

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

Academic & Administrative Audit (AAA) – 2020-2021

FORMAT – I (COLLEGE PROFILE)

PART- A

1. Name of the College and Address: SRR and CVR Government Degree College (A), Machavaram, Vijayawada
URL of Website: srrevr.ac.in
E- Mail: srrandcvr@gmail.com
Phone number: 9848732916

2. Vision & Mission:

VISION

To strive to provide equitable quality education to the students in general and to those from the underprivileged sections of the society in particular and to produce intellectually component, morally upright and socially committed citizens for the Nation.

MISSION

1. To serve the community by producing intellectually competent, morally upright, socially committed citizens through higher education preserving the cultural backgrounds.
2. To provide employable and ethical education to students particularly from economically and socially backward and other weaker sections in Life skill, Skill development, Mark oriented and Vocational courses.
3. Create spirit of research offering student centric and teacher centric research activities.
4. To improve Smart campus infrastructure facilities to impart virtual, digital and e-learning way of teaching and learning process.
5. To equip students with Communication, Soft and Social skills.
6. To promote leadership qualities among the student by adopting students' participative mechanism.
7. To enhance distinctiveness of the institution in the society through Outreach programmes.

3. Name of the Principal, email, and mobile Number:

Dr K Bhagya lakshmi, srrandcvr@gmail.com ,9848251236

4. Name of the Vice-Principal, email, and mobile Number

Smt. P. Sailaja, ponnamsailajal@gmail.com , 9491753148

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

Dr R Kameswari, r.kameswari1964@gmail.com, 9849246362

6. * Name of the Academic Coordinator, email, and mobile Number
Smt. K.L.Chamundeswari Devi, kldevi9101998@gmail.com, 9959835463
7. Year of Establishment :1937
8. UGC 2(f) and 12 B status (certificates to be verified):
College has 2(f) and 12(B) status
9. Autonomous status – Yes/No, If yes, Since 2017-18
10. RUSA status : RUSA Component-7 Infrastructure grants under RUSA 1.0 , 2
Crores are sanctioned and Utilized, Physical verification and Audit are completed.
11. College land and Plan details /documents :
Attached
12. Affiliation status : Permanent / temporary (certificates to be verified)
Temporary- Certificates attached
13. AISHE Status – Uploaded- Certificate attached
14. NAAC Status -
- a) Previous NAAC Cycle date and Month
March 28, 2017
- b) Date of Expiry
March 27, 2022
- c) Previous Grade and CGPA (certificates to be verified): B+, 2.6
15. Status of peer team recommendations

Action taken Report on NAAC suggestions: Attached

16. Previous Recommendations of Academic Audit of the CCE

No. of suggestions made	No of suggestions implemented
23	19

Action taken report to be attached:

17. NIRF Rank (if any) : 2018 -19 : 151-200 rank band
2019 -20 : 101-150 rank band

18. ISO Certification: Yes Year: 2018-2022

19. Awards & Achievements for the institution during the current Academic Year
with details: 2 Awards to college and two awards to faculty
should produce.

PART-B

1. No. of Programmes Offered by the College

a. Current Academic Year: For academic year 2021-22, 36 (UG&PG) Programmes

b. Last Two Years : For academic year 2020-21, 35 (UG&PG) Programmes

For academic year 2019-20, 34 (UG&PG) Programmes

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Programmes	32	32	34	35	(36) 38

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

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Value Added courses	10	15	14	12	9

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3. Details of teaching faculty (2020-21)

No of posts	Sanctioned	Working	Vacancies
Regular	86	51	35
PTL	NA	NA	NA
Contract	NA	5	NA
Guest	NA	42	NA
Total	86	98	35

4. Qualifications of teaching staff 2020-21

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular	80	24	41	45
PTL	NA	NA	NA	NIL
Contract	3	01	NIL	NIL
Guest	42	03	02	05
Total	125	28	43	50

5. Details of non-teaching faculty

No of posts	Sanctioned	Working	Vacancies
	50+3(Aided)	40+3(Aided)	10
Total	53	43	10

