Government of Andhra Pradesh
Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2018-19)

Format-I (Institutional Data)

Zone : II   **District : WEST GODAVARI**   **AISHE CODE:C 24068**

	COLLEGE PROFILE			
1	Name of the College	S.CH.V.P.M.R.GOVT.DEGREE COLLEGE,Ganapavaram		
	URL of Website	WWW.GANAPAVARAMGDC.IN		
	email	ganapavara,.jkc@gmail.com		
	Phone number	08818-256289		
2	Name of the Principal, email & Mobile Number	M.SYAMBAB & 9440575085		
3	Name of the Vice-Principal, email & Mobile Number	Smt.K.Parameswari,parameswarikanteti@gmail.com & 9704799113		
4	Name of the IQAC Coordinator, email & Mobile Number	P.Arvind Swamy.,swamy.pa2506@gmail.com & 8500788879		
5	Year of Establishment & details of land available if any	1972 & 3.61 acrs		
6	Affiliating University & College Code assigned by University	ADIKAVI NANNAYA UNIVERSITY,Rajamahandravaram & College Code:333		
7	NIRF Rank			
8	Previous Grade of the College in Academic Audit	B		
9	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	B GARDE- CYCLE 2 IN 2016 & CGPA: 2.49		
10	Affiliation certificate (Permanent/Temporary)	Permanent		
11	UGC Recognition (2f & 12 B) (Scanned certificate is to be sent)	YES		
12	College Working Hours (if shift system mention details of both shifts & give reasons for shift system)	10 AM TO 4:45 P.M		
13	No. of Posts Sanctioned: 20	Regular Working :07 Redeployed :0 PTL :0 Contract :04 Guest :04		

14	Course wise & year wise Students strength particulars (Proforma enclosed)			
	I-CURRICULAR ASPECTS			
	Item	**Status (Give Details, not just Yes/No)**	**Impression of Academic Advisor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation**	**Recommendation/Suggestions by Academic Advisors**
15	Implementation of Annual Institutional Plan	**Implementing**	**A**	**Have to write all columns given with out fail**
16	Departmental Annual Curricular Plans	**Maintaing Department wise**	**B**	**advised to write all columns given without fail**
17	Whether the above two circulated among Students?	**Circulated**	**A**	**GOOD**
18	College Activity Register 2018-19	Maintaining		
19	College Calendar/College Magazine	**Yes**		
20	Record of review of	**-**	**-**	**-**
21	Add-on Courses (Department-wise) completed during 2017-18	**-**	**-**	**Advised to start altleast one or two courses**
22	Add-on Courses (Department-wise) in 2018-19	**-**		
23	Coverage of Syllabus (Average Percentage)	**90 % Syllabus covered**	**A**	**GOOD**
24	Teaching of Value added courses (Foundation Courses)	**Recordded in the dairies of concerned staff**	**A**	**Advised to note teching dairies by staff who are teaching foundation courses**
25	No. of New UG & PG Courses introduced in 2018-19	NIL	C	Advised to apply for new courses relevent to needs of students & society
26	Maintenance of Student Attendance Registers including Biometric Attendance	Both are being maintaining	A	Good
27	Whether feedback on curriculum was obtained from stake holders and analysed	Taken	B	Advised to analyze the data obtained
28	Whether Online courses introduced	Registered in MOOCS	No of Courses introduced:3 - B	Advised to encourage the students to registerin MOOCS
	II-TEACHING, LEARNING & EVALUATION			

29	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2018-19	As per th norms of reservation laid by Govt.of Andhra Pradesh	A	GOOD
30	Social-economic status of students enrolled(Group wise and Year wise) in 2018-19	List enclosed	A	GOOD
31	Demand Ratio (Group wise)	BA: 20/14 B.COM : 40/31 BSC: 108/57	A	Good
32	Percentage of differently abled students (Divyangjan) on roll	Nil	B	Students are not admitted
33	Percentage of full time teachers against sanctioned posts in 2018-19	35%	C	Need to give few more appointments in various departments to support students effectively
34	Student - Full time teacher ratio	306:7	A	GOOD
35	Student Profile as per prescribed reservation	List Enclosed	A	GOOD
36	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2018-19	75 Days	B	Advice to announce the result little early
37	The number of classes (per week) taken by the Principal	2 Hours/Week		
38	Teaching Diaries & Teaching Plans in Prescribed Formats	Maintaining	B	Have ot maintain perfectly to help the students
39	Use of ICT in teaching and learning	ICT Log Book maintaining	B	Need to enter the details in log book regularly
40	No. Of Virtual Classes presented	NIL	C	Advised to present
41	No. Of Virtual Classes attended	4	B	
42	Use of Digital Classes in Teaching Learning Process	Effectively using	B	Need to record either in teaching dairies or in activities register
43	No. Of Mana TV lessons presented by Faculty	Nil	C	Advised to participate in Presentation of mana tv lessons
44	No. Of lessons in LMS portal by Faculty (MOODLE)	Nil	C	Advised to use LMS portal by faculty

