 2.

25. Evaluative Reports of the Departments (Provide Links)

26. For Autonomous Colleges

A. Academic Council

- Last Academic Council meeting date
- Major decisions for enriching curriculum/Academics

B. Controller of Examinations

- Examination reforms proposed and implemented
- CIA
- Mechanism for addressing grievances
- Mechanism for transparency in setting up of Question papers

- Mechanism for appointing examiners
- Mechanism adopted to ensure the security of information
- CoE expenditure report with details

C. Board of Studies

- Mechanisms for updating curriculum
- Justification Reports for Curricular revamp

D. Governing Body

- Last G.B meeting date
- Major resolutions for administration

27. College Handbook (to be uploaded on the college website)
28. College Magazine (to be uploaded on the college website)
29. Monthly News Letters(to be uploaded on the college website)
30. Departmental meeting Minutes Registers (to be verified)
31. Reports of various committees (to be verified)
32. CPDC/Finance Committee Meeting Minutes Registers (to be verified)
33. Implementation status of Biometric Attendance and TLP Reports (to be verified)

Academic Audit 2021-22 & 2022-23

Action Plan

Steps	Activity	Tentative date
Step -1	Guidelines (for Academic Audit and for AA team Selection) and formats will be communicated to Principals through proceedings	9 th October, 2023 (Monday)
Step-2	Uploading of format I &II on the institutional website by the Principal	9 th - 13 th October, 2023 (Monday - Friday)
Step -3	Online training to Audit teams	25 th October, 2023 (Wednesday)
Step - 4	Release of Academic Audit Calendar & Mapped Academic audit teams list	25 th October, 2023 (Wednesday)
Step-5	Study of uploaded formats by Academic Audit team and preparation of notes	25 th October – 26 th October, 2023 (Wednesday - Thursday)
Step-6	Conduct of Academic Audit	27 th October -4 th November, 2023 (Thursday - Saturday)

Evaluation Sheet Checklist (Departments)

1	Sanctioned workload and staff working	Available (Yes/No)	Verified (Yes/No)	Number and Details(Add Sheet)
2	Minutes Book			
3	Activity Register			
4	Annual Curricular Plan, Teaching Diary, Lesson Plans			
5	Certificate Courses			
6	ICT tools Report			
6	POs and COs - communication record and Mapping document			
7	CIA Register, Reports and Proofs			
	i. MID Exam Papers			
	ii. Other Activities			
	a. Seminars			
	b. Assignments			
	c. Guest Lectures			
	d. Quizzes			
	e. GDs			
	f. Role Plays			
	g. Debates			
	h. Essay Writing			
	i. Elocution			
	j. Any other - mention			
8	Internships			
9	CSPs			
10	Reports on Seminars / Webinars / Workshops organised			
11	Research Publications			
12	LMS / Books / Worksheets /			
13	MoUs with follow up activities			
14	Infrastructure			
15	Academic Extension			
16	Community Extension			
17	Field Trips			
18	Contribution to Institution			
19	Student Progression to HE			
20	Student Progression to Employability			
21	Best Practices			

INSTITUTIONAL REPORTS TO BE VERIFIED			
	Available (Y/N)	Verified (Y/N)	Remarks
IQAC - Criterion wise Records Gap Analysis Report Action Plan			
CULTURAL ACTIVITIES Reports			
GRIEVANCES AND REDRESSAL Reports			
Internal Complaints Committee Reports			
BRIDGE COURSE Reports			
REMEDIAL COACHING Reports			
CAREER GUIDANCE & PLACEMENT CELL Reports			
NSS / NCC RED RIBBON CLUB Activities Reports			
DISCIPLINE/ ANTI RAGGING COMMITTEE Reports			
ALUMNI ASSOCIATION Meetings and Fundsheets			
ECO CLUB CONSUMER CLUB Activities Reports			
Institutional LMS			
GAMES & SPORTS Reports			

Records / Reports to be Maintained by the Principal (Institution) (2 yrs)

- 1. Institutional Action Plan**
- 2. Institutional Time Table**
- 3. Profile of the College**
- 4. College Handbook**
- 5. Committees List**
- 6. Reports on Activities conducted by each committee**
- 7. Report on SIP**
- 8. Report on College Day Celebrations**
- 9. College Magazine**
- 10. Report on Exam Reforms**
- 11. Report on Result Analysis**
- 12. Feedback Consolidated Report**
- 13. Report on Green Audit**
- 14. Report on Add on Courses**
- 15. Report on Awards and Achievements**
- 16. Report on Peer Team Recommendations and Implementation**
- 17. Strategic Plan Deployment**
- 18. MOUs File**
- 19. Report on Extension Activities**
- 20. Report on Internal Academic Audit**
- 21. Report on various Activities conducted by the Institution**
- 22. Report on Contribution to Cross Cutting Issues**
- 23. Departmental Contribution to LMS**
- 24. Best Practices**
- 25. Academic Council***
- 26. COE***
- 27. GB Minutes***
- 28. BoS***
- 29. CPDC**
- 30. Alumni Meetings, Contribution and Fundsheet**

Academic & Administrative Audit : 2021-22

Formal II (Institutional Data Cum Academic Advisor's Grading)

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*)
I-CURRICULAR ASPECTS					
Curricular Planning and Implementation					
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		
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	
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	
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	(A)	B	

Academic Flexibility & Curriculaum Enrichment

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	B B
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	A C Encourage students to participate
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	C C
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)	Feedback on curriculum 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 B Action taken report Submit to BOS

Overall Grade		II-TEACHING, LEARNING, & EVALUATION										A		A	
Student Enrolment and Profile															
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	B	B	Focus on Admissions										
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	B	B											
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											
Socio-economic status of students enrolled 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											
Catering to Student Diversity															
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											
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											
Student - full time teacher ratio for the last 2 years	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											
Total no. of students enrolled in the institution/ Total no. of full time teachers															
Teaching Learning Process															
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	Lecturewise 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	
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 activities 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 (Pickers, 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	A	A	
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	Try to improve

No. of Teachers completed courses on MOOCs platform/ARPTT, 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	A	A	
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	
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)	A	A	
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	
Teacher Profile Quality					
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	
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	
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	A	A	

	National/ International/ Regional 24 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 5 per year) Grade C, if District and College level events are organized (at least 5 per year)	C	C	
	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 5 per year) Grade C, if District and College level events are attended (at least 5 per year)	A	A	
Evaluation Process and Reforms						
		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	
26	Mechanism of transparent and accurate 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 reports	A	A	
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations- Internal assessment					

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% Students pass percentage is achieved	A	A	
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	
Student Performance and Learning Outcomes					
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 along with 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	B	B	
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	
Student Satisfaction Survey					
Record of Feed back 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	
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					
III-RESEARCH, INNOVATIONS AND EXTENSION					
Promotion of Research and Facilities					
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	

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	B	B	
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	
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 Lakh Grade B, if <3Lakh Grade C, if there is no funding	C	C	Apply for research projects
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/ Entrepreneurship 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	
Research Publication 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	A	A	
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	

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	A	A	
1. No of Indexed Publications (ISI)	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 upto 1; C if it is zero.	A	A	
2. 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	
3. Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	
2. Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Extension Activities Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
3. Number of extension programmes conducted in collaboration 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 Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
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 Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	B	B	
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 IQAC and verified by Principal (Government&Non Government separately)	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	(A)	A C	
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 2. Audited Statements	Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy	C	C	
19	Details of collaborations/linkages for			A	A	
	A. Faculty Exchange		Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged			
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged			
	C. Internship	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	A	A	
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A	A	
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended			
20	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional MOUs	A	B	Take more mols with industry, universities
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 Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	C	C	
Overall Grade				B	B	
IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)						
Details of Library as a Learning Resource						
A						

Details of Library Automation a. Name of the LMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	B	B	mainstream departmental library
Details of i. e-journals ii. e-sohshindhu iii. Sothganga iv. e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal	Grade A, if All the Teachers and Students make use of the e-resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	A	A	
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 Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	A	A	
IT Infrastructure					
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	
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	B	B	
Overall Grade		A	A	A	
V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)					
Student Support					
Percentage of Students benefited by scholarships & free ships for the last two years		A	A		
a) Government					
b) Institution	Office Report validated by IQAC and verified by Principal	Grade A, if benefit offered by all the 6 bodies Grade B, if benefit			