6. Student strength particulars

a) During the last two years

Year	2017-18			2018-19			2019-20			2020-21			2021-22		
No. of students	I	II	III	I	II	III	I	II	III	I	II	III	I	II	III
		900	732	576	1006	900	732	1101	1006	900	989	1101	1006	992	989
Total	2208			2638			3007			3096			3082		

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

Year	2017-18			2018-19			2019-20			2020-21			2021-22		
Programme wise	Appeared (A)	Passed (P)	%	A	P	%	A	P	%	A	P	%	A	P	%
					864	790		693	614		637	555			

8. Teacher – student ratio (Current Year):128:2950=1:23

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

- i. Total no of class rooms : 58
- ii. Total no of laboratories :25
- iii. Total no of digital classrooms :03
- iv. Total no of virtual classrooms :04
- v. Total no of ICT enabled classrooms:16
- vi. Total no of studios:01
- vii. Total no of Computers, Student & Computers Ratio:129
- viii. Total no of printers : 10
- ix. Total no of scanners :05
- x. Total no of Xerox facility :05
- xi. Total no of Wi-Fi routers : 9 routers
- xii. Internet Bandwidth : 150 Mbps
- xiii. Seminar halls :10
- xiv. Auditorium :02
- xv. Details of sports facilities
- xvi. Gymnasium (No of stations) :14
- xvii. Rooms for administration:02
- xviii. Water – RO facility:01
- xix. Toilets for staff (Men/Women/Differently abled):10
- xx. Toilets for students (Men/Women/Differently abled):15+20
- xxi. Divyanggan friendly facilities (Ramps/Lifts/Softwares): Ramps-03
- xxii. No of fire extinguishers in the labs and corridors :20
- xxiii. Solar energy details – LEDs , Green Audit Status : 10KVA 2 solar panels, Green audit completed ISO certified, Green Audit report attached
- xxiv. Library
 - No. of Books & Journals:58796, NLIST (not in writing)

- Status of Automation : PARTIAL ✓
- E-journals :NLIST JOURNALS-
- Nlist subscription :YES
- Internet : YES

- xxv. Women's waiting hall:01
- xxvi. Grievance Reddressal Cell :yes
- xxvii. Health Centre:NO
- xxviii. ELL: NO
- xxix. JKC Lab: 01 ?
- xxx. Computer Labs:04

10. Research :

❖ No of collaborations / Functional MoUs

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of collaborations / MoUs	3	3	4+3	1	5

max 2019-20
4x
3x
8x
8x ✓

❖ No of publications in UGC – CARE listed journals

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Publications	24	21	25	33	9

❖ No of start-ups

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

❖ No of patents

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

❖ No of Research Guides

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Research Guides	02	01	01	01	02

❖ No of Research Scholars

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Research Scholars	01	01	01	01	03

❖ No of Major/ Minor Research Projects

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Major RPs	NIL	NIL	NIL	NIL	NIL
Number of Minor RPs	02	NIL	NIL	NIL	NIL

❖ Incubation Centre/s: Yes/No

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated
LED Bulbs Survey 2017-18	Siri Energies Pvt Ltd.	1 Lakh
Certification for Non telugu employees in Telugu Language of Income tax department 2019-20, 2021-22	Audit & General Department	Amount:Rs.34,800/ 2019-20 Rs.30,000/ during 2021-22
Dry Waste Management-2019-20, 2021-22	ITC-Suraj Krishna Greenaries	Rs.6800/

11. Policies prepared and implemented:

Code of Ethics Students code of Conduct Staff Code of conduct
 Administrators code of conduct Maintenance of Infrastructure policy
 Research and Consultancy policy Differently able students promotion policy

12. Extension activities (Current year)

- a) No. of Extension activities in the Neighborhood for social and holistic development :
- 2020-21: 07
2021-22: 10
- b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC:
- 2020-21: 5
2021-22: 18
- c) No of Extension activities in collaboration with government agencies :
- 2020-21:02
2021-22:06
- d) No of Extension activities in collaboration with Non-Governmental Organizations
- 2020-21: 3
2021-22:07

