

# K.H GOVERNMENT DEGREE COLLEGE

## ASAR 2018-19

Uploaded so far (Total : 3488)

S.No	District	Name of the College	Number of Employees
1	ANANTAPUR	GDC BUKKAPATNAM	4
2	ANANTAPUR	GDC HINDUPUR	13
3	ANANTAPUR	GDC KALYANDURG	20
4	ANANTAPUR	GDC PENUGONDA	15
5	ANANTAPUR	GDC TADIPATRI	11
6	ANANTAPUR	GDC URVAKONDA	15
7	ANANTAPUR	GDC(K.H) DHARMAVARAM	11
8	ANANTAPUR	GDC(KTS) RAYADURG	10
9	ANANTAPUR	GDC(M) ANANTAPUR	90
10	ANANTAPUR	GDC(SKP) GUNTAKAL	22
11	ANANTAPUR	GDC(STSN) KADIRI	20
12	ANANTAPUR	GDC(SYTR) MADAKASIRA	7

13	ANANTAPUR	GDC(W) ANANTAPUR	15							
14	ANANTAPUR	SDGS COLLEGE, HINDUPUR	8							
15	ANANTAPUR	SRI SAI BABA NATIONAL COLLEGE ANANTHAPUR	22							
1	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	...

80	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	G. Shameer Basha	Commerce	Good	Good	Good				
81	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	A. Adinarayana	Commerce	Good	Good	Good				0
82	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	Dr. T. Jeevan Kumar	English	Good	Good	Good	95		5	106
83	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	A. Sasanka Mouli	Hindi	Good	Good	Good				7
84	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	Dr. B. R. Prasad Reddy	History	Good	Good	Good	70	5	5	101
85	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	A. Kiran Kumar	Library Science	Good	Not Satisfactory	Satisfactory	Good	Good	Good	
86	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	P. Siva Prasad	Mathematics	Good	Good	Good				0

87	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	A. Sreeram	Physical Education	Good	Satisfactory	Good	Good	Good	Good	
88	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	Dr. R. Raghurama Murthy	Political Science	Good	Good	Good	120		5	128
89	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	A. Viswanatha Reddy	Political Science	Good	Good	Good				0
90	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	Dr. P. Chand Basha	Sociology	Good	Good	Good	190			190

### AADPI Scores 2018-19 Submitted Data

Uploaded so far (Total : 79)

S.No	District	Name of the College
1		
2	ANANTAPUR	GDC HINDUPUR
3	ANANTAPUR	GDC PENUGONDA
4	ANANTAPUR	GDC(K.H) DHARMAVARAM
5	ANANTAPUR	GDC(KTS) RAYADURG
6	ANANTAPUR	GDC(M) ANANTAPUR

7	ANANTAPUR	GDC(SKP) GUNTAKAL		
8	CHITTOOR	GDC KARVETINAGARAM		
9	CHITTOOR	GDC PAKALA		
10	CHITTOOR	GDC PUTTUR		
11	CHITTOOR	GDC(PVKN) CHITTOOR		
12	CHITTOOR	GDC(SR) PUNGANUR		
13	CHITTOOR	GDC(SVA) SRIKALAHASTI		
14	CHITTOOR	GDC(SVCR) PALAMANER		
15	EAST GODAVARI	GDC RAJAMUNDRY		
1	2	3	4	5

3	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	Dr.K.SURESH	Economics	135	50	40	25	250
---	-------------------------	-----------	------------	-------------	-----------	-----	----	----	----	-----

## ASAR 2019-20 Abstract

Uploaded so far (Total : 3057)

S.No	District	Name of the College	Number of Employees
1	ANANTAPUR	GDC BUKKAPATNAM	7
2	ANANTAPUR	GDC HINDUPUR	17
3	ANANTAPUR	GDC KALYANDURG	17
4	ANANTAPUR	GDC PENUGONDA	14
5	ANANTAPUR	GDC TADIPATRI	9
6	ANANTAPUR	GDC URVAKONDA	20
7	ANANTAPUR	GDC(K.H) DHARMAVARAM	7
8	ANANTAPUR	GDC(KTS) RAYADURG	8
9	ANANTAPUR	GDC(M) ANANTAPUR	86
10	ANANTAPUR	GDC(SKP) GUNTAKAL	15
11	ANANTAPUR	GDC(STSN) KADIRI	15
12	ANANTAPUR	GDC(SYTR) MADAKASIRA	7
13	ANANTAPUR	GDC(W) ANANTAPUR	16



## AADPI 2019-20

Uploaded so far (Total : 99)

S.No	District	Name of the College	Number of Employees
1	ANANTAPUR	GDC BUKKAPATNAM	1
2	ANANTAPUR	GDC HINDUPUR	1
3	ANANTAPUR	GDC PENUGONDA	1
4	ANANTAPUR	GDC URVAKONDA	1
5	ANANTAPUR	GDC(K.H) DHARMAVARAM	1
6	ANANTAPUR	GDC(KTS) RAYADURG	1
7	ANANTAPUR	GDC(M) ANANTAPUR	1
8	ANANTAPUR	GDC(SKP) GUNTAKAL	1
9	ANANTAPUR	GDC(STSN) KADIRI	1
10	ANANTAPUR	GDC(SYTR) MADAKASIRA	1
11	ANANTAPUR	GDC(W) ANANTAPUR	1
12	ANANTAPUR	SDGS COLLEGE, HINDUPUR	1
13	CHITTOOR	GDC KARVETINAGARAM	1

14	CHITTOOR	GDC KUPPAM					1
15	CHITTOOR	GDC PAKALA					1
	1	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>

### Submitted Reports by the RJDCE - Principals

5	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	Dr K Suresh	Economics	82	35	36	10	163
---	----------------------	-----------	------------	-------------	-----------	----	----	----	----	-----

### ASAR 2020-21 Abstract

Uploaded so far (Total : 2849)