2	c) Non - Governmental bodies	Report by IJC and Physical Education Department validated by IQAC and verified by Principal	ouretu by any 3 ouures Grade C, if ouerent ouretu by 3 ouures 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	
	d) Industries					
	e) Individuals					
	f) Philanthropists					
	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years					
3	a) Soft Skills	I. Records by the IJC 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	A	A	
	b) Language and Communication Skills					
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)					
	d) ICT/ Computer Skills					
4	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	I. 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	
	Student grievances Redressal mechanism . No. of grievances received & Redressed during last 2 years					
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms out side the parent institution.	I. 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	

No. of awards/medals for outstanding performance in sports/cultural activities		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	
13. (State/National/International/University levels only)									
a) University Level									
b) State Level									
c) National Level									
d) International Level									
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		B		B	
Alumni Engagement									
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		A		A	
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		C		C	
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		B		B	
Overall Grade						B		B	
VI-GOVERNANCE AND LEADERSHIP									
Institutional Vision and Leadership									
A. 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	

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 constituted	A	A	
Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council	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	
Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Institution achieves Grade A occasionally Grade C, if the Institution achieves B & C grades	A	A	
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	
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	
Institutional e - governance					
Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	A	B	Suggested to maintain policies
a) Administration					
b) Finance and Accounts					
c) Student Admissions and support					
d) Examinations					
Faculty Empowerment Strategies					
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 improve in-service training programs.

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	A	A	
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	
E	Internal Quality Assurance System					

Significant Contribution of IQAC for quality		1. IQAC Activity register			
a. Strategies and Plan of Action		2. Action Plan			
b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC		3. Minutes of Meeting			
c. Details of AQARs prepared and submitted		4. ATR			
d. Number of IQAC meetings held during the current year		5. Proof of submission of AQAR to NAAC last two years			
e. Average number of quality initiatives by IQAC for promoting quality culture per year		6. Hard copies of AQARs submitted			
Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.	Grade A, if all the records are maintained four records are maintained Grade C, if any 3 records or below are maintained	A	A	
Overall Grade			A	A	
VII- INSTITUTIONAL VALUES AND BEST PRACTICES					
Activities that teach values of the Institution					
Details of Activities by the Institution for					
A) Promotion of gender equality and sensitization a) Safety and security b) Counselling c) Common Rooms for women students 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 Grade B, if any 3 are present Grade C, if any 2 or below	A	A	
B) Environmental consciousness and sustainability a) Solar energy, b) Sensor-based energy conservation, 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 Grade B, if any 2 are present Grade C, if any one is present	A	A	

Suggested to conduct green & energy audit.

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	A	A	
	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	A	A
F) Divyanggan friendly barrier - free environment a) Ramps b) Railings c) Scribe for examination d) Provision of lift/Wheel chairs e) Alternative arrangements for Divyanggan	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	A	A	
Initiatives for inculcating values					
B	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
	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 conduct 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	
d) 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	
Sensitization of students and employees of the Institution to the constitutional obligations/awareness programmes on Constitutional values a) Liberty, Equality, Fraternity, Justice b) Fundamental rights and duties c) 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	B	B	
Best Practices		Record of two best/innovative practices by the institution		A	B	Adopt ahead
i.		i) Departmental Best Practices Report in the NAAC prescribed format ii) Institutional Best Practice Report in the NAAC prescribed format	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present			Adopt practice by Institution
ii.						
iii.						
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	B	
Overall Grade				A		
College Grade - A						

Name & Signature of the Principal :

Hemalata

Name & Signature of the Vice-Principal :

M. J. J. J.

Name & Signatures of the Academic Advisors

1. *[Signature]* 18/11/23
2. *T. S. Cheluvani* 18/11/23
3. *[Signature]*

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

Overall grade - A

Academic & Administrative Audit : 2022-23

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

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*)
I-CURRICULAR ASPECTS					
Curricular Planning and Implementation					
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;	N/A		
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	
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	
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	A	A	Improve online courses through MOOCs
Academic Flexibility & Curriculum Enrichment					

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	B	B	
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	A	A	
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	C	C	
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	Submit after BOS
Overall Grade				A	A	

II-TEACHING, LEARNING & EVALUATION

Student Enrolment and Profile

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

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

Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced

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

Submit after BOS

Student Enrolment and Profile					
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 A, if two year reports are produced Grade C, if only one year report is produced	B	B	Focus on Admissions
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	B	B	
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	
Socio-economic status of students enrolled 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	
Catering to Student Diversity					
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	
	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	Focus on student centric methods
	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	
Student - full time teacher ratio for the last 2 years Total no. of students enrolled in the institution/ Total no. of full time teachers	Teaching Learning Process				
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	
	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	Focus on ICT based teaching

	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 activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	A	A	
10	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	
11	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	
12	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	
13	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	A	A	
14	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	
15	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	
16	No. of Teachers completed courses on MOOCs platform/ARPT, 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	A	A	
17						

18	Seminars/Quizzes/debates/education, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.)	Reports by Departments validated by IQAC	50% of the Departments submit reports Departments submit reports	A	D		
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)	A	D		
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		
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	A	A		
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 5 per year) Grade C, if District and College level events are organized (at least 5 per year)	C	C		

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 5 per year) Grade C, if District and College level events are attended (at least 5 per year)	A	A	
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 - 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 reports	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% Students pass percentage is achieved	A	A	
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	
Student Performance and Learning Outcomes					

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	B	B	
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	
Student Satisfaction Survey					
Record of Feed back 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	
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	
III-RESEARCH, INNOVATIONS AND EXTENSION					
Promotion of Research and Facilities					
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	Focus on research fund mobilization
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	B	B	
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	
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	Focus on applying for more research projects
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		
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 /Entrepreneurship 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		
Research Publication 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	A	A		
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	Focus on UGC care publications	
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	A	A		
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 upto 1; C if it is zero.	A	A		

	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		
12	Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	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 Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A		
15	Number of extension programmes conducted in collaboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swathi Bharath/WEC etc.	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted 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 Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	B	B		
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 IQAC and verified by Principal (Government&Non Government separately)	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	A	A		
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 2. Audited Statements	Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy	C	C		
19	Details of collaborations/linkages for			A	A		

	A. Faculty Exchange	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged			
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged			
	C. Internship		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	A	A	
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A	A	
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended			
20	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional MOUs	A	A	
	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 Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	C	C	
	Overall Grade			B	B	

IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)

Details of Library as a Learning Resource						
A	Details of Library Automation a. Name of the LMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	B	B	
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal	Grade A, if All the Teachers and Students make use of the e-resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	A	A	

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	Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	A	D	
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	IT Infrastructure 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	
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	B	B	
Overall Grade			A	A	
V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)					
Student Support					
Percentage of Students benefited by scholarships & Free ships for the last two years			A	D	
a) Government	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) Institution					
c) Non - Governmental bodies					
d) Industries					
e) Individuals					
f) Philanthropists					
Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years			A	D	
a) Soft Skills	Report by IKC 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			
b) Language and Communication Skills					
c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)					

3	d) ICT/ Computer Skills 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 IQC 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	A	A	
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	Try to improve
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 harassment 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	D	
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	D	
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 available Grade C, if no record is maintained	A	A	

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 available Grade C, if no record is maintained	A	A	
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 available Grade C, if no record is maintained	B	B	Improve
Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOPEL/Civ il 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	B	B	Improve no. of reading classes
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	Improve
Student Participation and Activities					
No. of awards/ medals for outstanding performance in sports/ cultural activities (State/ National/ International/ University levels only)	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	
a) University Level	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			
b) State Level					
c) National Level					
d) International Level					
Presence of an active Student Council & representation of students on academic & administrative bodies/ committees of the institution			A	A	
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	Try to improve

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	B	B	
Alumni Engagement						
D	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 Alumni Association is registered Grade C, if Association is not registered	A	A	
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	C	C	Try to improve Surrender alumni in college activities
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	B	B	
Overall Grade				B	B	
VI-GOVERNANCE AND LEADERSHIP						
A	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 decentralization 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 constituted	A	A	
3	Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council	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	
	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Institution achieves Grade A occasionally 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	