13. Feedback, Student Satisfaction Survey mechanism adopted :Yes

14. Alumni Association – involvement and activities :Involved and is active-Activities during 2020-21:01, 2021-22:3

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

❖ Students : 2020-21:Sports:31 Cultural:12 Staff:3

16. Total no of scholarships and free ships (Current Year)2020-21: 1858+21

Total Amount in Rs: 3,15,60,978 + 21000/

evidence

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

Teaching	2020-21: 2 2021-22: 04
Non -Teaching	Nil

18. Training's conducted by JKC for competitive exams during the last two years

Training:

Year	2020-21	2021-22
Number of students registered	214	416
Number of students trained	214	416
a. from our GDC	214	416
b. from other colleges	NIL	NIL

Placements:

Year	2020-21	2021-22
No. of companies visited the campus	NIL	04
Number of students Placed	NIL	26
a. from our GDC	NIL	26
b. from other colleges	NIL	NIL

19. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	22	Waiting
b) B.Com	27	Waiting
c) B.Sc	32	Waiting

B. Employment (Programme wise)

Year	2020-21	2021-22
	Number of students	Number of students
a) B.A	03	07
b) B.Com	25	06
c) B.Sc	14	13
d) M.A	01	Nil
e) M.Sc	05	Nil
f) M.Com	07	Nil

C. Entrepreneurship (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	NIL	NIL
b) B.Com	04	NIL
c) B.Sc	NIL	NIL

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

- A. Government : 2020-21: Rs5,66,230/
2021-22: Rs5,89,000/
B. Non-governmental bodies : 2020-21 : Rs.21,000/
2021-22 :
C. Individuals/ Philanthropists :2020-21: NIL
2021-22:Rs.1,00,000/
Gorumudda Donations:Rs.1,88,500 (Feb22-June22)
D. CSR: NIL
E. Budget allocated for Infrastructure: 2020-21:Rs. 2,88,993
2021-22:2 Crores (NIRF funds)
F. Expenditure for Books & Journals : 2020-21: Rs 5000/
2021-22: Rs1 lakh
Budget Sanctioned during 2020-21:Rs. 8,60,223 ;
Utilized Rs. 2020-21 :1,49,957

21. Governance and Leadership

❖ Institutional Perspective Plan (Next two years)

1. To introduce one Market oriented and one Sector Skill Council course every year according to industrial demand. Each department plans to conduct one certificate course from 2022-23.
2. Improve admissions in the college and reach 100% admissions in coming two years.
3. Conduct one Internal exam online through APPs like Kahoot.
4. Encourage the students & staff to apply for Summer internships in premier Institutes like IICT, MCL etc.
5. Sustain the number of Extension activities conducted in the college in collaboration with Government and Non-Government Agencies.
6. Augmentation of Infrastructure like Class rooms, Central Library, Food Technology Lab, Horticulture Lab, Commerce Lab, BBA Lab when and where RUSA 3.0 funds or other funds are sanctioned.
7. Plan and conduct PGCET coaching to undergraduates and NET/SET coaching to Post graduates.
8. Conduct more number of training programs for placements for UG and PG students through JKC platform.
9. **Finishing school concept** for PG programmes will be continued.

9. Increase number of Literary and Cultural activities which are slowed down due to COVID 19 during preceeding year. Sustain the achievements in Physical Education.

10. Conduct two Faculty development programs on updated technology for teaching faculty including orientation programs to newly recruited faculty each year, two FDP to Administrative Faculty on Office procedures every year.

11. Encourage the faculty to produce more number of LMS content in their concerned subject.

12. Encourage each department to develop their own Best practices in future.

❖ **No of policies developed by the Institution and details:**

Student Code of Conduct Staff Code of Conduct Infrastructure
maintenance policy Examination Policy Policy Document for differently
able students Research Promotion Policy document Strategic
Development Document Laboratory Policy Library Policy document,
Physical Education Policy document

22. Contribution of IQAC

❖ Incremental changes during the last two years

1. College is regularly uploading data for attaining AISCHE certificate, NIRF rank, ISO certification for College procedures, Green Audit ranking to MGNRE, Central Government of India during 2021-22.