45	Use of ICT evaluation Tools (Plickers, Kahoot etc.)	-	C	Advised to use Plickers and Kahoot
46	No. Of Videos prepared / presented through Presentation tube	CDs are maintained with the departments	B	Advised to use presentation tube few effective learning
47	No of TOTs conducted on ICT tools in Teaching	-	C	Advised to participate in ICT Training
48	Average daily attendance in the Biometric devices from last one month	100%	A	Good
49	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	90%	B	Advised to use LMS& Elearning resourses
50	Co-Curricular Activities (College level)	Activity Register maintaining	B	Advised to document the co curricular activities regardly
51	Seminars/conferences/workshops organised in 2018-19	Conference on LIFE SKILLS conducted on 19-02-2019	B	Advised to conduct seminars subject wise
52	Academic Competitions (College Level & Above)	Conducted	A	Good
53	Conduct of Internal Examinations-Internal assessment	Being conducted	A	Good
54	Teacher wise result analysis (MARCH/APRIL -2018 & SEP/OCT/NOV- 2018)	Copy Enclosed	A	Good
55	Pass percentage of students (Group wise) in 2018-19	Copy Enclosed	A	Good
56	Percentage of students undertaking field projects / internships	60%	B	Advised to undertake few more field projects
57	Remedial Classes	Maintaining in the Departments	A	Advised to show the out come properly
58	Conduct of Bridge course	Maintaining in the Departments	B	Advised to document properly
59	Feed back on Teachers by Students and its analysis	Report Enclosed	A	Good
60	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	Feed back Taken	A	Good
61	No of Mana TV Special Live Programmes by Faculty/Students	Nil	C	Advised THE STAFF to participate & encourage the students to participate

62	No. Of registrations on MOOCS platform : a) Teachers: b) Students :	a)Staff: 2 b)Students:15	C	Every faculty should register at least one MOOCS course
63	No. of course completion Certificates obtained by teachers through MOOCs platform	2	B	Few courses not yet completed
64	No of course completion Certificates obtained by students through MOOCs platform	Nil	C	Not yet completed
65	Other ICT initiatives if any (Swayam, Swayam Prabha - DTH(Direct To Home), or Down loaded lessons)	Registered through SWAYAM	B	Advised to register every staff member in SWAYAM online courses
66	Students' Grievances/Redressal (Examination Cell) Report	No complaints registered from students	B	Satisfactory
67	Automation details of Exam Cell	University conducts the Exams	-	-
68	Student Satisfaction Survey	Taken	A	-
III-RESEARCH, INNOVATIONS AND EXTENSION				
69	Is the College a Recognized Research Centre	This is an Under Graduate College	NA	**NA**
70	Policy for Promotion of Research (A)	-		
71	Institutional Seed money for Research	-		
72	No. of Research Guides in the College	-		
73	No. of Research Scholars working for M.Phil & Ph. D	-	-	**-**
74	Rsearch Projects funded by Govt/Other Organisations	-		
75	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	-		
76	Code of Ethics/ Plagiarism software	-		
77	Research Papers/Chapters Published in 2018-19 (SCOPUS, Web of Science ,ISBN/ISSN, ICI)	3 Research Papers	A	Advised to get few more publications in ISSN/ISBN
78	Papers Presented in 2018-19 (International/ National/ State)	7	A	Good
80	Books Published in 2017-18 (Single Author/ Co Author)	Nil	C	Advise to involve in Chapter writing

81	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State)	Nil	C	Advise to conduct atleast one per Year
82	No. Of teachers registered in ORCID / VIDWAAN	1	C	Advised to register all the faculty in VIDWAAN
83	Bibliometrics details	Nil	C	Advise to send publications to SCOPUS indexed journals
84	Consultancy Policy	Nil	C	Advised to instal consultancy in Zoology & Commerce
85	Record of Consultancy in 2018-19	-	-	-
86	Whether the Institution has created an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge	Nil	C	Advised to create a startup as incubation centre to get creative ideas from students
87	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Nil	C	Advise to conduct in future
88	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents	Record of MoUs maintaining	A	Good
	Collaborations for Research/Faculty Exchange/ Student Exchange (Attach MoUs/Linkages)	MoUs attached	B	Satisfactory
89	Record of Subject/Department Related Extension Activities	Maintained in the concerned departments	B	Advised to organize out reach programms in every department.
90	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students	1	B	Satisfactory
91	Number of extension programmes conducted in colloboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	3	C	Try to increase the number of programms
92	Details of students participating in extension activities with Government Organisations, Non-Government Organisations, Gender Issues, UBA etc.	1)ODF + 2)GRAMA DARSANI 3)JANMABHOOMI 4)KISORI VIKAS	A	Good
IV. INFRASTRUCTURE AND LEARNING RESOURCES				