Organizational structure of the Institution		(O) Organogram showing hierarchy and its changes	Grade A, if Organogram with hierarchy in charges prepared Grade B, if only hierarchy is presented Grade C, if Organogram is not prepared		A	B		
Institutional e- Governance								
Implementation of e- Governance in			Softwares and records to be verified Consolidated report by Principal		A	B		
a) Administration								
b) Finance and Accounts								
c) Student Admissions and support								
d) Examinations								
Faculty Empowerment Strategies								
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		C	C	try to improve	
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		A	A		
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		A	A		
Details of performance appraisal system designed by institution for Teaching and non-teaching staff			ASAR reports		A	A		
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	D	
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	Try to improve
E	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted during the current year d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by IQAC for promoting quality culture per year	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted	Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C, if any 3 records or below are maintained	A	D	
15	Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.	Grade A, if ranked Grade B, if participated Grade C, if not participated	B	B	
	Overall Grade			A	D	
A	Details of Activities by the Institution for					
	a) Promotion of gender equality and sensitization a) Safety and security b) Counseling c) Common Rooms for women students 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 Grade B, if any 3 are present Grade C, if any 2 or below	A	A	
1						

VII-INSTITUTIONAL VALUES AND BEST PRACTICES

Activities that teach values of the Institution

Internal Quality Assurance System

B) Environmental consciousness and sustainability a) Solar energy, b) Sensor-based energy conservation, 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 Grade B, if any 2 are present Grade C, if any one is present	A	A	
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	A	D	
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	D	
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	A	D	
F) Divyanggan friendly barrier - free environment a) Ramps b) Railings c) Scribe for examination d) Provision of lift/Wheel chairs e) Alternative arrangements for Divyanggan	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	A	D	
Initiatives for inculcating values					

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2021-22)

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

Name of the College, Place, District: S.V.A. Govt. College (M), Srikalahasti, Tirupathi Dist.

Date of Audit conducted: 18-11-2023

S.No.	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS	1. Introduce Certificate Courses and Value add-on Courses either in Offline or Online through SWAYAM, NPTEL etc., 2. Feedback collected from stake holders need to be analyzed to identify the gaps in curriculum and action taken report need to be submitted to Board of studies	1. Awareness has been created among students through class incharges to enrol in online courses. 2. Feedback is analyzed and the action taken report will be submitted to the BOS members soon.
II	TEACHING, LEARNING & EVALUATION	1. Focus on Admissions 2. Focus on Student Centric Teaching Methods 3. Focus on ICT based Teaching	1. Admissions have been improved this year 2. Instructed staff members to focus on student centric teaching methods 3. Instructed staff members to use more ICT enabled teaching and evaluation technologies
III	RESEARCH, INNOVATIONS AND EXTENSION	1. Focus on getting Research Fund Mobilization 2. Focus on UGC care list publications and on edited Books 3. Focus on getting functional MOUs	1. Instructed faculty members to apply for research projects and write research articles 2. Discussed with staff members to initiate MoUs with industries and Universities
IV	INFRASTRUCTURE & LEARNING RESOURCES	1. If possible establish department wise Library	1. Instructed incharges of the departments to establish departmental Library
V	STUDENT SUPPORT AND PROGRESSION	1. It is suggested to start Coaching for competitive examinations 2. It is suggested to concentrate on Placements	1. Coaching classes are being conducted on regular basis. 2. Discussed with placement officer to improve campus placements

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2022-23)

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

Name of the College, Place, District: S.V.A. Govt. College (M), Srikalahasti, Tirupathi Dist.

Date of Audit conducted: 18-11-2023

S.No.	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS	1. Encourage more students to participate in online courses (Moocs) for skill development. 2. Feedback collected from stake holders need to be analyzed to identify the gaps in curriculum and action taken report need to be submitted to Board of studies	1. Awareness has been created among students through class incharges to enrol in online courses. 2. Feedback is analyzed and the action taken report will be submitted to the BOS members soon.
II	TEACHING, LEARNING & EVALUATION	1. Focus on Admissions 2. Suggested to use more ICT-enabled teaching and evaluation technologies to build dynamic and inclusive learning environments	1. Admissions have been improved this year 2. Instructed staff members to use more ICT enabled teaching and evaluation technologies
III	RESEARCH, INNOVATIONS AND EXTENSION	1. More faculty should be encouraged to write projects, apply for research guideship to promote research culture in the institute. 2. Suggested to take more number of MOU's with industry and academia to enhance the experiential learning and job opportunities to students.	1. Instructed faculty members to apply for research projects. 2. Discussed with staff members to initiate MOUs with industries and Universities
IV	INFRASTRUCTURE & LEARNING RESOURCES	1. Internal fund resources can be mobilized by collecting college hostel rent from the social welfare department, which has been neglected for many years. 2. It is suggested to establish department wise Library	1. Representations have been made on concerned platforms regarding Collecting rent from social welfare department and it is under process. 2. Instructed incharges of the departments to establish departmental Library
V	STUDENT SUPPORT AND PROGRESSION	1. It is suggested to conduct coaching classes to students for competitive examinations/NET/SET on Regular Basis 2. Suggested to renew the Alumni society registration to intensify their participation in a more tangible way	1. Coaching classes are being conducted on regular basis. 2. Discussed with the convener Alumni association and alumni of this college to take intensify the alumni activities.
VI	GOVERNANCE AND LEADERSHIP	1. Suggested to conduct more teacher orientation/trainings programmes through Inter faculty forum 2. It is suggested to frame College maintenance Policies	1. Discussed with staff members to strengthen Inter faculty forum 2. Maintenance policies are already available in the website and will be revised as suggested
VII	INSTITUTIONAL VALUES AND BEST PRACTICES	1. It is suggested to conduct Green and Energy audits 2. Adopt atleast Two institutional best practices as prescribed in NAAC	1. Discussed to apply for Green and energy audit 2. Identified institutional Best practices and will be presented in NAAC format

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION

AP::VIJAYAWADA

Present: Sri Pola Bhaskar, IAS.

Rc.No:01/Acad.Cell-Academic Audit/AC-7/2022

Date: 08-06-2022.

Sub: Collegiate Education – Academic Audit 2020-21 – Communication of Academic Audit Formats, Guidelines, Action Plan to all GDCs – reg.

It is to inform that the Commissionerate of Collegiate Education launched Academic Audit as a Quality enhancement initiative with an objective to improve functional efficiency of the Colleges and to promote accountability among the Teaching Staff. The Academic Audit is conducted once in every year in all functional Government Degree Colleges by the team of trained Academic Advisers since 2012.

As NAAC also insists on the conduct of audits on Qualitative and Quantitative Parameters and as the submission of Annual Quality Assurance Report (AQAR) is made mandatory with all evidences, the Academic Audit formats are revised based on the NAAC – Revised Accreditation Framework after taking feedback from RJDCEs, Principals, and Faculty members from GDCs. This will help the colleges to prepare the AQARs promptly and accurately and will help for better grading.

In this connection, the following formats and guidelines are communicated herewith to all GDCs for the conduct of Academic Audit for the A.Y 2020-21.

1. Guidelines on conduct of Academic Audit
2. Guidelines for nomination of Academic Advisers Team and execution of Academic Audit.
3. Action Plan for conduct of Academic Audit for A.Y. 2020-21
4. Academic Audit Formats:
 - a. Format –I : College Profile
 - b. Format-II : Institution Data
 - c. Format- III A: Lecturer wise Data
 - d. Format - III B: Physical Directors Data
 - e. Format- III C: Librarians Data
 - f. Format –IV: Observations made by the Academic Audit team and Action Taken Report by the Principals

It is further informed that, all the principals are informed to create an icon 'Academic Audit 2020-21' on respective college websites and upload the filled in formats for smooth and effective conduct of Academic Audit. Principals are also requested to nominate Academic Audit Advisers as per the eligibility criteria stipulated in the Guidelines in the prescribed google spread sheet/google form which will be shared with you very soon and they will be given training on the formats and conduct of Academic

Audit. The college wise schedule of the Academic Audit 2020-21 along with other details will be communicated.

Sd/- Dr. Pola Bhaskar, IAS

Commissioner of Collegiate Education

To
The Principals of all Govt Degree Colleges
Identified College Principals
RJDCEs of Rajahmundry, Guntur and Kadapa.