2. College has bought G Suite during the year 2019-20. All the faculty are given domain ids and all the faculty created Google class rooms for the classes, delivered Classes online through G Suite. Recorded lessons are uploaded in Bharath Padhe online and LMS apps during 2019-20.

3. Online internal examination, Seminars, Projects, Virtual Labs are conducted online. The same is continued during 2020-21 until the COVID-19 Pandemic lockdown. There after the classes are continued in offline and blended mode whenever necessity raised. You tube channels are created by the faculty as well as History students.

4. Quality Initiative programs are conducted during the year 2019-20 : 12

Quality Initiative programs are conducted during 2020-21:15

Faculty development programs for teaching faculty during 2019-20:3

Faculty development programs for Administrative staff during 2019-20:3

Faculty development programs for teaching faculty during 2020-21: 4 Faculty development programs Administrative staff during 2020-21: 4 Faculty development programs are conducted during 2020-21.No. Of FDPs attended by the staff-120 during 2020-21.

5. Number of UG courses introduced during the year 2019-20: 02
 Number of PG courses are introduced during the year 2019-20 :01
 Number of Job oriented courses are conducted during the year 2019-20:13
 Number of UG courses are introduced during 2020-21: 06
 Number of PG courses are introduced during the year 2020-21: 01
 Number of Job oriented courses are conducted during the year 2020-21:12

6. Feed back Analysis and internal monitoring of the syllabus completion, follow up of the activities planned according to academic calendar and annual action plan are done by IQAC committee and the Academic committee.

23. Best Practices of Institution

1. Gorumudda-Best practice providing free Breakfast to students coming from farther distances to reach college in time
2. Tapping the Latent Talent-The college focuses on student centric multiple programs to bring out the Latent talents of the students.

24. Evaluative Reports of the Departments : Prepared

25. For Autonomous Colleges

A. Academic Council

- Last Academic Council meeting date:05-01-2022
- Major decisions for enriching curriculum/Academics

Approval of the new curriculum directed by APSCHE with all LS, SDCs and market oriented programs. *Academic Council*

B. Controller of Examinations


Examination reforms proposed and implemented:

- An exclusive Website has been maintaining for the examination section i.e. www.srrcvrexams.ac.in
- A separate software has been upholding
- Student-wise individual login credentials are provided
- Department-wise login credentials are also provided
- The students are paying their examination fee and other fees related to the examination section through payment gateways only.
- Internal marks are submitted by the concerned faculty members through their login credentials.
- The students can download their Hall Tickets and Marks Memos from the examination section website.
- The examination section is completely automated.
- To encourage the students for sports, NCC and NSS:
 - a. 5% grace marks will be given to medal winners at South Zone Level, Inter University level tournaments and NCC cadets and NSS volunteers who participated in State Level Republic Day/Independence Day celebrations.
 - b. 10% grace marks will be given to Medal winners at National Level / International level and NCC cadets and NSS volunteers who participated in National Level Republic Day/Independence Day celebrations.

- CIA

- For continuous Internal Assessment (CIA) the college has been following the SOP given by the Commissionerate of Collegiate Education scrupulously.
 - Mechanism for addressing grievances
 - Any one can submit their grievances through online (website) as well as offline and it will be resolved through the Examination Committee under the Chairmanship of Chief Controller of Examinations in a passed manner.
 - Mechanism for transparency in setting up of Question papers
 - The list of experts in question paper settings has been nominated by the concerned departments in BOS and it will be approved by the Academic Council.
 - The college has been keeping 3 sets of question papers and one can be chosen through dip system.
 - Mechanism for appointing examiners
 - The list of examiners has been nominated by the concerned departments in the BOS and it will be approved by the Academic Council.
 - The examiners are selected through randomly from the list.
 - Mechanism adopted to ensure the security of information
 - An exclusive secured Website has been maintaining for the examination section i.e. www.srrcvrexams.ac.in
 - For security purpose a separate leased line has been preserving for the examination section.
 - CoE expenditure report with details: Submitted
- C. Board of Studies**
- Mechanisms for updating curriculum
 - Depending on the feedback of the Stake holders and by infusing the latest updated trends in the courses.
 - Justification Reports for Curricular revamp: Attached
- D. Governing Body**
- Last G.B meeting date : 2019
 - Major resolutions for administration: Resolutions attached

