

Academic & Administrative Audit : 2020-21

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

Name of the College, URL of Website, email

S.CH.V.P.M.R.GOV'T DEGREE
COLLEGE,Ganapavaram,WWW.GANAPAVARAMGDC.IN,ganapavara,jkc@gmail.com &08818-256289

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))	Recommendations by Academic Advisors (AA*)
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I-CURRICULAR ASPECTS

Curricular Planning and Implementation

A						
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;		NA	NA
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register (available in college) 3. Departmental Annual Curricular Plan (Placed in website & available in depts.) 4. Teaching Diary (available in depts.)	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	GOOD
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans (Placed in website & available in depts.) 2. Departmental Meeting Minutes (Placed in website & available in depts.) 3. BOS records 4. POs/PSOs/COs records	Grade A, if all the two records are maintained Grade B, if any four records are maintained	A	A	GOOD

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 (Links provided)	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	A	B	Advised to launch certificate courses by other Departments also
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 (Links provided)	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	GOOD
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates) (Links provided)	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	A	B	Advised to conduct online courses all departments
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus (Links provided)	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	A	A	GOOD
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates (One UG program introduced)	Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	B	B	Advised to Introduce new courses in UG &Initiate PG program also.
C Feedback on curriculum						

9	Collection, Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ; 2. Analysis 3. Action Taken Reports (Placed on website) (BoS Minutes to be compared and verified in the case of Autonomous Colleges)	Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	A	A	GOOD
Overall Grade				A	A	GOOD
II-TEACHING, LEARNING & EVALIATION						
A Student Enrolment and Profile						
1	Average enrolment percentage for the last 3 years (Total no.	Admission register from the office Consolidated Report from the Principal (link enclosed &	Grade A, if two year reports are produced	A	A	GOOD
2	Demand Ratio (Group wise) (No.of applications received/ Sanctioned Seats)	Year wise report of the Principal (link enclosed)	Grade A, if two year reports are produced Grade B, if two year reports are	A	A	GOOD
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc)	Year wise, Category wise report of the Principal (link enclosed)	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	GOOD
4	Socio-economic status of	Group wise and Year wise report prepared by the office and	Grade A, if all the reports are	A	A	GOOD
B Catering to Student Diversity						
5	Institutional mechanism for assessing the learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words) (link enclosed)	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A	B	Advised to strengthen measures to improve slow learners.
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 (link enclosed)	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit	A	A	GOOD
7	Student - full time teacher ratio for the last 2 years	Consolidated Report validated by IQAC and verified by Principal (link enclosed)	Grade A, if all two are presented Grade B, if any two are presented	A	A	GOOD
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 -	Grade A, if 75% of the Departments submit reports	A	A	GOOD
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 (log books available in departments & geo-tagged photos are uploaded in college website under departments;	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit	A	A	GOOD

10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted	Reports by Committees concerned (Consolidated Report by IQAC enclosed)	Grade A, if all activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	A	A	GOOD
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC (link enclosed)	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	GOOD
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 (link enclosed)	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	B	Advised to take up field projects by other departments also.
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC (link enclosed)	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit	A	A	GOOD
14	Use of ICT in teaching, learning and evaluation (Plickers,	Department wise ICT usage reports (link enclosed)	Grade A, if 75% of the Departments submit reports	A	A	GOOD
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	C	C	Advised to make use of virtual class room by all departments and maintain the log book
16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC (link enclosed)	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports	C	C	Advised to contribute to CCE LMS by all faculty
17	No. of Teachers completed courses on MOOCs platform/ARPIT, MIT, Coursera etc.,	Course completion certificates by Departments (link enclosed)	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates	B	C	Advised all faculty to join MOOCs.

18	Co-Curricular Activities (Academic) (Student Seminars/Quizzes, debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/	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	GOOD
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)	B	C	Advised to conduct Cultural,Sports, Academic events at National level
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	NA	NA	Recommended to sanction the Principal post to the college
D Teacher Profile Quality						
21	Staff Attendance	Staff Attendance Registers & TLP Records (Current Year)	Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	A	A	GOOD
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	GOOD
23	Full time teachers with Ph.D	Consolidated Report from the Principal	Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D	C	C	Advised other faculty also to complete Ph.Ds