S.No	District	Name of the College	Number of Employees
1	ANANTAPUR	GDC BUKKAPATNAM	11
2	ANANTAPUR	GDC HINDUPUR	12
3	ANANTAPUR	GDC KALYANDURG	12
4	ANANTAPUR	GDC PENUGONDA	8



65	GDC(K.H) DHARMAVARAM	ANANTAPUR	Dr BVS Kameswara Sastry	English	Good	Good	Good	0	0	0	0	0	0	0	0	0	0	0	0
66	GDC(K.H) DHARMAVARAM	ANANTAPUR	Dr Talanki Jeevan Kumar	English	Good	Good	Good	0	0	40	0	0	0	0	0	0	0	3	43
67	GDC(K.H) DHARMAVARAM	ANANTAPUR	M Rabiya Begum	Hindi	Good	Good	Good	0	0	20	0	0	0	0	0	0	0	0	20
68	GDC(K.H) DHARMAVARAM	ANANTAPUR	S Pavani	Physics	Good	Good	Good	0	0	73	0	0	0	0	0	0	0	0	73
69	GDC(K.H) DHARMAVARAM	ANANTAPUR	Dr B Gopal Naik	Political Science	Good	Good	Good	0	0	0	0	0	0	0	0	0	0	5	5
70	GDC(K.H) DHARMAVARAM	ANANTAPUR	Dr Shaik Shamiulla	Telugu	Good	Good	Good	0	0	0	0	0	0	0	0	0	0	73	73

## AADPI 2021-22

Uploaded so far (Total : 152)

S.No	District	Name of the College	Number of Employees
1	ANANTAPUR	GDC BUKKAPATNAM	1
2	ANANTAPUR	GDC HINDUPUR	1

3	ANANTAPUR	GDC KALYANDURG	1							
4	ANANTAPUR	GDC PENUGONDA	1							
5	ANANTAPUR	GDC TADIPATRI	1							
6	ANANTAPUR	GDC URVAKONDA	1							
7	ANANTAPUR	GDC(K.H) DHARMAVARAM	1							
8	ANANTAPUR	GDC(KTS) RAYADURG	1							
9	ANANTAPUR	GDC(M) ANANTAPUR	1							
10	ANANTAPUR	GDC(SKP) GUNTAKAL	1							
11	ANANTAPUR	GDC(STSN) KADIRI	1							
12	ANANTAPUR	GDC(SYTR) MADAKASIRA	1							
13	ANANTAPUR	GDC(W) ANANTAPUR	1							
14	CHITTOOR	GDC KALIKIRI	1							
15	CHITTOOR	GDC KARVETINAGARAM	1							
<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">...</a>

### Submitted Reports by the RJDCE - Principals

7	GDC(K.H) DHARMAVARAM	ANANTAPUR	Government	Dr K Prabhakar Reddy	Political Science	77	28	30	6	141
---	----------------------	-----------	------------	----------------------	-------------------	----	----	----	---	-----



2243	IV	SRI SATYA SAI	GDC DHARMAVARAM	Government	Dr.	SINGADI CHITTEMMA	Regular Lecturer	ECONOMICS	Good	Good	Good	25	0	0	0	0	0	0	0	0	0	0	0	25
------	----	---------------	-----------------	------------	-----	-------------------	------------------	-----------	------	------	------	----	---	---	---	---	---	---	---	---	---	---	---	----

### AADPI - Abstracts - A.Y. 2022-2023

94	IV	SRI SATYA SAI	GDC DHARMAVARAM	Government	2022-2023	Dr.	K PRABHAKARA REDDY	103	32	32	34	201
----	----	---------------	-----------------	------------	-----------	-----	--------------------	-----	----	----	----	-----

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION  
AP::VIJAYAWADA  
Present: Sri Pola Bhaskar, IAS.**

**Rc.No:01/Acad.Cell-Academic Audit/AC-7/2022**

**Date: 08-06-2022.**

**Sub:** Collegiate Education – Academic Audit 2020-21 – Communication of Academic Audit Formats, Guidelines, Action Plan to all GDCs – reg.

\*\*\*\*\*

It is to inform that the Commissionerate of Collegiate Education launched Academic Audit as a Quality enhancement initiative with an objective to improve functional efficiency of the Colleges and to promote accountability among the Teaching Staff. The Academic Audit is conducted once in every year in all functional Government Degree Colleges by the team of trained Academic Advisers since 2012.

As NAAC also insists on the conduct of audits on Qualitative and Quantitative Parameters and as the submission of Annual Quality Assurance Report (AQAR) is made mandatory with all evidences, the Academic Audit formats are revised based on the NAAC – Revised Accreditation Framework after taking feedback from RJDCEs, Principals, and Faculty members from GDCs. This will help the colleges to prepare the AQARs promptly and accurately and will help for better grading.

In this connection, the following formats and guidelines are communicated herewith to all GDCs for the conduct of Academic Audit for the A.Y 2020-21.

1. Guidelines on conduct of Academic Audit
2. Guidelines for nomination of Academic Advisers Team and execution of Academic Audit.
3. Action Plan for conduct of Academic Audit for A.Y. 2020-21
4. Academic Audit Formats:
  - a. Format –I : College Profile
  - b. Format-II : Institution Data
  - c. Format- III A: Lecturer wise Data
  - d. Format - III B: Physical Directors Data
  - e. Format- III C: Librarians Data
  - f. Format –IV: Observations made by the Academic Audit team and Action Taken Report by the Principals

It is further informed that, all the principals are informed to create an icon 'Academic Audit 2020-21" on respective college websites and upload the filled in formats for smooth and effective conduct of Academic Audit. Principals are also requested to nominate Academic Audit Advisers as per the eligibility criteria stipulated in the Guidelines in the prescribed google spread sheet/google form which will be shared with you very soon and they will be given training on the formats and conduct of Academic

Audit. The college wise schedule of the Academic Audit 2020-21 along with other details will be communicated.

