

**Commissionerate of Collegiate Education, A.P**  
**Academic & Administrative Audit of Degree Colleges**  
**Format-I (Institutional Data)**

**Zone : II      District :WEST GODAVARI**

<b>COLLEGE PROFILE</b>				
1	Name of the College, URL of Website, email and Phone number	S.CH.V.P.M.R.Govt.Degree College,www.ganapavaramgdc.in,Ganapavaram.ganapavaram.jkc@gmail.com&08818256289		
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 & AISHE CODE	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)			
<b>I-CURRICULAR ASPECTS</b>				
	<b>Item</b>	Status with documentary support ( YES OR NO )	Impression of Academic Advisor along with grade A(Good)/ B ( Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Advisors
12	Implementation of Annual Institutional Plan	Institutional Plan	A	Satisfactory
13	Departmental Annual & Semester Wise Curricular Plans	Curricular Plans Department wise	A	Satisfactory
14	Whether the above two circulated among Students?	Circulation copies with dates	A	Satisfactory

15	College Activity Register 2017-18	Record of Activity Register	A	Satisfactory
16	College Calendar/College Magazine	Copy of Calendar & Magazine	C	Advised to publish and circulate college callender and magazine
17	Add-on Courses (Department-wise) completed during 2016-17	List of Add On courses for 2016-17	C	Advised to hold add on courses in 2018-19
18	Add-on Courses (Department-wise) in 2017-18	List of Add On courses for 2017-18	C	Advised to hold add on courses in 2018-19
19	Coverage of Syllabus (Average Percentage)	90-100 A/80-90 B/Less than 80 C	A	Satisfactory
20	Teaching of Value added courses (HVPE & Foundation Courses & Cluster Electives)	Papers must be verified	A	Satisfactory
21	No. of New UG & PG Courses introduced in 2017-18	List of courses in 2017-18		No new courses
22	Maintenance of Student Attendance Registers including Biometric Attendance	Both should be verified	A	Satisfactory
23	Whether feedback on curriculum was obtained from stake holders and analysed	Analysis Report shall be verified, If not done suggest for it and should be complied by in ATR	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	Admission Registers	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	Admission Registers	A	Socio economic status may be found in student-profile. A separate register is maintained
26	Demand Ratio (Group wise)	Savnctioned Seats against Applications Received	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	List of Full Time Faculty	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	ICT Log Books	A	Satisfactory
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	If Log Books are not maintained it should be advised to keep it by submission of ATR	A	100%
34	Co-Curricular Activities ( College level)	Register of Co-Curricular Activities	A	Satisfactory
35	Seminars/conferences/workshops organised in 2017-18	Date wise list for 2017-18	C	Nil
36	Academic Competitions ( College Level & Above)	Register must be available with IQAC	A	Satisfactory
37	Conduct of Internal Examinations-Internal assessment	Continuous & Comprehensive Assessment(CCA) Registers Department wise	A	Separate registers are maintained
38	Teacher wise result analysis (MARCH/APRIL -2017 & SEP/OCT/NOV- 2017)	Department should maintain this Register	A	Satisfactory
39	Pass percentage of students (Group wise) in 2017-18	Examination Cell Register	A	56%
40	Percentage of students undertaking field projects / internships	Departmental Register	B	34%
41	Remedial Classes	Remedial Coaching Register - Coursewise	A	Maintained
42	Conduct of Bridge course	Bridge Course Register for newly admitted Students	B	Advised to hold week long bridge course for I st Degree Students
43	Feed back on Teachers by Students and its analysis	Analysis Report	A	Satisfactory

44	Student satisfaction survey- on Institution	IQAC should take this feedback	A	Satisfactory
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
45	Is the College a Recognized Research Centre	Documentary evidence	N/A	
46	No. of Research Guides in the College	List of Recognised Guides	N/A	
47	No. of Research Scholars working for M.Phil & Ph. D	List of Research Scholars	N/A	
48	Major/Minor/Other Research Projects	List of Projects for 2017-18	N/A	
49	Research Papers Published in 2017-18 ( SCOPUS, Web of Science , ICV)	Number of Publications for 2017-18	N/A	No publications during 2017-18
50	Papers Presented in 2017-18 (International/ National/ State )	Documentary evidence	B	All the regular staff are advised to participate actively in State/National/International seminars and workshops
51	Books Published in 2017-18 ( Single Author/ Co Author)	Documentary evidence	N/A	
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State )	Documentary evidence	N/A	No programmes during 2017-18
53	Record of Consultancy in 2017-18	Documentary evidence with amount received out of this consultancy	A	Free consultancy for water and soil tests
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of	Linkages/Collaborations etc	N/A	Advised to establish an incubation centre
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Documentary Evidence	N/A	Advised to hold workshops related to gender disparities & IPR
56	Record of MoUs in 2017-18	Memorandum of Understandings	A	4 MOUs
57	Record of Subject/Department Related Extension Activities	Record of Extension Activity Register	A	Extension activities matching to the need
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	List of Activities	A	3
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	List out as per priority basis	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, Unnat Bharat Abhiyaan etc	List of students participated and adopted villages if any	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	List of Awards	N/A	