24	National/ International/ Regional Seminars/conferences/works hops 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	C	C	Advised to conduct Academic events at National level
25	Seminars/conferences/works hops 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	A	A	GOOD
E Evaluation Process and Reforms						
26	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	GOOD
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	Department wise reports regarding 1. Mid exams, Seminar Reports	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	GOOD
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	A	A	GOOD
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	A	A	GOOD
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	A	A	GOOD
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	A	A	GOOD
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	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	A	A	GOOD
33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise)	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	Advised to increase the the number of students in SSS
Overall Grade				A	A	GOOD
III-RESEARCH, INNOVATIONS AND EXTENSION						
A Promotion of Research and Facilities						
1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	C	C	Advised to apply for Research centre.
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	C	C	Advised the faculty to apply for Research Guideship.
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	C	C	NA
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Grade A, if MRP submitted Grade B, if MRPIs pending Grade C, if there is no Research Project	C	C	Advised all the Faculty 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	Advised the college to tap research grants from UGC etc.
6	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops etc to foster research culture.	Report by Research Committee Coordinator, verified by the Principal	Grade A, if completely extended Grade B, if partially extended Grade C, if there is no funding	C	C	NA
7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurs 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	B	B	Advised to start activities under Incubation centre
C Research Publicaton and Awards						
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	B	C	Advised all the faculty to present research papers at National / International conferences
9	Books Published for the last two years (Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	B	C	Advised all the faculty to publish books.

10	No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science, ICI) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	B	C	Advised all the faculty to present research papers in UGC -CARE 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 upto1; C if it is zero.	B	B	Advised to increase Indexed publications.
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	C	Advised the faculty to contribute chapters/papers to edited books.
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	Advised the faculty to make efforts for awards and recognitions in research.
D	Extension Activities					
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	GOOD
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	A	A	GOOD

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)	C	C	Advised the Institution to make efforts for awards in extension activities.
17	Average percentage of students and their details participating in extension activities with Government/ Non-Government Organisations above mentioned (Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately)	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	A	C	Advised the Faculty to increase the percentage of students in Extension activities.
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	Advised the departments to start consultancy services in the concerned
19	Details of					
	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	A	A	GOOD
	B. Student Exchange		Grade A, if more than 2 Students			
	C. Internship		Grade A, if more than 10 Students			
	D. Field trips		Grade A, if all Departments conducted			
	E. OJTs		Grade A, if more than 10 Students			
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	A	A	GOOD
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	C	Advised all the departments to organize National/Intenational/State semenars/Work shops
Overall Grade				B	C	TO IMPROVE

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	C	C	To make efforts for Library Automation.
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	GOOD
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	B	Advised to improve.

B						
IT Infrastructure						
4	Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms,	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	A	A	GOOD
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	GOOD
Overall Grade				A	A	GOOD

V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)

A						
Student Support						
1	Percentage of Students					
	a) Government		Grade A, if benefit offered by all the 6			Advised to make

	b) Institution	Office Report validated by IQAC and verified by Principal	bodies	A	C	Advised to make efforts for funds from other sources also.
	c) Non - Governmental bodies		Grade B, if benefit offered by any 3			
	d) Industries		bodies			
	e) Individuals		Grade C, if benefit offered by 3 bodies			
	f) Philanthropists					
2	Capacity building and skill					
	a) Soft Skills	Report by JKC and Physical Education Department validated by IQAC and verified by Principal	Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered	A	A	GOOD
	b) Language and Communication Skills					
	c) Life Skills (Yoga, Physical					
	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	A	A	GOOD
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	GOOD
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research plafrooms 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	Advised the faculty to encourage more students for participation.
6	The Institution has a transparent mechanism for timely redressal of: A.Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harrassment 2. Committee(s) Report(s) about grievance redressal 3.Proofs and Meeting Minutes	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A	A	GOOD

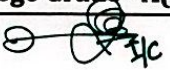
7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A	A	GOOD
B Student Progression						
8	Students' Progression 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	A	A	GOOD
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	A	A	GOOD
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	C	C	Advised to encourage the students to become Entrepreneurs
11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100)	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	C	C	Advised the faculty to encourage students to appear for State Government Examinations etc.
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	A	B	Advised to take feedback from the recruiting companies.
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	B	B	Advised to improve National level participation and awards.
	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	B	B	Advised to start activities by student council.
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	C	Advised to increase.
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	Advised to increase.
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	C	C	Advised to take Immediate measures for the registration of Alumni association
18	Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated	Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	C	C	Advised to increase Alumni participation
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	C	C	Advised the Alumni to frequently meet record the minutes and activities.
Overall Grade				B	B	Satisfactory
VI-GOVERNANCE AND LEADERSHIP						
Institutional Vision and Leadership						
A						