**Sd/- Dr. Pola Bhaskar, IAS**  
Commissioner of Collegiate Education

To  
The Principals of all Govt Degree Colleges  
Identified College Principals  
RJDCEs of Rajahmundry, Guntur and Kadapa.

Enclosures:  
Guidelines and Formats as mentioned above on Academic Audit

**//Attested//**

*Tulani*  
*2/6/22*  
Academic Guidance Officer

### **Guidelines to Principals for Academic Audit:**

1. The Academic Audit Calendar will be issued after the training of Academic Audit Personnel by the CCE.
2. The Principal should constitute an Academic Audit Committee which should include the Principal, IQAC Coordinator, Academic Coordinator, Exam Cell In charge and other incharges of committees.
3. Formats I and II have to be filled and uploaded along with proofs on the website of the college in ten days after the announcement of Academic Audit Calendar by the Academic Audit Committee of the college.
4. Other Formats (II to IV) are to be filled and hard copies to be kept ready along with required attachments – criterion wise policies, proofs, lists of students and reports for audit by the Academic Audit Committee and department incharges.
5. The Academic Audit teams should download the filled-in Formats - I & II from the Institutional website, go through the Institutional profile and data of the institution, check for details on the website and cross check with the departments during the time of audit.
6. The Academic Audit should be conducted for two days scrupulously from 10.00 am to 5 pm in an objective way as it has to guide the institution for preparation of AQARs and for SSRs. Hence it should be critical and guiding.
7. The Academic Audit teams should be thorough with the Audit formats and should be able to guide the members when they seek clarification of doubts.
8. The Audit Team should evaluate the Institution (Format II) only after evaluating the remaining formats (III & IV).
9. The metrics of all the formats (I to IV) must be evaluated as per the bench marks.
10. The audit team should record criterion wise observations and make suggestions for the development of the institution and the same should be explained to the staff in the exit meeting.
11. Principals are requested to provide necessary arrangements for boarding and accommodations and pay allowances as per rules and honorarium of Rs.1000/- per day from the internal resources of the college.
12. Disciplinary action will be taken on the Principals of the colleges
  - If the Academic Audit team fails to find the Formats on the Website of the Institution as stipulated and
13. The Advisers of the Academic Audit team should be ready with observations about the colleges audited, for presentation during the post-audit review by the CCE on the status of colleges.

## **Guidelines for AA teams**

### **1. Criteria for AA team selection**

The Principals of GDCs have to nominate at least two teachers from their respective colleges with the following criteria:

- a. Minimum 6 Years of Service
- b. Awareness about Criteria of NAAC
- c. Good research output and communicative abilities
- d. Contribution to NAAC at College level

### **2. Allotment of AA teams**

The following criteria will be followed for the allotment of AA teams depending on the student strength of the college.

- a. If the faculty are <30, two member team for one day audit
- b. If the faculty are >30, two member team for two day audit
- c. If the faculty are >60, three member team for two day audit
- d. If the faculty are >100, four member team for two day audit

### **3. Requirement**

A total of 400 members (361+ reserve 40) are required for conducting Academic Audit in 162 colleges.

### **4. Submission of AA report**

The Academic Audit team shall submit the audit report/recommendations to the O/o CCE on the same day immediately after the completion of the Academic Audit through a Google form.

## Academic Audit 2020-21

### Action Plan

<b>Steps</b>	<b>Activity</b>	<b>Tentative date</b>
Step -1	Guidelines (for Academic Audit and for AA team Selection) and formats will be communicated to Principals through proceedings	20 <sup>th</sup> June, 2022 (Monday)
Step-2	Orientation about AA formats to Principals	24 <sup>th</sup> June, 2022 (Friday)
Step -3	Selection of Audit teams and Online training	30 <sup>th</sup> June, 2022 (Thursday)
Step - 4	Release of Academic Audit Calendar	1 <sup>st</sup> July, 2022 (Friday)
Step-5	Release of Academic audit teams list	11 <sup>th</sup> July, 2022 (Monday)
Step-6	Uploading of format I &II on the institutional website by the Principal	11 <sup>th</sup> July, 2022 (Monday)
Step-7	Study of uploaded formats by Academic Audit team and preparation of notes	12 <sup>th</sup> to 17 <sup>th</sup> July, 2022
Step-8	Conduct of Academic Audit	From 18 <sup>th</sup> to 23 <sup>rd</sup> July, 2022 (Monday - Saturday)

**Government of Andhra Pradesh  
Commissionerate of Collegiate Education**

**Academic & Administrative Audit (AAA) – 2020-2021**

**FORMAT – I (COLLEGE PROFILE)**

**PART- A**

- 1.** Name of the College and Address  
URL of Website  
E- Mail  
Phone number
- 2.** Vision & Mission
- 3.** Name of the Principal, email, and mobile Number
- 4.** Name of the Vice-Principal, email, and mobile Number
- 5.** Name of the IQAC Coordinator, email, and mobile Number
- 6.** \* Name of the Academic Coordinator, email, and mobile Number
- 7.** Year of Establishment
- 8.** UGC 2(f) and 12 B status (certificates to be verified)
- 9.** Autonomous status – Yes/No, If yes, Since\_\_\_\_\_
- 10.** RUSA status
- 11.** College land and Plan details /documents
- 12.** Affiliation status : Permanent / temporary (certificates to be verified)
- 13.** AISHE Status – Document
- 14.** NAAC Status -
  - a)** Previous NAAC Cycle date and Month
  - b)** Date of Expiry
  - c)** Previous Grade and CGPA (certificates to be verified)
- 15.** Status of peer team recommendations

S. No	Recommendations made	Recommendations fulfilled

Action taken report to be attached

**16.** Previous Recommendations of Academic Audit of the CCE

No. of suggestions made	No of suggestions implemented

Action taken report to be attached

**17.** NIRF Rank (if any) : Year:

**18.** ISO Certification: Year:

**19.** Awards & Achievements for the institution during the current Academic Year with details:

**PART-B**

1. No. of Programmes Offered by the College

a. Current Academic Year

b. Last Two Years

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Programmes					

2. No of Value Added Courses introduced (last two years)

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Value Added courses					

3. Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular			
PTL			
Contract			
Guest			
Total			