Enclosures:
Guidelines and Formats as mentioned above on Academic Audit

//Attested//

Inlari
8/6/22
Academic Guidance Officer

Guidelines to Principals for Academic Audit:

1. The Academic Audit Calendar will be issued after the training of Academic Audit Personnel by the CCE.
2. The Principal should constitute an Academic Audit Committee which should include the Principal, IQAC Coordinator, Academic Coordinator, Exam Cell In charge and other incharges of committees.
3. Formats I and II have to be filled and uploaded along with proofs on the website of the college in ten days after the announcement of Academic Audit Calendar by the Academic Audit Committee of the college.
4. Other Formats (II to IV) are to be filled and hard copies to be kept ready along with required attachments – criterion wise policies, proofs, lists of students and reports for audit by the Academic Audit Committee and department incharges.
5. The Academic Audit teams should download the filled-in Formats - I & II from the Institutional website, go through the Institutional profile and data of the institution, check for details on the website and cross check with the departments during the time of audit.
6. The Academic Audit should be conducted for two days scrupulously from 10.00 am to 5 pm in an objective way as it has to guide the institution for preparation of AQARs and for SSRs. Hence it should be critical and guiding.
7. The Academic Audit teams should be thorough with the Audit formats and should be able to guide the members when they seek clarification of doubts.
8. The Audit Team should evaluate the Institution (Format II) only after evaluating the remaining formats (III & IV).
9. The metrics of all the formats (I to IV) must be evaluated as per the bench marks.
10. The audit team should record criterion wise observations and make suggestions for the development of the institution and the same should be explained to the staff in the exit meeting.
11. Principals are requested to provide necessary arrangements for boarding and accommodations and pay allowances as per rules and honorarium of Rs.1000/- per day from the internal resources of the college.
12. Disciplinary action will be taken on the Principals of the colleges
 - If the Academic Audit team fails to find the Formats on the Website of the Institution as stipulated and
13. The Advisers of the Academic Audit team should be ready with observations about the colleges audited, for presentation during the post-audit review by the CCE on the status of colleges.

Guidelines for AA teams

1. Criteria for AA team selection

The Principals of GDCs have to nominate at least two teachers from their respective colleges with the following criteria:

- a. Minimum 6 Years of Service
- b. Awareness about Criteria of NAAC
- c. Good research output and communicative abilities
- d. Contribution to NAAC at College level

2. Allotment of AA teams

The following criteria will be followed for the allotment of AA teams depending on the student strength of the college.

- a. If the faculty are <30, two member team for one day audit
- b. If the faculty are >30, two member team for two day audit
- c. If the faculty are >60, three member team for two day audit
- d. If the faculty are >100, four member team for two day audit

3. Requirement

A total of 400 members (361+ reserve 40) are required for conducting Academic Audit in 162 colleges.

4. Submission of AA report

The Academic Audit team shall submit the audit report/ recommendations to the O/o CCE on the same day immediately after the completion of the Academic Audit through a Google form.

Academic Audit 2020-21

Action Plan

Steps	Activity	Tentative date
Step -1	Guidelines (for Academic Audit and for AA team Selection) and formats will be communicated to Principals through proceedings	20 th June, 2022 (Monday)
Step-2	Orientation about AA formats to Principals	24 th June, 2022 (Friday)
Step -3	Selection of Audit teams and Online training	30 th June, 2022 (Thursday)
Step - 4	Release of Academic Audit Calendar	1 st July, 2022 (Friday)
Step-5	Release of Academic audit teams list	11 th July, 2022 (Monday)
Step-6	Uploading of format I &II on the institutional website by the Principal	11 th July, 2022 (Monday)
Step-7	Study of uploaded formats by Academic Audit team and preparation of notes	12 th to 17 th July, 2022
Step-8	Conduct of Academic Audit	From 18 th to 23 rd July, 2022 (Monday - Saturday)

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
AP::VIJAYAWADA
Present: Dr. PolaBhaskar, IAS.**

Rc.No:02/CCE-Acad Cell/UGC/A.C-6/2022

Date: 08-06-2022.

Sub: Collegiate Education –Communication received from UGC –SERO on Non -Settlement of accounts of X/XI/XII Plan Grants by certain colleges- instructions to RJDCEs – Reg.

Ref: F.No.3-1/2022 (Settlement /UGC-SERO) dt. Nil,May 2022

With reference to the subject cited, it was communicated by the Deputy Secretary , UGC-SERO, Hyderabad that the UGC has been settling the accounts of Plan Grants for which the institutions have availed funds in the past. Many institutions have made use of the opportunities given by UGC to settle the accounts of different schemes. However, some institutions have not settled the accounts of schemes under X/XI/XII Plan Grants .

It was further informed that based on the decision made in the UGC meeting held on 31/3/2022, UGC is settling the accounts of colleges on war footing basis. It was also decided that there will be punitive actions against the defaulting institutions including that of withdrawal of 12(B) status and debarring such institutions in getting all UGC/ Govt Schemes.

In this connection, the Deputy Secretary, UGC-SERO, Hyderabad requested the Hon'ble Commissioner, Collegiate Education to impress upon the colleges to settle the accounts of schemes under X/XI/XII Plan Grants on priority basis as this is the final chance given by UGC.

In view of the above, all the RJDCEs of Rajahmundry, Guntur and Kadapa are requested to convene a meeting with the Principals of Govt and Private Aided Degree Colleges (List enclosed) of their respective zones and instruct them to settle the accounts of X/XI/XII Plan Grants on priority basis within 15 days and report compliance to this office without fail.

Sd/- Pola Bhaskar IAS
Commissioner Collegiate Education

To
The RJDCEs of Rajahmundry, Guntur and Kadapa

Encl: List of Colleges

//ATTESTED//

1.2.2022
8/6/22
Academic Guidance Officer

**List of Government Degree Colleges which have not settled the accounts of
X/XI/XII UGC Plan Grants**

S.No	Zone	District	Name of the College	Scheme/Plan
1.	I	Srikakulam	GDC Arnadalavalsa	GDA Scheme /XII
2.	I	Srikakulam	GDC for Men	Merged Scheme, IQAC, FIP/XII
3.	I	Srikakulam	GDC Tekkali	Merged Scheme, IQAC, MRP/XII
4.	I	Srikakulam	GDC Narasannapeta	IQAC/XII
5.	I	Vizianagaram	M.R. Govt Sanskrit College	GDA Scheme /XII
6.	I	Vizianagaram	GDC Srungavarapukota	Merged Scheme, IQAC/XII
7.	I	Vizianagaram	GDC Salur	GDA Scheme, IQAC/XII
8.	I	Visakhapatna m	VSK GDC Visakhapatnam	MRP/XII
9.	II	East Godavari	PR Govt College Kakinada	Merged Scheme /XII
10.	II	East Godavari	GDC Razole	FIP/ IX
11.	II	East Godavari	GDC Kothapeta	W.Hostel /XII
12.	II	West Godavari	GDC (W) Nidadavole	Merged Scheme, IQAC, GDA Scheme/XII; Additional Assistance/ XI
13.	II	West Godavari	GDC (M) Nidadavole	Merged Scheme, IQAC, GDA Scheme, Sports/XII; W.Hostel, Additional Assistance /XI
14.	II	West Godavari	GDC Tanuku	W.Hostel /XI
15.	II	West Godavari	GDC Yellamanchili	GDA Scheme, MRP /XII
16.	II	Krishna	GDC Avanigadda	Merged Scheme, IQAC, GDA Scheme/XII; W.Hostel /XI
17.	II	Krishna	GDC Movva	Sports/XII
18.	II	Krishna	GDC Kaikalur	Merged Scheme/XII
19.	II	Krishna	GDC Tiruvuru	Merged Scheme, IQAC/XII
20.	III	Guntur	GDC Macherla	Merged Scheme, IQAC, GDA Scheme, MRP, Women's Hostel/XII
21.	III	Guntur	GDC Vinukonda	Merged Scheme /XII; MRP/XI
22.	III	Guntur	ABR GDC Repalle	Merged Scheme, IQAC, Women's Hostel/XII
23.	III	Prakasam	GDC Addanki	GDA Scheme /XII
24.	III	Prakasam	GDC Vulavapadu	MRP/XII