#### IV-INFRASTRUCTURE AND LEARNING RESOURCES

62	Number of Class rooms, Labs and computing equipment	Classrooms/Labs separately in SFT	A	9 class rooms, 6 Labs, 60 Syatems
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	Physical verification of all facilities including the utility of such facilities	A	Indoor, outdoor, gymnasium
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	Check the utility with Log Books	A	Virtual class rooms-3, Seminar Hall-1
65	Budget allocated for infrastructure augmentation	Budget in 2017-18 from all sources	A	Rs.1,50,869 /- building grant
66	Library is automated using Integrated Library Management System & NDL	Check whether INFLIBNET licence is there and working	C	out dated INFLIBNET
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	Check with Library Catalogues	N/A	
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	Check Digital Library and Access to students 24 X 7	A	Available
69	Expenditure for purchase of books and journals in 2017-18	Expenditure for 2017-18	A	Rs.65,000/-
70	Percentage per day usage of library by teachers and students including Logins for INFLIBNET	Check with User credentials of Staff & Students	B	30%
71	Student-Computer ratio	Total number of Students aganist Total working Computers	B	360:60
72	Wifi in the campus	Check whether total Wi Fi or Partial Wi Fi & whether extended to students	A	Available

73	Updation of IT facilities	Office Automation, Digital Classes, E-Office, Digital Library	A	Satisfactory
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	Expenditure Details for 2017-18		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	Records showing procedures	A	Satisfactory
<b>V-STUDENT SUPPORT AND PROGRESSION</b>				
76	Average percentage of students benefited by scholarships by the Government in 2017-18	Scholarships Register	A	98%
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	Freeships & Endowment Prizes	B	15%
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	Coaching Register for Advanced Students	A	Records maintained
79	Average percentage of placement of outgoing students in 2017-18	Placements Register	A	Separate cell for career guidance / placement
80	Student grievances Structure, redressal mechanism & Periodicity	Grievance Redressal Register	A	Satisfactory
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	Registers for Career Guidance & Remedial Coaching	A	Satisfactory
82	Percentage of student progression to higher education	Student Progression Register	B	55%
83	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.,)	Evidence of Hall tickets OR Result copies	N/A	
84	Number of awards/medals for outstanding performance in sports/cultural activities	Award Letters or Certificates	N/A	

85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Record of their activities and contributions. List of Student leaders or CRs etc	B	Nominated Student Representatives
86	Records of significant achievements in Sports & Games	Award Letters or Certificates	N/A	
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	Games & Sports Register	B	2 cultural programmes
88	Alumni contribution in 2017-18 (In Rs)	Annual Audited Statements	A	Alumni contribution for construction of 1 class room
89	Number of Alumni Association / Chapters meetings held in 2017-18	Contribution to Institution	N/A	
90	Maintenance of JKC facilities & records	Log Books & Registers	A	Satisfactory
91	Record of Student trained and placed in JKC	Register of Trainings & Placements	A	Updated Record
92	Record of Anti Ragging cell	Grievance Redressal Register	A	Satisfactory
93	Maintenance of drinking water	Check whether RO water is provided	A	Satisfactory
94	Maintenance of sanitation	Campus Cleanliness & Hygeinic conditions	A	Satisfactory
<b>VI-GOVERNANCE AND LEADERSHIP</b>				
97	Staff Council Register	Record of Minutes	A	Satisfactory
98	Functioning of Committees in Administration ( Minutes of meetings)	Registers for various committees	A	Satisfactory
99	Awards/Achievements	Documented Evidence		
100	Use of ICT in Governance	Log Books	A	Satisfactory
101	Perspective/Strategic plan and deployment of Strategies	Short term & Long term Vision & Goals	A	Satisfactory
102	Organizational structure of the Institution	Organogram	A	Satisfactory

103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	Office Automation, Digital Classes, E-Office, Digital Library & Online Student Admission Management	A	Satisfactory
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	If yes Audited accounts	N/A	
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	List of Faculty & Staff attended	N/A	
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	Number of Staff attended against total staff	B	28%
107	Orientation Program, Refresher Course, Short Term Course attended by the faculty	List of participants	B	Two participants
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	Audited Statements	N/A	
109	Average number of quality initiatives by IQAC for promoting quality culture per year	Name of quality initiative by IQAC & No.of Participants. IQAC Register		
110	Participation in NIRF-2017	If Yes Previous Year Rank		Applied
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register	All IQAC Registers	A	Satisfactory
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>				
112	Percentage of power requirement of the Institution met by the renewable energy sources	Solar Energy Consumption & Difference in Conventional Power Bill	N/A	



113	Waste Management steps taken	Description of efforts towards waste management on campus		
114	Rain water harvesting structures and utilization in the campus	Description of efforts towards rain water harvesting	A	Soaking pits
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	Photographic and videographic Evidence		
116	Green Practices(plastic free campus, green landscaping, LED Lighting etc.,)	Number of LED bulbs in Campus	A	No plastic day & no vehicle days observed
117	Record of best/innovative practices by the institution	Details of two best practices successfully implemented 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 & Placed in College Website )	Updated Register Physical Copy & Digitally available in College Website	A	Satisfactory
119	The number of classes(per week) taken by the Principal	Time Table Copy	A	12 clock hours per week
120	Research projects/Publications/ study material developed in 2017-18 by the Institution( Should be available in college website )	Project Award Letters & Digital Version Placed in College Website		

College Grading - **B**

Signature of the Vice-Principal

Signatures of Academic Advisors

Signature of the Principal

*[Handwritten Signature]*  
16/3/18

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



*M. Vincent Paul* (M.VINCENT PAUL)  
1 HOD - ENGLISH  
SIR CRR COLLEGE  
ELURU, 99929 44099

2. *M. Kameswara Rao* (M.SRI KAMESWARAO)  
Lecturer in Mathematics  
SRR CDC (M) Nidadavolu

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

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