4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D	NET/SET

Regular				
PTL				
Contract				
Guest				
Total				

5. Details of non-teaching faculty

No of posts	Sanctioned	Working	Vacancies
Total			

6. Student strength particulars

a) During the last two years

Year	2017-18			2018-19			2019-20			2020-21			2021-22		
No. of students	I	II	III	I	II	III	I	II	III	I	II	III	I	II	III

7. No of students appeared in the final year exams during the last two years

Year	2017-18			2018-19			2019-20			2020-21			2021-22		
Programme wise	Appeared (A)	Passed (P)	%	A	P	%	A	P	%	A	P	%	A	P	%

8. Teacher – student ratio (Current Year)

9. Infrastructure details (Physical and Academic facilities of Criterion-IV)

- i. Total no of class rooms
- ii. Total no of laboratories
- iii. Total no of digital classrooms
- iv. Total no of virtual classrooms
- v. Total no of ICT enabled classrooms
- vi. Total no of studios
- vii. Total no of Computers, Student & Computers Ratio
- viii. Total no of printers
- ix. Total no of scanners

- x. Total no of Xerox facility
- xi. Total no of Wi-Fi routers
- xii. Internet Bandwidth
- xiii. Seminar halls
- xiv. Auditorium
- xv. Details of sports facilities
- xvi. Gymnasium (No of stations)
- xvii. Rooms for administration
- xviii. Water – RO facility
- xix. Toilets for staff (Men/Women/Differently abled)
- xx. Toilets for students (Men/Women/Differently abled)
- xxi. Divyangan friendly facilities (Ramps/Lifts/Softwares)
- xxii. No of fire extinguishers in the labs and corridors
- xxiii. Solar energy details – LEDs , Green Audit Status
- xxiv. Library
  - No. of Books & Journals
  - Status of Automation
  - E-journals
  - Nlist subscription
  - Internet
- xxv. Women's waiting hall
- xxvi. Grievance Reddressal Cell
- xxvii. Health Centre
- xxviii. ELL
- xxix. JKC Lab
- xxx. Computer Labs

10. Research :

❖ No of collaborations / Functional MoUs

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of collaborations / MoUs					

❖ No of publications in UGC – CARE listed journals

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Publications					

❖ No of start-ups

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of start-ups					

❖ No of patents

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of patents					

❖ No of Research Guides

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Research Guides					

❖ No of Research Scholars

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Research Scholars					

❖ No of Major/ Minor Research Projects

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Major RPs					
Number of Minor RPs					

❖ Incubation Centre/s: Yes/No

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated

11. Policies prepared and implemented

12. Extension activities (Current year )

- a) No. of Extension activities in the Neighborhood for social and holistic development
- b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC
- c) No of Extension activities in collaboration with government agencies
- d) No of Extension activities in collaboration with Non-Governmental Organizations

13. Feedback, Student Satisfaction Survey mechanism adopted :

14. Alumni Association – involvement and activities

15. Awards and achievements-current year (to be verified - )

- ❖ Students

- ❖ Staff

16. Total no of scholarships and free ships (Current Year)\_\_\_\_\_

Total Amount in Rs:- \_\_\_\_\_

17. Total no of capacity building and skill development activities conducted by the college (Current Year)

Teaching	
Non –Teaching	

18. Trainings conducted by JKC for competitive exams during the last two years

Training:

Year	2020-21	2021-22
Number of students registered		
Number of students trained		
a. from your GDC		
b. from other colleges		

Placements:

Year	2020-21	2021-22
No. of companies visited the campus		
Number of students Placed		

a. from your GDC		
b. from other colleges		

## 19. Student Support and Progression

### A. Students Progression to Higher Education (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A		
b) B.Com		
c) B.Sc		

### B. Employment (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A		
b) B.Com		
c) B.Sc		

### C. Entrepreneurship (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A		
b) B.Com		
c) B.Sc		

## 20. Grants/funds received from (in Lakhs/Rs.)

- A. Government
- B. Non-governmental bodies
- C. Individuals/ Philanthropists
- D. CSR
- E. Budget allocated for Infrastructure
- F. Expenditure for Books & Journals

Budget Sanctioned Rs. \_\_\_\_\_ ; Utilized Rs.

\_\_\_\_\_

## 21. Governance and Leadership

- ❖ Institutional Perspective Plan (Next two years)
- ❖ No of policies developed by the Institution and details

## 22. Contribution of IQAC

- ❖ Incremental changes during the last two years

23. Best Practices of Institution

- 1.
- 2.

24. Evaluative Reports of the Departments

25. For Autonomous Colleges

**A.** Academic Council

- Last Academic Council meeting date
- Major decisions for enriching curriculum/Academics

**B.** Controller of Examinations

- Examination reforms proposed and implemented
- CIA
- Mechanism for addressing grievances
- Mechanism for transparency in setting up of Question papers
- Mechanism for appointing examiners
- Mechanism adopted to ensure the security of information
- CoE expenditure report with details

**C.** Board of Studies

- Mechanisms for updating curriculum
- Justification Reports for Curricular revamp

**D.** Governing Body

- Last G.B meeting date
- Major resolutions for administration

26. College Handbook (to be uploaded on the college website)

27. College Magazine (to be uploaded on the college website)

28. Monthly News Letters (to be uploaded on the college website)

29. Departmental meeting Minutes Registers (to be verified)

30. Reports of various committees (to be verified)

31. CPDC/Finance Committee Meeting Minutes Registers (to be verified)

32. Implementation status of Biometric Attendance and TLP Reports (to be verified)

**Academic & Administrative Audit : 2020-21**

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

<b>S.No.</b>	<b>Item</b>	<b>Records to be verified</b>	<b>Bench Marks</b>	<b>Self assessment by the Institution</b>	<b>Grade by Academic Advisors (AA*) after</b>	<b>Recommendation/Suggestions by Academic Advisors</b>
<b>I-CURRICULAR ASPECTS</b>						
<b>A</b>	<b>Curricular Planning and Implementation</b>					
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;			
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary	Grade A, if all the four records match with one another  Grade B, if two records match with one another			
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports	Grade A, if all the two records are maintained  Grade B, if any four records are maintained  Grade C, if any two records are maintained			

