

2017-18

Commissionerate of Collegiate Education, A.P
Academic Audit of Degree Colleges

Format for submission of Action Taken Report by Principal of the College (ATR)

Zone : II

District : WEST GODAVARI

COLLEGE PROFILE			
1	Name of the College, URL of Website, email and Phone number	S.CH.V.P.M.R.Govt.Degree	
2	Name of the Principal, email & Mobile Number	Sri P.Madhu Raju, madhu.pinnamaraju@gmail.com&9440333037	
3	Name of the Vice-Principal, email & Mobile Number	Sri .P.Arvind Swamy, swamy.pa2506@gmail.com&8500788879	
4	Name of the IQAC Coordinator, email & Mobile Number	Sri .P.Arvind Swamy, swamy.pa2506@gmail.com&8500788879	
5	Year of Establishment & details of land available if any	1972	
6	Affiliating University	ADIKAVI NANNAYA UNIVERSITY&C-24068-2017	
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	B Grade II Cycle&2.49 CGPA	
8	UGC Recognition (2f & 12 B)	2012	
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	10 A.M to 5.P.M	
10	No. of Posts Sanctioned:	Regular Working: 8	Contract Working:5 Guest Working:4
11	Course wise & year wise Students strength particulars (Proforma enclosed)		

I-CURRICULAR ASPECTS

Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
	Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A	Satisfactory
13	Departmental Annual Curricular Plans	A	Satisfactory
14	Whether the above two circulated among Students?	A	Satisfactory
15	College Activity Register 2017-18	A	Satisfactory

16	College Calendar/College Magazine		Advised to publish and circulate college callender and magazine	Ready to publish the academic calender from the year 2018-19
17	Add-on Courses (Department-wise) completed during 2016-17	C	Advised to hold add on courses in 2018-19	Prepare to start add on courses from 2018-19
18	Add-on Courses (Department-wise) in 2017-18	C	Advised to hold add on courses in 2018-19	Prepare to start add on courses from 2018-19
19	Coverage of Syllabus (Average Percentage)	A	Satisfactory	
20	Teaching of Value added courses (HVPE & Foundation Courses)	A	Satisfactory	
21	No. of New UG & PG Courses introduced in 2017-18	--	No new courses	Due to lake of accomidation
22	Maintenance of Student Attendance Registers	A	Satisfactory	
23	Whether feedback on curriculum was obtained from stake holders and analysed	B	Feedback to be obtained from students. Advised to take the same from other stakeholders and analyse	
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	No cut off mark since a rural college. SC-25%, ST-2%, BC-45%, Minorities-0%, OC-34%	
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	A	Socio economic status may be found in student-profile. A separate register is maintained	
26	Demand Ratio (Group wise)	B	BA-14/30, B.Com-47/100, B.Sc-61/108	
27	Percentage of differently abled students (Divyangjan) on roll	--	Nil	
28	Percentage of full time teachers against sanctioned posts in 2017-18	B	Sanctioned-20, Existing-17(Regular-7, Contract-5, Guest -5)	
29	Student - Full time teacher ratio	B	$335/(7+5)=28\%$	
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	A	75 days completed till date	
31	Teaching Diaries & Teaching Plans in Prescribed Formats	A	Satisfactory	

32	Use of ICT in teaching and learning	A	Satisfactory	
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	A	100%	
34	Co-Curricular Activities (College level)	A	Satisfactory	
35	Seminars/conferences/workshops organised in 2017-18	C	Nil	
36	Academic Competitions (College Level & Above)	A	Satisfactory	
37	Conduct of Internal Examinations-Internal assessment	A	Separate registers are maintained	
38	Teacher wise result analysis (MARCH/APRIL -2017 & SEP/OCT/NOV- 2017)	A	Satisfactory	
39	Pass percentage of students (Group wise) in 2017-18	A	56%	
40	Percentage of students undertaking field projects / internships	B	34%	
41	Remedial Classes	A	Maintained	
42	Conduct of Bridge course	B	Advised to hold week long bridge course for I st Degree Students	Plan to conduct week long bridge courses from 2018-19
43	Feed back on Teachers by Students and its analysis	A	Satisfactory	
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A	Satisfactory	
III-RESEARCH, INNOVATIONS AND EXTENSION				
45	Is the College a Recognized Research Centre	N/A		
46	No. of Research Guides in the College	N/A		
47	No. of Research Scholars working for M.Phil & Ph. D	N/A		
48	Major/Minor/Other Research Projects	N/A		
49	Research Papers Published in 2017-18 (International/ National)	N/A	No publications during 2017-18	To encourage the staff to prepare to publish the articals
50	Papers Presented in 2017-18 (International/ National/ State)	B	All the regular staff are advised to participate actively in State/National/International seminars and workshops	To encourage the staff to prepare to publish the articals