1	Mechanism of achieving the Vision and Mission of the	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	A	A	GOOD
2	Explain the Institutional Practices like de-centralization and participative management to show case effective leadership	1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only committees are constituted	A	A	GOOD
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	A	A	GOOD
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves	A	A	GOOD
5	Number of RTI issues addressed	RTI file with applications, responses and registers	Grade A, if all the applications disposed within the stipulated time	A	A	GOOD
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Grade A, if Organogram with hierarchy incharges prepared	A	A	GOOD
B Institutional e - governance						
7	Implementation of e -	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	GOOD
	a) Administration					
	b) Finance and Accounts					
	c) Student Admissions and d) Examinations					
C Faculty Empowerment Strategies						
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	C	C	Advised the Institution to extend financial support to the faculty
9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized Grade C, if less than 3 programmes are organized	C	C	Advised the Institution to organize professional development programs.


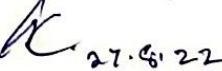

10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Development Programmes, Orientation / Induction Programmes,	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	A	A	GOOD
11	Details of performance appraisal system designed by instituion for Teaching and non- teaching staff	ASAR reports	Grade A, if more than 75% teachers are accredited at "Good" grade Grade B, if more than 50 % teachers are accredited at "Good" grade Grade C, if less than 50% teachers are	A	A	GOOD
D	Financial Management and Resource Mobilization					
12	Institutional mechanism for internal and external financial audits	1. Internal Audit Committee constitution Circular 2. Financial Audit Reports	Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained	A	A	GOOD
13	Funds / Grants received from non government bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Princpal	Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received	B	C	Advised to make efforts for more funds from NGOs.
E	Internal Quality Assurance System					
14	Significant Contribution of		Grade A, if all the records are	A	A	GOOD
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	Advised to make efforts for NIRF rank.
	Overall Grade			A	A	GOOD
VII-INSTITUTIONAL VALUES AND BEST PRACTICES						
A	Activities that teach values of the Institution					
1	Details of Activities by the Institution for A) Promotion of gender equality and	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	A	A	GOOD
	B) Environmental conscousness and sustainability a) Solar energy,	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	C	C	Advised to make efforts to save energy.
	C) Waste Management	Approved Policy & Report focusing on details and activities validated by IQAC and	Grade A, if all 4 reports are present	A	A	GOOD
	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	C	C	Make efforts for water conswervation.

<p>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</p>	<p>Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal</p>	<p>Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below</p>	<p>A</p>	<p>A</p>	<p>GOOD</p>
<p>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</p>	<p>Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal</p>	<p>Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below</p>	<p>A</p>	<p>A</p>	<p>GOOD</p>
<p>B Initiatives for inculcating values</p>					
<p>2 Cross cutting issues and value</p>	<p>College Activity Register & Report focusing on details and activities validated by IQAC</p>	<p>Grade A, if all 5 reports are present</p>			
<p>b) Human values and professional ethics</p>	<p>Syllabus copy, College Activity Register & Report focusing on details and activities</p>	<p>Grade A, if all 3 reports are present</p>			
<p>c) Code of condct for students and</p>	<p>Approved Policy & Report on implementation with details validated by IQAC and</p>	<p>Grade A, if all 2 reports are present</p>	<p>A</p>	<p>A</p>	<p>GOOD</p>
<p>d) Celebration of National and</p>	<p>College Activity Register & Report focusing on details and activities validated by IQAC</p>	<p>Grade A, if all 2 reports are present</p>			
<p>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.</p>	<p>College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal</p>	<p>Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present</p>	<p>A</p>	<p>A</p>	<p>GOOD</p>
<p>C Best Practices</p>					
<p>Record of two best/innovative practices by the institution</p>					
<p>i.</p>	<p>i) Departmental Best Practices Reportin the NAAC prescribed format</p>	<p>Grade A, if all 2 reports are present</p>	<p>A</p>	<p>A</p>	<p>GOOD</p>
<p>ii.</p>	<p>ii) Institutional Best Practice Report in the NAAC prescribed format</p>				
<p>D Institutional Distinctiveness</p>					
<p>Explain how distinct is your institution in academic and administrative practices:</p>	<p>Evidence with clear cut examples - Document in 200 words</p>	<p>Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available</p>	<p>A</p>	<p>A</p>	<p>GOOD</p>
<p>Overall Grade</p>			<p>A</p>	<p>A</p>	<p>GOOD</p>
<p>College Grade - A(GOOD)</p>					

Dr P. S. Yambab
Name & Signature of the Principal : 

Name & Signature of the Vice-Principal : 

Name & Signatures of the Academic Advisors

1 V. Romabrahman (V. Ram) 
2 M. Kamalath, 
3  27.06.22

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