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	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			
<b>B</b>	<b>Academic Flexibility &amp; Curriculaum Enrichment</b>					
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	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			
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	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			
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Grade A, if 90% and above syllabus is covered by the Departments Grade B, if 60% - 90% syllabus is covered by the Departments			
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	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>C</b>	<b>Feedback on curriculum</b>					
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 (BoS Minutes to be compared and verified in the case of	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			

<b>Overall Grade</b>						
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>						
<b>A</b>	<b>Student Enrolment and Profile</b>					
1	Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office Consolidated Report from the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced			
2	Demand Ratio (Group wise) (No. of applications received/ Sanctioned Seats) (Overall ratio)	Year wise report of the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced			
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) (Seats earmarked / Seats	Year wise, Category wise report of the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained			

	nnledj					
4	Socio-economic status of students enroled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained			
<b>B</b>	<b>Catering to Student Diversity</b>					
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)	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented			
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	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports			
7	Student - full time teacher ratio for the last 2 years <b>Total no. of students enrolled in the institution/ Total no. of full time teachers</b>	Consolidated Report validated by IQAC and verified by Principal	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented			
<b>C</b>	<b>Teaching Learning Process</b>					

8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports			
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	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports			
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer	Reports by Committees concerned	Grade A, if all activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted			
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports			
12	Ratio of Final year students undertaking field trip or project or internships <b>(No. of students attending field trip or project / Total No. of</b>	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports			
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports			
14	Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.,) Lesson plans should reflect ICT based <b>planning in teaching</b>	Department wise ICT usage reports	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports			
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			

16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	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			
17	No. of Teachers completed courses on MOOCS platform/ARPIT, MIT, Coursera etc.,	Course completion certificates by Departments	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates			
18	Co-Curricular Activities (Academic) ( Student Seminars/Quizzes, debates/elocution, essay writing/ Proiects/Peer	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			
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)			
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			
<b>D</b>	<b>Teacher Profile Quality</b>					
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			
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			

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			
24	National/ International/ Regional Seminars/conferences/workshops 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 events are			
25	Seminars/conferences/workshops 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			
<b>E</b>	<b>Evaluation Process and Reforms</b>					
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	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			
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	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			
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% fStudents pass percentage is achieved			
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 Grade C, if <75% Teachers maintain all records			

<b>F</b>	<b>Student Performance and Learning Outcomes</b>					
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 Grade C, if <75% Departments maintain all records			
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 Grade C, if <75% Programmes are evaluated			
<b>G</b>	<b>Student Satisfaction Survey</b>					
32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done			
33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous	Reports by IQAC	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated			
<b>Overall Grade</b>						
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>						

<b>A</b>	<b>Promotion of Research and Facilities</b>					
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			
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			
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 Grade B, if Research work is pending Grade C, if there is no Research work			
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 MRP is pending Grade C, if there is no Research Project			
<b>B</b>	<b>Resource Mobilization for Research Purpose</b>					
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			
6	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international	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			

7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations	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 established till now.			
<b>C</b>	<b>Research Publicaton and Awards</b>					
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			
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			
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			
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.			
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			
13	Awards and Achievments 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)			

<b>D</b>	<b>Extension Activities</b>					
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			
15	Number of extension programmes conducted in collaboration with Community/NGOs through RRC/NSS/NCC/Red	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			
16	No. of Awards and Recognitions received for <b>Extension activities</b> 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)			
17	Average percentage of students and their details participating in extension activities with Government/ Non-Government Organisations above mentioned	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)			
<b>E</b>	<b>Consultancy and Collaboration</b>					
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			
19	Details of collaborations/linkages for					

	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 members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged			
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged			
	C. Internship		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended			
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted			
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended			
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 Grade C, if below 50% Departments have functional MOUs			
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			
<b>Overall Grade</b>						

**IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)**

<b>A</b>						
<b>Details of Library as a Learning Resource</b>						
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			
2	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			
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			
<b>B</b>						
<b>IT Infrastructure</b>						
4	Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Expenditure incurred for the last	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 Grade C, if nothing is available			
5	two years on : a) New Infrastructure Facility b) maintenance of facilities	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			

<b>Overall Grade</b>						
<b>V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)</b>						
<b>A</b>	<b>Student Support</b>					
<b>1</b>	Percentage of Students benefited by scholarships & free ships for the last two years	Office Report validated by IQAC and verified by Principal	Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies			
	a) Government					
	b) Institution					
	c) Non - Governmental bodies					
	d) Industries					

	e) Individuals					
	f) Philanthropists					
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	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) Soft Skills					
	b) Language and Communication Skills					
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)					
	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	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			

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			
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms	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			
6	mechanism for timely redressal of: A. Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harassment 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			
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			
<b>B</b>	<b>Student Progression</b>					
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 Grade C, if no record is maintained			
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 Grade B, if only reports are available Grade C, if no record is maintained			
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			

11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TO FEL/Civil Services/ State Govt Examinations (Qualified)	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			
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			
<b>C</b>	<b>Student Participation and Activities</b>					
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			
	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	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			
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			
16	Percentage of Student participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students	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>D</b>	<b>Alumni Engagement</b>					
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			
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			
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			
<b>Overall Grade</b>						