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


 PRINCIPAL
 SRR & CVR GOVT. DEGREE COLLEGE
 (Autonomus)
 Machavaram, VIJAYAWADA-520 004

Academic & Administrative Audit : 2020-21

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

S.N o.	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;	A	A	
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary	Grade A, if all the four records match with one another Grade B, if two records match with one another Grade C, if any two records match with each other	A	A	
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports	Grade A, if all the two records are maintained Grade B, if any four records are maintained Grade C, if any two records are maintained	A	A	
4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	B	B	

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*)
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	A	A	
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	B	B	Recommended to Implement more online courses
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Grade A, if 90% and above syllabus is covered by the Departments Grade B, if 60% - 90% syllabus is covered by the Departments Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	A	A	
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	A	A	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
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	B	Analysis and ATR should be maintained by rest of the departments
Overall Grade				A	A	
II-TEACHING, LEARNING & EVALUATION						
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	A	A	
2	Demand Ratio (Group wise) (No. of applications received / Sanctioned Seats) (Overall ratio)	Year wise report of the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	A	A	
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) (Seats earmarked / Seats filled)	Year wise, Category wise report of the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	
4	Socio-economic status of students 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						
5	Institutional mechanism for assessing the learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A	A	
6	Details of special programmes organized by the departments for advanced learners and slow learners	Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	

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*)
7	Student - full time teacher ratio for the last 2 years Total no. of students enrolled in the institution/ Total no. of full time teachers	Consolidated Report validated by IQAC and verified by Principal	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A	A	
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	A	A	
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	Department wise evidences should be maintained
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	

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*)
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	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	B	B	Recommended to increase the participation of more number of departments
17	No. of Teachers completed courses on MOOCS platform/ARPIT, MIT, Coursera etc.,	Course completion certificates by Departments	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	C	C	To encourage lecturers to register and complete MOOC courses
18	Co-Curricular Activities (Academic) (Student Seminars/Quizzes, debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	A	A	
19	Academic, Cultural & Sports events organized (International/ National/ State/ District/ Inter Collegiate/ College Level	Reports by Departments and Committees validated by IQAC	Grade A, if International and National events are organized (at least 5) Grade B, if State level events are organized (at least 5) Grade C, if District and College level events are organized (at least 5)	A	A	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to Improve))	Recommendation/Suggestions by Academic Advisors (AA*)
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	C	B	Encourage faculty to register and complete Ph.D
24	National/ International/ Regional Seminars/conferences/workshops organised in the last two years	Reports by Departments validated by IQAC	Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5per year) Grade C, if District and College level events are organized (at least 5per year)	A	B	Recommended to organize more number of seminars
25	Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5per year) Grade C, if District and College level events are attended (at least 5per year)	A	A	

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*)
E						
Evaluation Process and Reforms						
26	Mechanism of transparent and accurate internal assessment	<ol style="list-style-type: none"> 1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the Internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher) 	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	Department wise reports regarding <ol style="list-style-type: none"> 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	Teacher-wise, course-wise and Program-wise result should be maintained in the departments
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	

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*)
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	A	A	
31	Evaluation of attainment of Programme Outcomes and Course Outcomes	Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability	Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated	C	C	Record should be maintained in the departments
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	A	B	Analysis and ATR should be maintained
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	C	C	Increase the percentage of participation of students in SSS
Overall Grade				A	A	
III-RESEARCH, INNOVATIONS AND EXTENSION						
Promotion of Research and Facilities						
1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	C	C	
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	C	C	
3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	C	C	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
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	To encourage staff to apply for MRPs
B Resource Mobilization for Research Purpose						
5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 3 Lkh Grade B, if < 3lkh Grade C, if there is no funding	C	C	
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	B	B	
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.	B	B	
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 each Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	B	B	Recommended to increase number of publications by faculty
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 each Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	B	C	Recommended to encourage to author text books

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
10	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	B	B	Recommended to publish papers in UGC listed journals
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.	B	B	
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	B	B	
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)	C	C	
D						
14	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			
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)			