25.	III	Nellore	GDC Gudur	Merged Scheme/XII
26.	III	Nellore	DK Govt College for Women Nellore	Sports/XII; Autonomous (2017-18, 2019-20)
27.	III	Nellore	GDC Rapur	IQAC, GDA Scheme/XII; Additional Assistance /XI
28.	IV	Chittoor	GDC Valimikipuram	Sports, MRP /XII; Merged Scheme/XI
29.	IV	Chittoor	GDC (W) Srikalahasti	Sports, Additional Assistance /XII
30.	IV	Chittoor	GDC Piler	Sports/ XII
31.	IV	Chittoor	GDC (W) Madanapalle	Merged Scheme, IQAC/XII Additional Assistance /XI
32.	IV	Chittoor	SVA Govt College, Srikalahasti	MRP/ XII
33.	IV	Kurnool	GDC (M) Kurnool	GDA Scheme /XII; Merged Scheme XI & XII
34.	IV	Kurnool	GDC Nandyal	Merged Scheme, MRP/ XII
35.	IV	Kurnool	GDC Partikonda	GDA Scheme /XII
36.	IV	Kurnool	GDC Srisailam Project	IQAC, GDA Scheme, Sports, MRP/XII
37.	IV	Anantapur	GDC (M) Anantapur	Merged Scheme, GDA Scheme/XII; Autonomous - 2017-18, 2018-2019
38.	IV	Anantapur	GDC Perukonda	Merged Scheme, IQAC, GDA Scheme, MRP/XII
39.	IV	Anantapur	GDC Dharmavaram	Merged Scheme, IQAC, GDA Scheme/ XII
40.	IV	Anantapur	GDC (w) Hindupur	Merged Scheme, IQAC, GDA Scheme/ XII
41.	IV	Anantapur	KSN GDC (W) Anantapur	Merged Scheme, IQAC, GDA Scheme/ XII
42.	IV	Anantapur	GDC Uravakonda	IQAC, GDA Scheme/ XII
43.	IV	Anantapur	GDC Madakasira	IQAC/ XII
44.	IV	Kadapa	GDC Proddutur	Sports/XII; MRP/XI
45.	IV	Kadapa	GDC Janmalamadugu	GDA Scheme/ XII
46.	IV	Kadapa	GDC Porumamilla	Sports/XII

**List of Pvt. Aided Degree Colleges which have not settled the accounts of
X/XI/XII UGC Plan Grants**

S.No	Zone	District	Name of the College	Scheme/Plan
1.	III	Guntur	JMJ College for Women	Sports /XII
2.	III	Guntur	JKC College	Autonomous Grants (2019-2020)
3.	III	Guntur	AC College	MRP/XII
4.	III	Guntur	VTJM & IVTR Degree College, Mangalagiri	GDA Scheme /XII
5.	III	Guntur	KRRM Degree College, Duggirala	Merged Scheme, IQAC/XII
6.	III	Prakasam	SVKP Arts, Science & Commerce College, Markapur	Merged Scheme, IQAC/XII
7.	III	Prakasam	S.V Arts & Science College, Giddalur	GDA Scheme /XII
8.	III	Nellore	Jawahar Bharathi Degree College, Kavali	Women's Hostel /XII
9.	IV	Kurnool	Osmania College, Kurnool	Autonomous Grants (2019-2020)
10.	IV	Anantapur	SSBN Degree College, Anantapur	Merged Scheme/XII
11.	IV	Kadapa	SKSC Degree College, Proddatur	IQAC, GDA Scheme/XII; Additional Assistance, Merged Scheme /XI

**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 AddressURL of Website:

S.V.A. Govt. College (M), Srikalahasti
www.svagovtcm.ac.in
E- Mail: svagovtc@gmail.com
Phone number: 08578222279

2. Vision & Mission:

Vision :

The institution aspires to bestow education to the students wherein the students are transmuted into knowledgeable individualist with character, accountability and commitment to preserving social, cultural and ethical values.

Mission :

- To facilitate the students to acquire knowledge through quality teaching and learning methodologies.
- To shape the students as responsible citizens with intellectual excellence and integrity.
- To inspire students to participate in social and cultural activities.

3. Name of the Principal, email, and mobile Number: Dr. Y. Nagaraja Naidu

svagovtc@gmail.com, 9440076466

4. Name of the Vice-Principal, email, and mobile Number: Dr. N. Murali

nadavatimurali66@gmail.com, 9440267842

5. Name of the IQAC Coordinator, email, and mobile Number: C. Bapanayya,

bapustf@gmail.com, 8019228436

6. Name of the Academic Coordinator, email, and mobile Number: Dr. G. Srinu

srinujdvmr@gmail.com, 8639802954

7. Year of Establishment: 1966

8. UGC 2(f) and 12 B status (certificates to be verified): 2(f) and 12 B

9. Autonomous status – Yes/No, If yes, Since_____ No

10. RUSA status: Yes

11. College land and Plan details /documents: Available with the Principal

- 12.** Affiliation status : Permanent / temporary (certificates to be verified): Permanent
- 13.** AISHE Status – Available with the IQAC coordinator
- 14.** NAAC Status -
- a)** Previous NAAC Cycle date and Month: 24 March 2019
- b)** Date of Expiry: 24 March 2024
- c)** Previous Grade and CGPA (certificates to be verified): B+ and 2.70
- 15.** Status of peer team recommendations

S.No.	Recommendations made	Recommendations fulfilled
1	Construct compound wall	Proposal were sent to the Govt. as a part of Nadu-Nedu Program
2	Improve research publications	Number of research publications increased
3	Start skill based courses	Introduced skill oriented courses as per the APSCHE guidelines

Action taken report to be attached

- 16.** Previous Recommendations of Academic Audit of the CCE

No. of suggestions made	No of suggestions implemented
4	4

Action taken report to be attached

- 17.** NIRF Rank (if any) : NA Year: NA
- 18.** ISO Certification: Yes Year: 2021
- 19.** Awards & Achievements for the institution during the current Academic Year with details:
1. ISO certification for the institution
 2. 18 research articles published in UGC care journals
 3. BOS memberships to faculty
 4. NCC students achieved

PART-B

1. No. of Programmes Offered by the College

- a. Current Academic Year
- b. Last Two Years

Year	2019-20	2020-21	2021-22
Number of Programmes	15	13	13

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

Year	2020-21	2021-22
Number of Value Added courses	0	0

3. Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular	35	29	6
PTL	0	0	0
Contract	2	2	0
Guest	3	3	0
Total			

4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular			35	10
PTL	0	0	0	0
Contract	2	0	0	0

Guest	2	0	0	0
Total				

5. Details of non- teaching faculty

No of posts	Sanctioned	Working	Vacancies
	38	22	16
Total			

6. Student strength particulars

a) During the last two years

Year	2020-21			2021-22		
No. of students	I	II	III	I	II	III
	216	216	229	220	216	216

7. No of students appeared in the final year exams during the last two years

Year	2020-21			2021-22		
Programmewise	A	P	%	A	P	%
	175	132	75.4%	NA	NA	NA

8. Teacher – student ratio (Current Year): 0.054

9. Infrastructure details (Physical and Academic facilities of Criterion-IV)

i.	Total no of class rooms:	20
ii.	Total no of laboratories:	10
iii.	Total no of digital classrooms:	3
iv.	Total no of virtual classrooms	1
v.	Total no of ICT enabled classrooms :	5
vi.	Total no of studios:	0
vii.	Total no of Computers,	160
	Student & Computers Ratio:	5:1
viii.	Total no of printers:	15
ix.	Total no of scanners:	15
x.	Total no of Xerox facility:	15
xi.	Total no of Wi-Fi routers:	4
xii.	Internet Bandwidth:	10GB
xiii.	Seminar halls:	1
xiv.	Auditorium:	0
xv.	Details of sports facilities:	Play Ground, Volley ball, foot ball, basket ball, badminton, kabaddi
xvi.	Gymnasium (No of stations):	1
xvii.	Rooms for administration:	3
xviii.	Water – RO facility:	Available
xix.	Toilets for staff (Men/Women/Differently abled):	4
xx.	Toilets for students (Men/Women/Differently abled):	5
xxi.	Divyanggan friendly facilities (Ramps/Lifts/Softwares):	Ramps
xxii.	No of fire extinguishers in the labs and corridors:	
xxiii.	Solar energy details – LEDs , Green Audit Status:	Not audited
xxiv.	Library:	
	- No. of Books & Journals:	50000
	- Status of Automation:	Semi automated
	- E-journals:	Yes
	- N-list subscription:	Yes
	- Internet:	10GB
xxv.	Women's waiting hall:	1
xxvi.	Grievance Reddressal Cell:	1
xxvii.	Health Centre:	0
xxviii.	ELL:	1
xxix.	JKC Lab:	1
xxx.	Computer Labs:	3