## VI-GOVERNANCE AND LEADERSHIP

A	<b>Institutional Vision and Leadership</b>					
1	Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words)	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 stage Grade C, if nothing is available			
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			
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 meetings Grade B, if Staff Council resolutions properly recorded Grade C, if Staff Council is formed			
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Institution achieves Grade A occasionally Grade C, if the Institution achieves B & C grades			
5	Number of RTI issues addressed	RTI file with applications, responses and registers	Grade A, if all the applications disposed within the stipulated time Grade B, if the applications are not disposed within the stipulated time Grade C, if record is not properly maintained			
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only hierarchy is presented Grade C, if Organogram is not prepared			

<b>B</b>	<b>Institutional e - governance</b>					
7	Implementation of e - governance in	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) Administration					
	b) Finance and Accounts					
	c) Student Admissions and support					
	d) Examinations					
<b>C</b>	<b>Faculty Empowerment Strategies</b>					
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			

9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last	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			
10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Develelonment	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			
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 accredited at			
<b>D</b>	<b>Financial Management and Resource Mobilization</b>					
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			
13	Funds / Grants received from nongovernment 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>E</b>	<b>Internal Quality Assurance System</b>					
14	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR	Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C, if any 3 records or below are maintained			

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>Overall Grade</b>						
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>						
<b>A</b>	<b>Activities that teach values of the Institution</b>					
1	Details of Activities by the Institution for	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 Grade C, if any 2 or below			
	<b>A) Promotion of gender equality and sensitization</b> a) Safety and security b) Counselling c) Common Rooms for women					
	<b>B) Environmental consciousness and sustainability</b> a) Solar energy, b) Sensor-based 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			

	<b>C) Waste Management</b> a)Solid waste management b)Liquid waste management c)Lab Waste management d)E-waste management	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 Grade C, if any 2 or below			
	<b>D) Water Conservation</b> 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			
	<b>E) Green campus initiatives</b> a)Plastic free campus(Ban on the use of Plastics) b)Botanical garden c)Green house	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below			
	<b>F) Divyanggan friendly barrier-free environment</b> a)Ramps b)Railings c)Scribe for examination	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 Grade C, if any 2 or below			
<b>B</b>	<b>Initiatives for inculcating values</b>					
2	<b>Cross cutting issues and value initiatives</b> a) Tolerance and harmony against several diversities i)Cultural	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below			
	b) Human values and professional ethics	Syllabus copy, College Activity Register & 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) Code of conduct for students and teachers	Approved Policy & Report on implementation with details 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			

	d) Celebration of National and International commemorative days and festivals	College Activity Register & 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			
3	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values	College Activity Register & 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	<b>Best Practices</b>	Record of two best/innovative practices by the institution				
	i.	i) Departmental Best Practices Report in the NAAC prescribed format	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present			
	ii.	ii) Institutional Best Practice Report in the NAAC prescribed format				
D	<b>Institutional Distinctiveness</b>					
	Explain how distinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words	Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available			
<b>Overall Grade</b>						

**College Grade -**

**Name & Signature of the  
Principal :**

**Name & Signatures of the Academic  
Advisors**

1

**Name & Signature of the Vice-  
Principal :**

2

3

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



Zone:

District:

Name of the College										
Name of the Lecturer										
Name of the Subject										
Date of Joining in							Date of Retirement:			
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points	Key Indicator Wise Weighted	KIWWGP as per Academic Advisor's	Guidelines	
<b>I-CURRICULAR ASPECTS</b>										
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30				1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D	
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10						
		5. Active Participation in BOS	Invitaion Letter & Attendance	10						
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade points/C	
		2.Value added courses offered & completed a)Certificate b)Diploma	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10						
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10				1)All three key indicators =3 Grade points/A 2)Any two key	

## II-TEACHING, LEARNING & EVALUATION

II-TEACHING, LEARNING & EVALUATION									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities	10	20				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10					
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2.Report on implementation of ICT in teaching and learning (Course wise)	Course wise/ Sem wise Reports	50	50				1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/	Reports and Certificates	30	30				1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10	30				1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		2. Assignments-Critical, Innovative, text book and Internet based		10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise)	Course wise Reports	5x6=30	30				1)All five key indicators =3 Grade points/A 2)First KI Metric and

III-RESEARCH, INNOVATIONS AND EXTENSION								
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5	20			1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Major Research Projects		10				
		3.Consultancy Projects		5				
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes		10	60			1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2. Books published as single author		15				
		3. Books published as Co-Author		10				
		5.Research Guideship 6.Awards in recognition of research work		10 10				
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20			1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		Involvement in activities related to community service a. Sensitising the students about the value of Community Service	Reports in the NAAC format	5+5				
12	Functional MoUs /Collaborations with Govt and	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20			1)All three key indicators =3 Grade points/A 2)Any two key
IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES								

13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom	Log books related to usage	20	20				1)Any four key indicators =3 Grade points/A 2)Any three key
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance.	Reports in the NAAC format	20 10	50				1)All Four key indicators =3 Grade points/A 2)Any Three key
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment	Reports in the NAAC format	10 10 10	30				1)All three key indicators =3 Grade points/A 2)Any two key
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of	Reports in the NAAC format	4x10	40				1)All Four key indicators =3 Grade points/A 2)Any Three key
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20				1)All Two key indicators =3 Grade points/A 2)Any one key
<b>Total Grade points</b>					<b>500</b>				

Name & Signature of

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

Government of Andhra Pradesh Commissionerate of Collegiate Education									
Academic & Administrative Audit of Degree Colleges (2020-21)									
Format - III C ( To be Filled by Faculty and handed over to Academic Advisor )									
Format- III (C)for College Librarians									
Zone:					District:				
Name of the College and									
Name of the Lecturer									
Name of the Subject									
Date of Joining in Degree						Date of Retirement:			
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Desining and Development to be considered)	Preperation and Implementaion of 1. Annual Library Plan 2.Constitution of Library Committees and prepar 3. Budgeting. 4. Annual Report.5. MOU with Constituent Library	Course wise/Libry Orientation to first Sem for all Courses to know about their resources availability.	50	50				1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C
2	Helping in SSS / Feed back committee	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Feedback Analysis Report	30	30				1)All two key indicators =3 Grade points/A 2)Any one key indicators =2 Grade points/B 3)Any no key indicator =1 Grade point
3	Organizing Library Events	1. Inviting prominent personalities as speakers to deliever the lectures on the Libraries. 2. Library week 3. Conducting the book exhibition : display the Library collection with precious rare books and other important book and other library materials.	Conducting debate / essay writing competitions among all the students and distrubation of prizes	20	40				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
			1.Recording the Remarks and Suggestions of the Students, Faculty members and other guests. 2.Preparing Reports on each event	20					

