Government of Andhra Pradesh
Commissionerate of Collegiate Education
Academic & Administrative Audit of Degree Colleges (2018-19)
Format- IV for submission of Action Taken Report by Principal of the College (ATR)

Zone :   **District :**

COLLEGE PROFILE			
1	Name of the College, URL of Website, email and Phone number	S.CH.V.P.M.R.GOVT.DEGREE COLLEGE,Ganapavaram,WWW.GANAPAVARAMGDC.IN,ganapavara,.jkc@gmail.com	
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 & AISHE CODE:	ADIKAVI NANNAYA UNIVERSITY,Rajamahandravaram & College Code:333	
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	B GARDE- CYCLE 2 IN 2016 & CGPA: 2.49	
8	UGC Recognition (2f & 12 B)	YES	
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	10 AM TO 5.00 P.M	
10	No. of Posts Sanctioned:	Regular Working: 7	Contract Working:4	Guest Working:4
11	Course wise & year wise Students strength particulars (Proforma enclosed)		

I-CURRICULAR ASPECTS			
Item	**Recommendation/Suggestions by Academic**		**Action Taken by the Principal**
	Grade	**Recommendation**	

12	Implementation of Annual Institutional Plan	A	Have to write all columns given with out fail	Instructed the staff in the meeting held to fill all the columns regularly
13	Departmental Annual Curricular Plans	B	advised to write all columns given without fail	Instructed the staff in the meeting held to fill all the columns regularly
14	Whether the above two circulated among Students?	A	**GOOD**	
15	College Activity Register 2017-18			
16	College Calendar/College Magazine			
17	Add-on Courses (Department-wise) completed during 2016-17	-	**Advised to start atleast one or two courses**	
18	Add-on Courses (Department-wise) in 2017-18		**Advised to start some addon courses**	
19	Coverage of Syllabus (Average Percentage)	A	**GOOD**	
20	Teaching of Value added courses (HVPE & Foundation Courses)	A	**Advised to note teaching dairies by staff who are teaching foundation courses**	**Staff who are not noting the teaching of foundation courses in dairies are identified and instruccted to fill the same**
21	No. of New UG & PG Courses introduced in 2017-18	C	Advised to apply for new courses relevent to needs of students & society	
22	Maintenance of Student Attendance Registers	A	Good	
23	Whether feedback on curriculum was obtained from stake holders and analysed	B	Advised to analyze the data obtained	Feed back will be taken in the nest year
II-TEACHING, LEARNING & EVALUATION				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	A	**GOOD**	
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	A	**GOOD**	
26	Demand Ratio (Group wise)	A	**Good**	
27	Percentage of differently abled students (Divyangjan) on roll	B	**Students are not admitted**	

28	Percentage of full time teachers against sanctioned posts in 2017-18	C	**Need to give few more appointments in various departments to support students effectively**	
29	Student - Full time teacher ratio	**A**	**Good**	
	Student Profile as per prescribed reservation	**B**	**Advice to announce the result little early**	
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	B	Have ot maintain perfectly to help the students	
31	Teaching Diaries & Teaching Plans in Prescribed Formats	B	Need to enter the details in log book regularly	
32	Use of ICT in teaching and learning	B	Need to enter the details in log book regularly	Instruct to maintain the log register
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B	Advised to use LMS& Elearning resourses	Instruct to staff members to use LMS & ICT
34	Co-Curricular Activities (College level)	B	Advised to document the co curricular activities regardly	Instruct to maintain the Documents
35	Seminars/conferences/workshops organised in 2017-18	B	Advised to conduct seminars subject wise	Instruct to staff to conduct the Seminars/Workshops
36	Academic Competitions (College Level & Above)	A	Good	
37	Conduct of Internal Examinations-Internal assessment	A	Good	
38	Teacher wise result analysis (MARCH/APRIL - 2017 & SEP/OCT/NOV- 2017)	A	Good	
39	Pass percentage of students (Group wise) in 2017-18	A	Good	
40	Percentage of students undertaking field projects / internships	B	Advised to undertake few more field projects	Instruct to staff to undertake field projects
41	Remedial Classes	A	Advised to show the out come properly	Instruct to staff to conduct the remidial coaching

42	Conduct of Bridge course	B	Advised to document properly	Instruct to maintain the Document
43	Feed back on Teachers by Students and its analysis	A	Good	
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A	Good	
	Students' Grievances/Redressal (Examination Cell) Report			
	Automation details of Exam Cell			
III-RESEARCH, INNOVATIONS AND EXTENSION				
45	Is the College a Recognized Research Centre	NA	NA	
	Policy for Promotion of Research (A)			
	Institutional Seed money for Research			
46	No. of Research Guides in the College	-	-	
47	No. of Research Scholars working for M.Phil & Ph. D	-	-	
	Rsearch Projects funded by Govt/Other Organisations			
48	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	-	-	
	Code of Ethics/ Plagiarism software			
49	Research Papers/Chapters Published in 2018-19 (SCOPUS, Web of Science ,ISBN/ISSN, ICI) (International/ National)	A	Advised to get few more publications in ISSN/ISBN	Instruct to staff to get morepublications in ISSN/ISBN
50	Papers Presented in 2017-18 (International/ National/ State)	A	Good	
51	Books Published in 2017-18 (Single Author/ Co Author)	C	Advise to involve in Chapter writing	Instruct to staff to involve in Chapter writing
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	C	Advise to conduct atleast one per Year	Instruct to conduct atleast one per Year
	Bibliometrics details			