10. Research :

❖ No of collaborations / Functional MoUs

Year	2020-21	2021-22
No. of MOUs	9	9

❖ No of publications in UGC – CARE listed journals

Year	2020-21	2021-22
Number of Publications	18	4

❖ No of start-ups

Year	2020-21	2021-22
Number of start-ups	0	0

❖ No of patents

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of patents	0	0	0	0	0

❖ No of Research Guides

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Research Guides	02	02	02	02	02

❖ No of Research Scholars

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Research Scholars	0	0	0	0	0

❖ No of Major/ Minor Research Projects

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Major RPs					
Number of Minor RPs	3	2	2	0	0

❖ Incubation Centre/s: Yes/No No

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated
NIL	NIL	NIL

11. Policies prepared and implemented:

12. Extension activities (Current year)

- a) No. of Extension activities in the Neighborhood for social and holistic development: 24
- b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC: 24
- c) No of Extension activities in collaboration with government agencies: 03
- d) No of Extension activities in collaboration with Non-Governmental Organizations: 00

13. Feedback, Student Satisfaction Survey mechanism adopted : Adopted

14. Alumni Association – involvement and activities: NIL

15. Awards and achievements-current year (to be verified -)

❖ Students:

Online training on COVID-19 awareness completed by NCC students

NCC students completed Rashatragaan conducted by Ministry of culture, Govt. of India

Participated in S.V. University Ball badminton team selections

❖ Staff:

18 International journal publications in UGC care list

BOS memberships

16. Total no of scholarships and free ships (Current Year) 515

Total Amount in Rs:- 5317765

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

Teaching	0
Non-teaching	0

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

Year	2020-21	2021-22
Number of students registered	47	
Number of students trained	47	
a. from your GDC	47	
b. from other colleges	0	

Placements:

Year	2020-21	2021-22
No. of companies visited the campus	3	
Number of students Placed	65	
a. from your GDC	47	
b. from other colleges	18	

19. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	5	
b) B.Com	9	
c) B.Sc	12	

B. Employment (Programme wise)

Year	2020-21	2021-22
Number of students		
C. a) B.A	5	
D. b) B.Com	15	
E. c) B.Sc	13	

C. Entrepreneurship (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	0	
b) B.Com	0	
c) B.Sc	0	

20. Grants/funds received from (in Lakhs/Rs.)

A. Government	2.0
B. Non-governmental bodies	NIL
C. Individuals/ Philanthropists	NIL
D. CSR	NIL
E. Budget allocated for Infrastructure	NIL
F. Expenditure for Books & Journals	NIL
Budget Sanctioned Rs. 2.0	Utilized Rs. 2.0

21. Governance and Leadership

- ❖ Institutional Perspective Plan (Next two years) Available
- ❖ No of policies developed by the Institution and details

22. Contribution of IQAC

- ❖ Incremental changes during the last two years: 1. Efficient conduction of online classes, 2. Improvement in research activities

23. Best Practices of Institution:

1. ICT based teaching-learning
2. Decentralized administration

24. Evaluative Reports of the Departments: Available in the departments

25. For Autonomous Colleges N.A.

A. Academic Council

- Last Academic Council meeting date
- Major decisions for enriching curriculum/Academics

B. Controller of Examinations

- Examination reforms proposed and implemented
- CIA
- Mechanism for addressing grievances
- Mechanism for transparency in setting up of Question papers
- Mechanism for appointing examiners
- Mechanism adopted to ensure the security of information
- CoE expenditure report with details

C. Board of Studies

- Mechanisms for updating curriculum
- Justification Reports for Curricular revamp

D. Governing Body

- Last G.B meeting date
- Major resolutions for administration

26. College Handbook (to be uploaded on the college website): Available in website

27. College Magazine (to be uploaded on the college website): Available in website

28. Monthly News Letters(to be uploaded on the college website): Uploaded in website

29. Departmental meeting Minutes Registers (to be verified): Available in departments

30. Reports of various committees (to be verified): Available with the coordinators

31. CPDC/Finance Committee Meeting Minutes Registers (to be verified): Maintained

32. Implementation status of Biometric Attendance and TLP Reports (to be verified):

Implemented and Maintained

Academic & Administrative Audit : 2020-21						
Format-II (Institutional Data Cum Academic Advisor's Grading)						
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*)
I-CURRICULAR ASPECTS						
A	Curricular Planning and Implementation					
1	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;			
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			
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			

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	Academic Flexibility & Curriculaum Enrichment					
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			
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			
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			

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			
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			
Overall Grade						
II-TEACHING, LEARNING & EVALUATION						
A	Student Enrolment and Profile					
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			
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			
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			
4	Socio-economic status of students enrolled 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			
B	Catering to Student Diversity					
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			

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			
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			
C	Teaching Learning Process					
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			
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			
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 activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted			
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			
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			
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			

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			
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			
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			
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			
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			
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)			
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			
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			
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			
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			
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)			
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)			
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			
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 reports			
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			
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			
F	Student Performance and Learning Outcomes					

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			
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			
G	Student Satisfaction Survey					
32	Record of Feed back 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			
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			
Overall Grade						
III-RESEARCH, INNOVATIONS AND EXTENSION						
A	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			
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			
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			
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 MRPIs pending Grade C, if there is no Research Project			
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			
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			
7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations / Entrepreneurship 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	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			
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			
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			
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.			

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			
13	Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)			
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 Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted			
15	Number of extension programmes conducted in collaboration 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 Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted			
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 Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)			
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 IQAC and verified by Principal (Government&Non Government seperately)	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)			
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 2. Audited Statements	Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy			
19	Details of collaborations/linkages for					

	A. Faculty Exchange	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged			
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged			
	C. Internship		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended			
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted			
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended			
20	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional 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 Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted			
Overall Grade						
IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)						
A	Details of Library as a Learning Resource					
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated			

2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal	Grade A, if All the Teachers and Students make use of the e- resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources			
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 Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library			
B	IT Infrastructure					
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			
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			
Overall Grade						
V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)						
A	Student Support					
1	Percentage of Students benefited by scholarships & free ships for the last two years	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			
	a) Government					
	b) Institution					
	c) Non - Governmental bodies					
	d) Industries					
	e) Individuals					
	f) Philanthropists					

2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	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) Soft Skills					
	b) Language and Communication Skills					
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)					
	d) ICT/ Computer Skills					
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			
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			
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			
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 harassment 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			

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			
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 available Grade C, if no record is maintained			
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 available Grade C, if no record is maintained			
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 available Grade C, if no record is maintained			
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			
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	Student Participation and Activities					
13	No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)	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			
	a) University Level					
	b) State Level					

	c) National Level					
	d) International Level					
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			
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			
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			
D	Alumni Engagement					
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			
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			
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			
Overall Grade						
VI-GOVERNANCE AND LEADERSHIP						
A	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			
2	Explain the Institutional Practices like decentralization 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 constituted			

3	Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council	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			
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Insitution achieves Grade A occasionally Grade C, if the Instituion achieves B & C grades			
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 applicatons are not disposed within the stipulated time Grade C, if record is not properly maintained			
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only heirarchy is presented Grade C, if Organogram is not prepared			
B	Institutional e - governance					
7	Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist			
	a) Administration					
	b) Finance and Accounts					
	c) Student Admissions and support					
	d) Examinations					
C	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			
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			

10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Develeopment 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			
11	Details of performance appraisal system designed by instituion 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			
D	Financial Management and Resource Mobilization					
12	Institutional mechanism for internal and external financial audits	1. Internal AuditCommittee 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			
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Princpal	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			
E	Internal Quality Assurance System					