94	Number of Class rooms, Labs and computing equipment	**9 Class rooms,6 Labs,70 Systems**	B	**50 Systems working & 20 systems under repair**
95	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	Inddor ,Outdoor & Gym available	B	Advise to improve facilities for sports & games
96	Classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	Smart Rooms-2 Virtual Class Room-1 Seminar Hall-1	A	Good
97	Women's Waiting Hall	Available	B	Satisfactory

98	No. Of Toilets :
	     i) Staff - a) Men b) Women;
	     ii) Students - a) Men b) Women c) Differently abled
		Staff:Men-2 & Women-2 Students: Men-4 & Women-6	A	Good

99	Budget allocated for infrastructure augmentation (CA certified statement)	NIL	NA	NA
100	Library is automated using Integrated Library Management System & NDL	Semi Automated	C	Have to register in NDL & NLIST
101	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	Nil	C	Try to collect rare books from Book Exabition to enrich the resourses of Library
102	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases (Give website URL)	Nil	C	Have to regisater to get URL for E-ShodhSindhu & ShodGanga
103	Expenditure for purchase of books and journals in 2018-19 (CA Certified statement)	Rs.60000/-	A	Good
104	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	80%	C	Advised to encourage the faculty & students to register in NLIST &INFLIBNET

105	IT Facilities a) English Language Lab b) JKC Lab c) Computer Labs d) APSSDC Lab e) Student Computer Ratio f) Wi-fi enabled campus e) Media Centre / Studio	a)ELL Lab Constructed b)No JKC Lab but provision made c)Two Computer Labs available d)APSSDC LAB Available e) 306:7 f) WiFi available	B	Satisfactory
	Bandwidth of Internet Connections with details	2MBPS	A	Good
106	AMC details if any	-	-	-
107	Insurances covered for infrastructure if any	-	-	-

108	Expenditure incurred on
	    a) Newly established
	    b) maintenance of facilities
	 (Classrooms, Equipment,sports, Auditorium & seminar halls etc.) excluding salary component
		Rs.80000/-	A	Good

110	Established Systems & Procedures for maintenance of Classrooms,Labs and academic support facilities	Through Contengent staff	B	Satisfactory
V-STUDENT SUPPORT AND PROGRESSION				
111	Average percentage of students benefited by scholarships by the Government in 2018-19	**98%**	**A**	**Good**
112	Average percentage of students benefited by scholarships by the Instituition in 2018-19	Nil	C	Advise to get institutional fund to help the poor students
113	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2018-19	80%	A	Good
114	Average percentage of placement of outgoing students in 2018-19	86%	A	Good
115	Student grievances Structure, redressal mechanism & Periodicity	Maintaining	C	Advised todo in better mode

116	Number of capability enhancement and development schemes conducted (like Training for Competittive Exams, Career Guidance, Remedial coaching etc.,)	Maintaing registers department wise	B	Advised to improve training for competative & career guidance
117	Percentage of student progression to higher education	54%	B	Satisfactory
118	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)	NIL	C	Advise to encourage the students to participating different Group exams
119	Number of awards/medals for outstanding performance in sports/cultural activities	List Enclosed	B	Satisfactory
120	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Presence is there	B	Advised to improve the student body
121	Records of significant achievements in Sports & Games	Yuva Tejam	B	Satisfactory
122	Number of sports and cultural activities / competitions organised in the Institution in 2018-19	NIL	C	Physical Directore is needed
123	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)	APSSDC	B	Satifatory
124	Alumni contribution in 2018-19 (In Rs) (CA audited statement)	5 Lakh rupes -for running track for public	B	Not Audited
125	Number of Alumni Association /Chapters meetings held in 2018-19	2	B	Satisfactory
126	Number of industries identified & mapped locally for Internships/Placements	2	A	Good
127	MOU - SSC Organisations	MoU on Life Skills	B	Satisfactory
128	Maintenance of JKC facilities & records	Yes Maintaining	A	Good
129	Record of Student trained and placed in JKC	Record Available	A	Good
130	Record of Anti Ragging cell	Yes Maintaining	B	Advised to update the record