53	Record of Consultancy in 2017-18	C	Advised to create a startup as incubation centre to get creative ideas from students	
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	C	Advise to conduct in future	
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	A	Good	
	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents			
	Collaborations for Research/Faculty Exchange/Student Exchange (Attach MoUs/Linkages)			
57	Record of Subject/Department Related Extension Activities	B	Advised to organize out reach programms in every department.	
	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students			
59	Number of extension programmes conducted in colloboration with Community/NGOs thriugh NSS/NCC/Red Cross/YRC etc.,	B	Satisfactory	
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	C	Try to increase the number of programms	
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	A	Good	

IV-INFRASTRUCTURE AND LEARNING RESOURCES

62	Number of Class rooms, Labs and computing equipment	**B**	**50 Systems Working & Twenty Systems Repaire**	
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	**B**	Advised to Improve for Sports & Games	
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	A	GOOD	
65	Budget allocated for infrastructure augmentation(CA certified statement)	NA	NA	
66	Library is automated using Integrated Library Management System	C	Have to register in NDL and N-List	
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	C	Try to collect rare books from Book Exabition to enrich the resourses of Library	
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases(Give website URL)	C	Have to regisater to get URL for E-ShodhSindhu & ShodGanga	
69	Expenditure for purchase of books and journals in 2017-18(CA Certified statement)	A	Good	
70	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	C	Advised to encourage the faculty & students to register in NLIST &INFLIBNET	encourage the faculty & students to register in NLIST &INFLIBNET
71	Student-Computer ratio	B	Purchase More Number of Systems	
72	Wifi in the campus	B	-	
73	Updation of IT facilties 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			

	Bandwidth of Internet Connections with details			
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	A	Good	
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	B	Established Systems & Procedures for maintenance of Classrooms,Labs and academic support facilities	
V-STUDENT SUPPORT AND PROGRESSION				
76	Average percentage of students benefited by scholarships by the Government in 2017-18	**A**	**Good**	
77	Average percentage of students benefited by scholarships by the Instituition in 2017-18	C	Advise to get institutional fund to help the poor students	
78	Average percentage of students benefited by guidance for competitive examinations and c areer counseling offered by the institution in 2017-18	A	**Good**	
79	Average percentage of placement of outgoing students in 2017-18	A	**Good**	
80	Student grievances redressal mechanism	C	Advised to do in better mode	
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	B	Advised to improve training for competative & career guidance	
82	Percentage of student progression to higher education	B	Satisfactory	
83	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)	C	Advise to encourage the students to participating different Group exams	
84	Number of awards/medals for outstanding performance in sports/cultural activities	B	Satisfactory	

85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	B	Advised to improve the student body	
86	Records of significant achievements in Sports & Games	B	Satisfactory	
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	C	Physical Directore is needed	
88	Alumni contribution in 2017-18 (In Rs) (CA audited statement)	B	Not Audited	
89	Number of Alumni Association /Chapters meetings held in 2017-18	B	Satisfactory	
90	Maintenance of JKC facilities & records	A	Good	
91	Record of Student trained and placed in JKC	A	Good	
92	Record of Anti Ragging cell	B	Advised to update the record	
93	Maintenance of drinking water	A	Good	
94	Maintenance of sanitation	A	Good	
**VI-GOVERNANCE AND LEADERSHIP**			
97	Staff Council Register	**A**	**Good**	
98	Functioning of Committees in Administration (Minutes of meetings)	**A**	**Good**	
99	Awards/Achievements	**-**	**-**	
100	Use of ICT in Governance	**B**	**Satisfactory**	
101	Perspective/Strategic plan and deployment documents	-	-	
102	Organizational structure of the Institution	A	Good	
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	B	Satisfactory	

104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	-	-	
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	-	Advised to conduct	Instruct to conduct non teaching staff training
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.,) in 2017-18	B	Advised to involve in professional development programme	Instruct to involve in professional development programme
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	B	Satisfactory	
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	A	Good	
109	Average number of quality initiatives by IQAC for promoting quality culture per year	C	initaiate Some more activities to promote Quality in Teaching learning	
110	Participation in NIRF-2017	-	-	
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	C	Need to upload timely	
	Decentralisation and Participative Management Procedure			
	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination			
	Teachers attending OC /RC/FDP			
	Performance appraisal system for Teaching and Non-Teaching Staff			
	Strategies for Mobilisation of Funds			

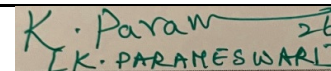|				
	Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)			
	VII-INSTITUTIONAL VALUES AND BEST PRACTICES			
	Social Responsibility: **P**rograms such asNava Nirmana Deeksha,Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc.			
	Gender Equity Promotion Programmes and facilities to address gender Sensitivity			
	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,)			
112	Percentage of power requirement of the Institution met by the renewable energy sources(solar panels)	**C**	**Advised to install solar panels**	
113	Waste Management steps taken	**C**	**Advised to improve little more**	
114	Rain water harvesting structures and utilization in the campus	**A**	**Good**	
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	**A**	**Good**	
117	Record of best/innovative practices by the institution	**B**	**Need to improve**	
118	College Activity Register 2018-19 & Hard Copy of AQAR 2016-17 (should be available with the Principal)	-	-	
119	The number of classes(per week) taken by the Principal	C	Need to upload timely	
120	Research projects/Publications/ study material developed in 2018-19 by the Principal	-	-	
	Initiatives taken to engage and contribute to local community	C	Advised to improve website dynamic one	

Code of Conduct Book for Principal/Staff/Non Teaching and Students			
Display of Core Values			
Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights			
Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course			
Institutional and Departmental Best Practices			

College Grading -

Signature of the Vice-Principal   Signature of the Principal

Name P.Arvinda Swmay   Name K.Parameswari
Date 26-02-2019   Date 26-02-2019