14	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by IQAC for promoting quality culture per year	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted	Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C, if any 3 records or below are maintained			
15	Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.	Grade A, if ranked Grade B, if participated Grade C, if not participated			
Overall Grade						
VII-INSTITUTIONAL VALUES AND BEST PRACTICES						
A	Activities that teach valules of the Institution					
1	Details of Activities by the Institution for	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			
	A) Promotion of gender equality and sensitization a) Safety and security b) Counselling c) Common Rooms for women students d) Details about sensitization activities					
	B) Environmental consciousness and sustainability a) Solar energy, b) Sensor-based energy conservation, 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 Grade B, if any 2 are present Grade C, if any one is present			

	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			
	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			
	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			
	F) Divyanggan friendly barrier - free environment a)Ramps b)Railings c)Scribe for examination d)Provision of lift/Wheel chairs e) Alternative arrangements for Divyanggan	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	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			

	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			
	c) Code of conduct 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			
	d) 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			
3	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a)Liberty, Equality, Fraternity, Justice b)Fundamental rights and duties c)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			
C	Best Practices	Record of two best/innovative practices by the institution				
	i.	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 Grade C, if nothing is present			
	ii.	ii) Institutional Best Practice Report in the NAAC prescribed format				
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			
Overall Grade						
College Grade -						

Name & Signature of the Principal :

Name & Signatures of the Academic Advisors

Name & Signature of the Vice-Principal :

2

3

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

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: Date of Audit conducted:			
S.No.	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS		
II	TEACHING, LEARNING & EVALUATION		
III	RESEARCH, INNOVATIONS AND EXTENSION		
IV	INFRASTRUCTURE & LEARNING RESOURCES		
V	STUDENT SUPPORT AND PROGRESSION		
VI	GOVERNANCE AND LEADERSHIP		
VII	INSTITUTIONAL VALUES AND BEST PRACTICES		
VIII	2018-19 AAA RECOMMENDATIONS		
	IS ACTION TAKEN AS PER THE RECOMMENDATIONS ?		
	IF NOT, STATE THE REASONS ?		
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE		
X	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE		
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE		
XII	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE		
XIII	SUGGESTIONS TO RESOLVE		
XIV	FEED BACK		

AA* : Academic Advisor

Name & Signature of the Vice - Principal

Date:

Government of Andhra Pradesh Commissionerate of Collegiate Education									
Academic & Administrative Audit of Degree Colleges (2020-21)									
Format - III A (To be Filled by Faculty and handed over to Academic Advisor)									
Zone:		District:							
Name of the College and Address									
Name of the Lecturer									
Name of the Subject									
Date of Joining in Degree College/Date						Date of Retirement:			
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; 2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
I-CURRICULAR ASPECTS									
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2. Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year Course wise/Sem wise Records for the Academic Year Invitaion Letter & Attendance	2x5= 10 2x5= 10 10	30				1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught 2. Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	a)Course wise/Sem wise additional inputs Reports b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	10 2x5=10	20				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
II-TEACHING, LEARNING & EVALUATION									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners 1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners 1. Course wise/Sem wise Reports on Bridge Courses conducted 2. Course wise/Sem wise Report on Remedial coaching conducted	10 2x5=10	20				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50				1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/ Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30				1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	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	10	30				1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		2. Assignments-Critical, Innovative, text book and Internet based		10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30				1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D
III-RESEARCH, INNOVATIONS AND EXTENSION									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5	20				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
		2. Major Research Projects		10					
		3. Consultancy Projects		5					

10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5. Research Guideship 6. Awards in recognition of research work		10 15 10 5 10 10	60				1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	10	20				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs / Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20				1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
V- ROLE IN STUDENT SUPPORT AND PROGRESSION									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50				1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
VI- ROLE IN INSTITUTIONAL GOVERNANCE									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40				1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
VII - BEST PRACTICES									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20				1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
Total Grade points					500				

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
GOVT.OF ANDHRA PRADESH: VIJAYAWADA
Present: Smt. Sujata Sharma, IAS**

01/ APCCE/ Academic Audit/AC-03/2018-19,Dated: 12.02.2019

Sub: - Collegiate Education - Conduct of Academic Audit in Government and Private Aided Degree Colleges for the year 2018-19 – Certain Instructions issued - Regarding.

The Department of Collegiate Education has launched Academic Audit as a quality enhancement initiative with an objective to improve functional efficiency of the Colleges and promote accountability among the Teaching Staff. As part of this initiative about 250 Academic Advisors are identified to conduct Academic audit in 144 GDCs and 120 Private Aided Colleges in four phases during March 2019.

In view of the modified Guidelines for NAAC Accreditation 2018, certain changes are made in the Academic Audit Formats. In this connection a training for Academic Advisors will be conducted on 18.02.2019 & 19.02.2019, from 10.00 AM to 05.00 PM at SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA (SDMSMK), VIJAYAWADA, Krishna District. The Academic Advisors are directed to go through all the revised formats* and conduct the Academic Audit effectively by capturing all the relevant data from the colleges. The Academic Advisors are strictly instructed to audit the colleges with honesty, dedication and maturity in view of strengthening the colleges in all aspects, and this exercise should help the colleges to prepare in a better way for NAAC Accreditation, and NIRF. If any erroneous audit is reported in Academic Audit, it will be viewed very seriously and action will be initiated against on particular Academic Advisor and Principal concerned. Keeping in view of this, the Academic Audit shall be conducted efficiently, effectively and should be a benchmark keeping its recognition as a best practice by GOI.

In this context, the Academic Audit for the year 2018-19 has been scheduled in the month of February & March 2019. Format-I(Institutional Data) & Format-II(Lecturer Data) are to be filled by the Principal, Lecturers respectively, the soft & hard copies should be kept along with the institution after the Academic Audit is over. All the Academic Advisors are informed to conduct Academic Audit as per the dates mentioned in the schedule without any further modifications. Further, it is also instructed to send the soft copy of Format-III (Academic Advisors Report-AAR) by Academic advisors under acknowledgement to the CCE office through the mail.id tappal.col@ap.gov.in on the same day of conduct of Academic Audit. Also Criteria wise format (Annexure-I) and other formats (Copies enclosed) will be communicated via Google Spread Sheet on the date of Academic Audit and the details should be uploaded by Academic Advisor on the same day of conduct of Academic Audit. The Principals of the Colleges concerned have to submit the soft & hard copies of Format-IV (Action Taken Report-ATR) to this office through the mail.id tappal.col@ap.gov.in within a week days of the report to the undersigned. The hard and soft copies of all Formats (i.e., I, II, III, and IV) should be maintained and also to be placed on their colleges' website by the institution and they have to be submitted to this office whenever called for. The student satisfactory survey report should be compulsorily uploaded on their college websites before the conduct of academic audit without fail.

The Principals of the Colleges scheduled for the audit have to make all necessary arrangements by updating all the records and provide hospitality to Academic Advisers. **The presence of Principal and all other staff of the College is compulsory on the day of Academic Audit** (Except the Academic Advisors, who involved in Academic Audit of other colleges). The Academic Advisers are instructed to verify thoroughly whether the recommendations in the previous audit were carried out or not in the form of ATR? If not the reasons should be specified by the Advisors.

The RJDCEs' are directed to attend the training programme and shall address the academic advisors in view of academic audit. Also they are further instructed to monitor the entire programme to be conducted effectively at their respective zones.

The Principals of Government and Private Aided Degree Colleges are directed to relieve the identified academic advisors to attend the training and for the conduct of academic audit, 2019 as per the schedule with strict instructions to conduct the Academic Audit effectively. The period of Training and Academic Audit shall be treated as ON DUTY. The schedule for academic audit will be communicated after completion of training programme.