51	Books Published in 2017-18 (Single Author/ Co Author)	N/A		
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	N/A	Suggested to conduct Seminars/Workshops/ Training Programme	
53	Record of Consultancy in 2017-18	A	Free counseltency for water and soil tests	
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	N/A	Advised to establish an incubation centre	Efforts to establish the incubation centre
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	N/A	Advised to hold workshops related to gender disparities & IPR	Proposed to conduct workshops
56	Record of MoUs in 2017-18	A	4 MOUs	
57	Record of Subject/Department Related Extension Activities	A	Extension acivities matching to the need of rural society are being undertaken	
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	A	3	
59	Number of extension programmes conducted in colloboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	B	1	
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	A	More than 80% of the students participated in several programmes	
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	N/A		

IV-INFRASTRUCTURE AND LEARNING RESOURCES

62	Number of Class rooms, Labs and computing equipment	A	9 class rooms, 6 Labs, 60 Syatems	
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A	Indoor, outdoor, gymnasium	
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	A	Virtual class rooms-3,Seminar Hall-1	

65	Budget allocated for infrastructure augmentation	A	Rs.1,50,869 /- building grant	
66	Library is automated using Integrated Library Management System	C	out dated INFLIBNET	Prepare to subscribe INFLIBNET
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	N/A		
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	A	Available	
69	Expenditure for purchase of books and journals in 2017-18	A	Rs.65,000/-	
70	Percentage per day usage of library by teachers and students	B	30%	
71	Student-Computer ratio	B	360:60	
72	Wifi in the campus	A	Available	
73	Updation of IT facilities	A	Satisfactory	
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component		Rs.1,50,869 /- building grant	
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	A	Satisfactory	

V-STUDENT SUPPORT AND PROGRESSION

76	Average percentage of students benefited by scholarships by the Government in 2017-18	A	98%	
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	B	15%	
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	A	Records maintained	

79	Average percentage of placement of outgoing students in 2017-18	A	Separate cell for career guidance / placement	
80	Student grievances redressal mechanism	A	Satisfactory	
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	A	Satisfactory	
82	Percentage of student progression to higher education	B	55%	
83	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.,)	N/A		
84	Number of awards/medals for outstanding performance in sports/cultural activities	N/A		
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	B	Nominated Student Representatives	
86	Records of significant achievements in Sports & Games	N/A		
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	B	2 cultural programmes	
88	Alumni contribution in 2017-18 (In Rs)	A	Alumni contribution for construction of 1 class room	
89	Number of Alumni Association / Chapters meetings held in 2017-18	N/A		
90	Maintenance of JKC facilities & records	A	Satisfactory	
91	Record of Student trained and placed in JKC	A	Updated Record	
92	Record of Anti Ragging cell	A	Satisfactory	
93	Maintenance of drinking water	A	Satisfactory	
94	Maintenance of sanitation	A	Satisfactory	

VI-GOVERNANCE AND LEADERSHIP

97	Staff Council Register	A	Satisfactory
98	Functioning of Committees in Administration (Minutes of meetings)	A	Satisfactory
99	Awards/Achievements	--	--
100	Use of ICT in Governance	A	Satisfactory
101	Perspective/Strategic plan and deployment documents	A	Satisfactory
102	Organizational structure of the Institution	A	Satisfactory
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	A	Satisfactory
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	N/A	--
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	N/A	
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	B	28%
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	B	Two participants
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	N/A	
109	Average number of quality initiatives by IQAC for promoting quality culture per year	A	Satisfactory
110	Participation in NIRF-2017	--	Applied
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A	Satisfactory

VII-INSTITUTIONAL VALUES AND BEST PRACTICES

112	Percentage of power requirement of the Institution met by the renewable energy sources	N/A	Solar Energy system should be installed
113	Waste Management steps taken		
114	Rain water harvesting structures and utilization in the campus	A	Soaking pits
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)		Ramp should be constructed for future purpose
116	Green Practices(plastic free campus, green landscaping etc.,)	A	No plastic day & no vehicle days observed
117	Record of best/innovative practices by the institution	A	Online mid Exams, Free Uniform
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 (should be available with the Principal)	A	Satisfactory
119	The number of classes(per week) taken by the Principal	A	12 clock hours per week
120	Research projects/Publications/ study material developed in 2017-18 by the Principal		Advised to take part in research activity
Signature of the Vice-Principal:			Signature of the Principal:

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**PRINCIPAL (F.A.C)
S.CH.V.P.M.R. Govt. Degree College
Accredited "B" by NAAC
GANAPAVARAM (W.G.Dt.,)**