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to Improve))	Recommendation/Suggestions by Academic Advisors (AA*)
17	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	
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	C	C	
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	C	
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	C	C	
	C. Internship		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	C	C	
	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	B	B	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
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	C	C	
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	A	B	
Overall Grade				B	A	
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	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	
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	A	A	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
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	A	A	
5	Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component	1. Finance Committee Meeting Minutes 2. Report validated by IQAC and verified by Principal	Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available	A	A	
Overall Grade				A	A	
V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)						
Student Support						
1	Percentage of Students benefited by scholarships & free ships for the last two years a) Government b) Institution c) Non - Governmental bodies d) Industries e) Individuals f) Philanthropists	Office Report validated by IQAC and verified by Principal	Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies	B	B	
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years a) Soft Skills b) Language and Communication Skills c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)	Report by JKC and Physical Education Department validated by IQAC and verified by Principal	Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered	A	A	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
	d) 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	C	C	
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	
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 harrasment 2. Committee(s) Report(s) about grievance redressal 3. Proofs and Meeting Minutes	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A	A	

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*)
7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A	A	
B Student Progression						
8	Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	
9	Students' Progression to Employment	1. Department wise Reports with proof of Joining 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	
10	Students' Progression to Entrepreneurship	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	B	B	
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	A	C	Prepare students to write NET/SET
12	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)	Feed back consolidated Report from JKC	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	C	C	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
C						
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	A	
	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	B	B	
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	
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	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	B	B	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to Improve))	Recommendation/Suggestions by Academic Advisors (AA*)
19	Number of Alumni Association Chapters / meetings held during the last 2 years	1. Meeting minutes 2. Consolidated reports	Grade A, if 4 and above Grade B, if 2 and above Grade C, if one and below	A	A	
Overall Grade				B	A	
VI-GOVERNANCE AND LEADERSHIP						
Institutional Vision and Leadership						
1	Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words)	Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs	Grade A, if strategic plan is in action Grade B, if the mechanism is in planning stage Grade C, if nothing is available	B	B	
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	
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Institution achieves Grade A 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	
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only hierarchy is presented Grade C, if Organogram is not prepared	A	A	

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*)
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	A	
	a) Administration					
	b) Finance and Accounts					
	c) Student Admissions and support					
	d) Examinations					
Faculty Empowerment Strategies						
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	C	C	
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	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to Improve))	Recommendation/Suggestions by Academic Advisors (AA*)
11	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	B	B	
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	A	A	
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	A	A	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to Improve))	Recommendation/Suggestions by Academic Advisors (AA*)
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	A	
VII-INSTITUTIONAL VALUES AND BEST PRACTICES						
Activities that teach values of the Institution						
A	Details of Activities by the Institution for					
1	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	
	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	B	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	

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*)
	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	B	B	
	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	A	
B	Initiatives for Inculcating values					
2	Cross cutting Issues and value Initiatives a) Tolerance and harmony against several diversities i) Cultural ii) Regional iii) Linguistic iv) Communal v) Socio - Economic	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	A	A	
	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	B	B	
	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	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
	d) Celebration of National and International commemorative days and festivals	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	
3	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a) 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	
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	A	A	
	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	A	A	
	Overall Grade			A	A	
	College Grade -			A	A	

Name & Signature of the Principal : *D.N. K. BHAGYA LAUSHMI*

Name & Signature of the Vice-Principal :

P. SAIKASA

P. Silan
30.8.2022

Name & Signatures of the Academic Advisors

1. *G. S.* 30/8/22

2. *P. K. S.* 30/8/2022

3. *P. Raju* 30/8/2022

4. *K.V. Sankar* 30/08/22

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: SRR & CVR Government Degree College(A), Vijayawada, NTR District
 Date of Audit conducted: 29-8-2022 & 30-8-2022