S.No.	Date	Time	Venue	To whom
1	18.02.2019	10.00 AM to 05.00 PM	Sri Durga Malleswara Siddhartha Mahila Kalasala (SDMSMK), Opposite Murali Fortuner Park Hotel Vijayawada, Krishna District.	From 1 to 125 members in the list of Academic Advisors
2	19.02.2019	10.00 AM to 05.00 PM	Sri Durga Malleswara Siddhartha Mahila Kalasala (SDMSMK), Opposite Murali Fortuner Park Hotel Vijayawada, Krishna District. Vijayawada, Krishna District.	From 126 to 244 members in the list of Academic Advisors

(The Advisors should report by 09.30 AM on the day of training)

(Orders of Spl.CCE obtained in the Note file)

Sd/- Smt. Sujata Sharma, I.A.S.
Special Commissioner of Collegiate Education

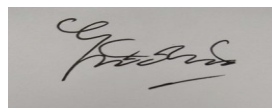
Enclosures:

1. Formats I,II,III,IV
2. List of Academic Advisors
3. Annexure for criteria and other related formats
4. List of Documents
5. Student satisfactory survey report

To

1. The Principals of Govt., & Private Aided Degree Colleges concerned
2. All the RJDCEs for information

//Attested//



Academic Guidance Officer

Government of Andhra Pradesh Commissionerate of Collegiate Education

GUIDELINES TO THE ACADEMIC ADVISORS ON AAA

1. AAA PEER TEAM VISIT

AAA is about facilitation of excellence in higher educational institutions in the state by the stake holders of higher education primarily by teachers, management and community. Guided by the philosophy of mutual trust, the Peer Team has to carry out an AAA of Institutions objectively with greater focus on issues related to the outcome.

2. AAA STAGES

Stage – I: In the Pre visit stage the Peer Team should:

Understand the institution and its context of operation. Prepare the list of institutional documents to be reviewed, and the points for interaction with the various stakeholders. Prepare a draft report based on the AAA submitted (both the quantitative and qualitative report), and collate it according to the given format, keeping in mind the Criteria, Key Aspects and the Assessment-Indicator-Weightages and other guidelines. Complete all pre-visit preparation online if possible by searching the college website

Stage - II: During the Visit

For the purposeful AAA visit, it is imperative for the AAA team to be professional in their approach and courteous to the Teachers, Principal and Staff of host institutions. The peer team should ensure smooth conduct of AAA process and adequate interaction among AAA PTM while preparing first draft of AAA report. The team should conduct the visit and on the basis of evidences prepare the report. The thrust of visit should be outcome oriented and suggest what may be done. PTM should avoid any last minute changes in the visit schedule. During the visit AAA PTM should meet various constituents of the host institutions viz., students, teachers, administrative staff/non-teaching staff, management, alumni association, parent association, MOU partners, employers etc.

In the process of AAA, focus should be on the validation of the information provided in AAA on the basis of documents and evidences. AAA PT, however, has to go beyond validation and find out what was done by the institution to overcome weaknesses and challenges. The PTM may, in a cordial manner, ask questions for the reasons behind measures not undertaken and specify in the form of recommendations as what needs to be done on long and short term basis to the institution. The peer team must ensure the validation of factual data/information provided in AAA and ensure that the report is prepared valuing the inputs from all the members.

3. REPORT PREPARATION

Peer team would prepare as per the prescribed format. The report should be prepared accurately considering various criteria for AAA. The AAR is to be shared with the Principal of the institution. The Principal of the College may suggest any factual corrections, which may be incorporated by the Peer Team in consultation with other stakeholders. The Academic Advisors should sign on the last page of the report. After going through the report, if the Head of the Institution agrees with the report, he/she has to sign the report and affix the official institutional seal and date.

4. OTHER GUIDELINES The Academic Advisors of the peer team shall speak at the Exit meeting.. Academic Advisors should submit all related papers to the ID college Principal and Office of CCE.

GUIDELINES TO THE INSTITUTIONS ON AAA

Academic and Administrative Audit (AAA) is to facilitate quality improvement through partnership. Therefore, the smooth conduct of a Peer Team Visit requires close coordination between the Peer Team and the Assessed Institution.

- I. Coordination of the Visit:** The Assessment visit will be coordinated by the Academic Advisors or peer team, supported by the concerned Academic Officer from the office of CCE.
- II. Before the Visit:** The institution should nominate a person, preferably the IQAC Coordinator of the Steering Committee, which prepared the institutional AAA Format – I for Institution (AAA), as a representative of the institution, the IQAC Coordinator and Principal of the college should interact with the Academic Advisors. The person so nominated should have:

- sufficient knowledge of the institution
- access to institutional data
- good will on the campus
- adequate knowledge on the Academic and Administrative Audit process

The nominated person should be in touch with CCE, the Academic Advisors and make necessary arrangements in advance, for hospitality, accommodation if warranted and logistics of the visit. Make arrangements to provide a room at the institution, with a computer, printer, necessary stationery and secretarial support. The sequence of visits to the departments and to the other facilities like Library, Gymkhana, Auditorium etc., may be planned well, to minimize the time for the visits.

The filled in Format – I for Institution should be sent to the mail of Academic Advisors in advance so that they can be acquainted with the details of the Academic & Administrative Audit of the College before their visit.

The following are Some of the Documents for the Perusal of the Academic Advisors should be made available with IQAC Coordinator
(These are only indicative and not exhaustive).

These may include the details of the Governing Body, Board of Management, Admissions, Academic Calendar, Academic linkages, Consultancy, Extension, Library committee, Research committee, Purchase procedures and other financial norms, etc.

■ Guidelines for the Grievance Redressal Cell and the Complaints Cell for addressing issues of sexual harassment of women at workplace.

■ Documents containing the current list of academic programmes, duration, fee structure etc.

■ Institutional annual Calendar.

■ Annual Reports of the past two years.

■ Master plan of the institution.

■ Records of student feedback.

■ Annual Budget.

■ MoU with collaborating agencies

■ Special recognition, grants, awards, etc.

■ Research projects sanctioned by external funding agencies.

▪ Student Satisfactory Survey Report

■ Any other documents as deemed necessary by the institution / Peer Team.

- Give adequate publicity about the visit of the Peer Team to the teachers, students and administrative staff.
- It is preferable to have the Peer Team visit the institution on regular working days
- Provide all the departments with the time-schedule of the visits
- Orient the departments on the purpose of the Peer Team visit. The team would be visiting the institution after a thorough study and analysis of the AAAR provided by the institution. The purpose of the visit is to validate the claims of the institution as detailed in its AAA Report, through interactions, inferences and checking relevant documents. Further, the Peer Team will look for evidences, to understand the “collective impact” of the faculty and the institutional ambience, on the educational experience and outcome of the students.

III. During the Visit:

1. The IQAC Coordinator is responsible for the coordination of the on-campus visit. Changes in the schedule, if any, are to be made in consultation with the Academic Advisors and Office of CCE
2. To facilitate free communication, it is requested, to avoid the presence of the Head of the Institution/ faculty members/ management representatives
3. It is requested that only the Principal or designated IQAC Coordinator should guide the team during the visit to the departments/ facilities.
4. All ceremonial activities should be replaced by introduction of the basic objectives of the visit and brief introduction of the matters. It should not exceed 15 min.
5. All the heads of departments/ units may be directed to cooperate with the visiting team, to adhere to the time-schedule. Faculty interactions in the departments may be participatory in nature.
6. The departments may submit additional documents (if any) to the Peer Team.
7. For interactions with students, about 30-40 students may be randomly drawn, to have representatives from different faculties, different socio-economic strata, and levels of study. It must also include representatives of NCC, NSS and various Co-curricular Clubs and Associations of the institution. All arrangements may be made for facilitating quick interactions.

IV. On the last day of the Visit:

1. Organization of an Exit meeting
 1. Welcome by the Head of the Institution
 2. Remarks by the Academic Advisors
 3. Handing over of the Academic & Administrative Audit Report (AAAR) to the Principal
 4. Vote of Thanks.

V. Arrange for the schedule of the exit meeting in consultation with the Peer Team /IQAC Coordinator, after the completion of the AAAR. This meeting shall be addressed only by Academic Advisors. The purpose of the 'Exit meet' is to share the Peer Team's perceptions and general observations about the institution, without disclosing the institutional point/grade. This is not an interactive session. A representative group of management, faculty, (Steering Committee members, Heads of Departments and others), students, parents and alumni may be invited.

VI. ATR should be submitted to ID College and office of CCE within 10 days after submission of Academic & Administrative Audit Report (AAAR) by Academic Advisors.