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
4	Book processing	1. Purchasing of books. 2. verification of pagination. 3. entering in Accession Register. 4. Processing with book pocket, Date slip, Spin lable. 5. Classification .6 Cataloguing	Bills/Registrer and related Records	50	50				1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C
5	Collection Development of Learning Resources	1. Print Media- Periodicals/ Journals . 2. Electronic Journals / E-Databases. 3.Online resources .	1. Nlist Logins 2. e-footfall 3. Issue Register	30	30				1)Any Three key indicators =3 Grade points/A 2)Any Two key indicators =2 Grade points/B 3)Any One key indicator =1 Grade point/C
6	IT Infrastructure of the Library	1. The Computer network.2. Electronic resources. 3. Guidelines for Fair Use of e-resources.	Log books related to usage	50	50				1)All three key indicators =3 Grade points/A 2)Any Two key indicators =2 Grade points/B 3)Any One key indicator =1 Grade point/C
7	Weeding out Policy	Print Media	Minutes/ Resolutions Registrer	5	20				1)All three key indicators =3 Grade points/A 2)Any Two key indicators =2 Grade points/B 3)Any One key indicator =1
		Non-print Media - CDs, DVDs, Cassettes etc.,		10					
		Process for weeding out.		5					
		1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author		10 15 10 5 10 10					1)Any four key indicators =3 Grade points/A

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
8	Research Publications and Awards for Librarian	4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work	Proofs validated by IQAC and verified by Principal		60				2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
9	Extension Activities	1.Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
		2.Involvement in activities related Preservation of Newspapers and press clippings 3.Inter-Library Loan	1.Reports in the NAAC format display of newspaper clippings containing Job Notifications 2. preservation of newspaper clippings on a particular topic.	5+5					
10	Maintenance of Physical facilities In Library	Infrastructural facilities in the Department/Colleges a. ventilation and lighting, availability of seating. b. Use of Modular Building plan c. Use of audio visual methods d.Use of Library software	1. Log book related to usage. 2. Uploading data on website	50	50				1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
11	Preservation of Library materials	1. Keeping Records : Accession of books received as Gift. 2. Any other Study Material with Generating Barcodes 3. Generating spine Label. 4. Writing Book Cards. 5. Preservation of student dissertations. 6. Preservation of Back volumes of Periodicals and journals. 7. accessioning of Periodicals through cordex. 8. Maintenance of records	Reports in the NAAC format	5 each (8x5=40)	40				1) All Four key indicators =3 Grade points/A 2) Any Three key indicators =2 Grade points/B 3) Any Two key indicator =1 Grade point/C
12	Participation in Institutional Governance and Leadership	a) Contribution to Departmental Vision & Mission and Departmental Action Plan b) Participation in different institutional committees and preparation of committee reports c) Participation in different institutional activities that focus on value based education d) Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40				1) All Four key indicators =3 Grade points/A 2) Any Three key indicators =2 Grade points/B 3) Any Two key indicator =1 Grade point/C
13	Best Practices	Identification and Contribution to a) The Library Best practices. b) Institutional Best practices.	Reports in the NAAC format	20	20				1) All Two key indicators =3 Grade points/A 2) Any one key indicator =2 Grade points/B 3) No Indicator=0/D
<b>Total Grade points</b>					<b>500</b>				

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

Government of Andhra Pradesh  
Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2020-21)

Format - III B ( To be Filled by Faculty and handed over to Academic Advisor )

**FORMAT' - III(b) ACADEMIC AUDIT FORMAT FOR PHYSICAL DIRECTORS**

**Zone:**

**District:**

Name of the College and Address									
Name of the Lecturer									
Name of the Subject									
Date of Joining in Degree						Date of Retirement:			
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1;	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curriculum for various Games & Sports	Syllabus for Various Games&Sports taught	Records for the Academic Year	20	50				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicators =1 Grade points/C
		Lesson plans for Teaching/Coaching	Records for support	20					
		Time Table/Shedules	Records for support	10					
2	Teaching/Coaching Diary	Day wise or Session wise 1.Track &Field 2.Games 3.Yoga or any others Event	Class /course wise Validation by IQAC and verified by Principal	30	30				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Reports of Various events conducted in the College	1.Intramural Cmpetitions 2.Invitation tournaments 3.Inter-Collegiate tournaments 4National Sports Day 5.International Day of Yoga	Registers and Records event wise Validation by IQAC and verified by Principal	50	50				1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C
	Being invited to give	1. University level teams	Letter of appointment and attendance certificates	5					points/A 2)Any two key indicators =2 Grade

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1;	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
4	Being invited to give coaching for teams	2.State teams 3.National	Letter of appointment and attendance certificates	5 10	20				points/B 3)Any one key indicator =1 Grade point/C
5	Being nominated as Manager for teams/Member of the selection Committee	1.University 2.State teams 3.National	Letter of appointment and Attendance certificates	10	10				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures /certificate courses in Yoga ,Fitness etc.organized. 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition(Stat/National level) 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. Additional Qualifications acquired during the academic year	Reports and Certificates Validation by IQAC and verified by Principal	50	50				1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C
7	Institution /students Participation in External competitions	Invitation tournaments Inter-Collegiate tournaments Inter University tournaments National level tournaments, International level tournaments	Course wise/year wise reports /Records Validation by IQAC and verified by Principal	10 10 10 10 10	50				1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
8	Utilization of Sports and Physical Infrastructure by	1. Play Courts/Fields/ Equipment 2.Indoor facilities	Log Books related to Usage Validation by	10 10	40				1)All four key indicators =3 Grade points/A 2) Any three key indicators =2