S.No.	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS	Recommended to offer value added courses/certificate by the rest of the departments also Recommend to offer online courses Recommend to introduce one PG course from science stream Recommend to collect feedback from employers also Recommended to analyse the collected feedback and maintain action taken reports in the departments	1. All the departments proposed one certificate course each for the academic year 2022-23, 2. PG Courses in Sciences may be introduced on demand from the students. 3. Feed back from industrial experts-in Board of studies are collected. 4. Feedback Analysis is done and action taken reports are prepared by the departments.
II	TEACHING, LEARNING & EVALUATION	Recommended to involve all faculty members in the development of LMS material Recommended to enrol/complete Ph.D Recommended to organise national/ international conferences/seminars/workshops To improve college wise results and to maintain facultywise results in the departments Recommended to maintain record of "attainment of programme outcomes" in the departments also recommended to conduct SSS for maximum number of students	1. All the staff members are trained to develop LMS material and are developing LMS topics. 2. Most of the regular faculty (Non-PhD's) have cleared APSLET exams and registered for Part time Phd's. 3. Planning National/International Webinars during next academic year 4. Facultywise results are maintained 5. Attainment of Program outcomes are prepared and stored in departments. 6. Mock SSS is conducted for students.

III	RESEARCH, INNOVATIONS AND EXTENSION	<p>Recommended to apply for research centres</p> <p>Recommend to encourage faculty to apply for guideship</p> <p>Recommended to apply for MRPs</p> <p>Recommended to extend financial assistance to faculty members for seminar/workshop participation etc.</p> <p>Recommended to publish a greater number of papers in reputed journal</p> <p>Recommended to author books</p> <p>Recommended to publish articles in UGC notified journals</p> <p>Recommended to publish chapters in edited volumes by the rest of the faculty</p> <p>recommended to generate revenue through consultancy services</p> <p>Recommend to improve faculty exchange programmes</p> <p>Recommend to improve student exchange programmes</p> <p>Recommended to encourage students to attend for internships</p> <p>recommended to arrange field trips by other departments also</p> <p>Recommended to encourage students to attend for OJT</p> <p>Recommended to maintain functional MoUs by rest of the departments</p> <p>Recommended to organise Workshops/ seminars on IPR, Industry Academia Innovative Practices</p>	<ol style="list-style-type: none"> 1. Applied to Krishna University for Research centers in all departments as we have 47 Doctorate faculty out of 87. 2. Once the Research centres are sanctioned, Guideship process will be followed up. 3. Applied for DBT Star scheme and college is shortlisted. 4. Financial Assistance to faculty for Seminars and Workshops is done partially. 5. Part of College faculty has published papers in reputed journals and other faculty will be encouraged. 6. Our faculty are publishing chapters in the books published by CCE. 5 Faculty have already published books. 7. More Faculty exchange and student Exchange programs will be planned during 2022-23. 8. Students are attending to months internships and 6 months internships. 9. All the departments are encouraged to take MOUs.
IV	INFRASTRUCTURE & LEARNING RESOURCES	Recommended to automate the library	Library is being automated.

V	STUDENT SUPPORT AND PROGRESSION	Recommended to encourage PG students to present papers in conferences, if possible UG also Recommended to collect and maintain proofs for jobs Recommended to organise sports and cultural activities/competitions	1. Students progression data is planned. 2. Physical education department plans to conduct sports events in the college premises
VI	GOVERNANCE AND LEADERSHIP	-	
VII	INSTITUTIONAL VALUES AND BEST PRACTICES	-	
VIII	2018-19 AAA RECOMMENDATIONS		
	IS ACTION TAKEN AS PER THE RECOMMENDATIONS ?	Yes	
	IF NOT, STATE THE REASONS ?		
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	90% of NAAC work completed, must strengthen 3rd criteria	1. IIQA submitted. 2. Criteria-3 data is completed. 3. 3. SSR is in submission process.
X	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	Uploaded	
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE	Recommended to establish research center	Applied to Krishna University for Research Centre.
XII	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC	Additional classrooms needed, Lab infrastructure and Computers	NIRF funds are released. New classroom construction started.

	GRADE		
XIII	SUGGESTIONS TO RESOLVE	Rest of the unresolved recommendations given by the previous audit committee	
XIV	FEED BACK	Good	


PRINCIPAL
SRR & CVR GOVT. DEGREE COLLEGE
PRINCIPAL (Autonomous)
Machavaram, VIJAYAWADA-520 004