131	Record of Women Empowerment Cell (WEC) No.of Times reviewed ? No.of activities conducted ?	Record Maintaining	B	Satisfactory
132	Record of Internal Complaints Committee(ICC) Committees constituted or not ? No.of Times reviewed ? No.of Complaints filed ?	2	B	Satisfactory
133	Maintenance of drinking water (R.O.Plant)	RO Plant available	A	Good
134	Maintenance of sanitation	Regular maintaince available	A	Good
135	Number of awards and recognition received for extension activities from Government/ recognised bodies	Nil	C	Advise to increase extension activities
136	No.of Executive Development Programms (EDP) conducted	-	-	-
	VI-GOVERNANCE AND LEADERSHIP			
137	Staff Council Register	**Maintaining**	**A**	**Good**
138	Functioning of Committees in Administration (Minutes of meetings)	**Functioning**	**A**	**Good**
139	Awards/Achievements	**Nil**	**-**	**-**
140	Use of ICT in Governance	**Using**	**B**	**Satisfactory**
141	Implementation of CFMS / PFMS	**Implementing**	**A**	**Good**
142	Number of RTI issues addressed	**-**	**-**	**-**
143	Perspective/Strategic plan and deployment documents	-	-	-
144	Organizational structure of the Institution	Government	A	Good
145	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	E-Office ,Admission ,Examiunations,Finance & Accounts	B	Satisfactory
146	Percentage of teachers provided with seed money financial support to attend conferences / workshops and towards membership fee of professional bodies in 2018-19	Nil	-	Advised to provide seed money to encourage research orientation in faculty

147	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2018-19	Nil	-	Advised to conduct
148	Percentage of teachers attended professional development programs(Faculty Development Programme, Orientation Program, Refresher Course, Short Term Course, Post Doctoral Fellowship etc.,) in 2018-19	57%	B	Advised to involve in professional development programme
149	No. Of faculty undergone / attended: FDP, PDF, OC, RC, Short Term Course, other Trainings if any.	OC-1,RC-1	B	Satisfactory
150	Funds / Grants received from non-government bodies, individuals, philanthropists in 2018-19	5 lakhs from philanthropists -for Infrastrural Development of ELL Lab	A	Good
151	Average number of quality initiatives by IQAC for promoting quality culture per year	5	C	initaiate Some more activities to promote Quality in Teaching learning
152	Participation in NIRF-2018, If participated mention rank below 200	Participated(Grades are not Yet enounced)	-	-
153	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	Records Maintaing not yet upload	C	Need to upload timely
154	Decentralisation and Participative Management Procedure	Through Academic committees	A	Good
155	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	E-Office ,Admission ,Examiunations,Finance & Accounts	B	Satisfactory
156	Teachers attending OC /RC/FDP	OC-1,RC-1	B	Satisfactory
157	Performance appraisal system for Teaching and Non-Teaching Staff	API Scores	B	Satisfactory
158	Strategies for Mobilisation of Funds	Nil	-	-

159	Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)	5 lakhs from philanthropists -for Infrastrural Development of ELL Lab	A	Good -not audited
VII-INSTITUTIONAL VALUES AND BEST PRACTICES				
160	**Social Responsibility:** **P**rograms such asNava Nirmana Deeksha,Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc.	**Participated**	**A**	**Good**
161	**Gender Equity Promotion Programmes and facilities to address gender Sensitivity**	**Kisori Vikasam**	**B**	**Advised to improve littele more**
162	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,)	**No Plastic Day observed**	**B**	**Need to improve**
163	Percentage of power requirement of the Institution met by the renewable energy sources (solar panels)	**-**	**C**	**Advised to install solar panels**
164	Waste Management steps taken	**Waste is disposed periodically**	**C**	**Advised to improve little more**
165	Rain water harvesting structures and utilization in the campus	**Sooking pits available**	**A**	**Good**
166	Facilities for Differently abled (Divyangjan) (ramp, railings scribe for examination etc.,)	**Ramp available**	**A**	**Good**
167	Record of best/innovative practices by the institution	Online internal	-	-
168	College Activity Register 2018-19 & Hard Copy of AQAR 2017-18 (should be available with the Principal & Placed in College Website)	Will be provided	C	Need to upload timely
	The number of classes(per week) taken by the Principal	22 hours/week		
169	Research projects/Publications/ study material developed in 2018-19 by the Institution(Should be available in college website)	-	C	Advised to improve website dynamic one

170	Initiatives taken to engage and contribute to local community	1)ODF + 2)GRAMA DARSANI 3)JANMABHOOMI 4)KISORI VIKAS	A	Good
171	Code of Conduct Book for Principal/Staff/Non Teaching and Students	-	-	-
172	Display of Core Values	-	-	-
173	Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights	Through National Festivals & Days	B	Satisfactory
174	Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course	Included in the curriculam of First Years	C	Advised to introduce course paper
175	Institutional and Departmental Best Practices	Records Maintained by the Departments	A	Good

College Grading -

Name, Address, Contact No. & Signatures of Academic Advisors

1

Name & Signature of the Principal with date

2

3

Name & Signature of the Vice-Principal with date

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

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