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1;	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
8	Physical Infrastructure by students	3.Gymnasium 4.Yoga Hall	IQAC and verified by Principal	10 10	10				2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade
9	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 1 publication in Scopus or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work	Reports and Certificates Validation by IQAC and verified by Principal	10 15 10 5 10 10	60				1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
10	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University Sports Department/ Sports Industry/District Sports Authority or Any other Sports Agency 2.Fitness Clubs	Reports and Certificates Validation by IQAC and verified by Principal	10	10				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1;	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
11	Up - gradation of Sports and Physical training Infrastructure with scientific and technological inputs .	Up gradation of Infrastructural facilities in the Department/College a. Play Courts and fields&Equipment b. Gym &Fitness centre c. Yoga & Meditation Hall d. Indoor stadium e. Physio Fitness Labs f. Maintenance of Departmental Library	Reports and Documents Validation by IQAC and verified by Principal	60	60				1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
12	Student Feedback	Feedback on Curriculum/Activities /Course wise students A) Collected Analyzed taken B) C) Action	Course wise /Sem wise a) Reports of feed back b) Analysis Report c) Action taken Report Validation by IQAC and verified by Principal	30	30				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
13	1.Assistance in College administration 2.Governance related work including work done during admissions, 3.Disciplinary aspects, 4.examinations and 5.extracurricular activities	Report on involvement in various administrative works /Assignments	Reports and Letters Validation by IQAC and verified by Principal	20	20				1)All Five key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1;	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
14	Best Practices	Identification and Contribution to a)The Department                      b)The Institution                      c)Helping the Institution for developing discipline and values system	Reports and Log Books Validation by IQAC and verified by Principal	20	20				1)All Three key indicators =3 Grade points/A 2)Any two key indicator =2 Grade points/B 3)Any one Indicator=1 Grade point/C
<b>Total Grade points</b>						<b>500</b>			

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

**Government of Andhra Pradesh  
Commissionerate of Collegiate Education**

**Academic & Administrative Audit of Degree Colleges (2020-21)**

**Format - IV : Action Taken Report (To be filled by the Principal)**

Name of the College, Place, District:

Date of Audit conducted:

<b>S.No.</b>	<b>Criteria</b>	<b>Recommendations by AA*</b>	<b>Action Taken</b>
I	CURRICULAR ASPECTS		
II	TEACHING, LEARNING & EVALUATION		
III	RESEARCH, INNOVATIONS AND EXTENSION		
IV	INFRASTRUCTURE & LEARNING RESOURCES		
V	STUDENT SUPPORT AND PROGRESSION		
VI	GOVERNANCE AND LEADERSHIP		
VII	INSTITUTIONAL VALUES AND BEST PRACTICES		
VIII	2018-19 AAA RECOMMENDATIONS		
	IS ACTION TAKEN AS PER THE RECOMMENDATIONS ?		
	IF NOT, STATE THE REASONS ?		
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE		
X	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE		
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE		
XII	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE		
XIII	SUGGESTIONS TO RESOLVE		
XIV	FEED BACK		

AA\* : Academic Advisor

Name & Signature of the Vice - Principal

Date:

**For your convenience, Proforma – I and Proforma – II are placed below.**

<b>PROFORMA - I LECTURER'S EVALUATION</b>					
Class & Sem:.....				Year : .....	
Lecturer Name:.....				Date :.....	
Please indicate your rating for your teacher by drawing a circle around the appropriate letter among those given against each statement					
Sno	Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
1	My Lecturer in Punctual to the Class	A	B	C	D
2	I Understand easily what my lecturer in teaching	A	B	C	D
3	My Lecturer comes well prepared for the class	A	B	C	D
4	My lecturer communicates clearly	A	B	C	D
5	My lecturer makes good use of example and illustrations	A	B	C	D
6	My Lecturer is helpful when students raise doubts	A	B	C	D
7	My Lecturer Completes the Syllabus on time during the Semester	A	B	C	D
8	My Lecturer completes the practical on time during the Semester (If Applicable)	A	B	C	D
9	My Lecturer conducts the class regularly	A	B	C	D
10	My Lecuter enquires about My absence to the class	A	B	C	D
11	My Lecturer is very helpful to weaker students/slow learners	A	B	C	D
12	My Lecturer is fair to all studetns in evaluations	A	B	C	D
13	My Lecturer is available during college hours for consultation	A	B	C	D
14	My Lecturer takes active part in Co-curricular activities	A	B	C	D
15	My Lecturer creates awareness of recent developments in the subject	A	B	C	D
16	My Lectruer provides more informatin than in text book	A	B	C	D
17	My Lecturer holds the attention of students through out the class	A	B	C	D
18	My Lecturer encourages discussion in the class	A	B	C	D
19	My Lecturer gives useful explanationwhile returning answer paper and assignment	A	B	C	D
20	My Lecturer inspires me	A	B	C	D
21	Overall He/She is one among the best Lecturers	A	B	C	D

**PROFORMA - II**  
**IQAC - Name of the College**  
**Analysis of Lectruer Evaluation by Students**

Name:

Dept:

No.of responds:

Sno	Particulars	A(%)	B(%)	C(%)	D(%)
1	My Lecturer in Punctual to the Class				
2	I Understand easily what my lecturer in teaching				
3	My Lecturer comes well prepared for the class				
4	My lecturer communicates clearly				
5	My lecturer makes good use of example and illustrations				
6	My Lecturer is helpful when students raise doubts				
7	My Lecturer Completes the Syllabus on time during the Semester				
8	My Lecturer completes the practical on time during the Semester (If Applicable)				
9	My Lecturer conducts the class regularly				
10	My Lecuter enquires about My absence to the class				
11	My Lecturer is very helpful to weaker students/slow learners				
12	My Lecturer is fair to all studetns in evaluations				
13	My Lecturer is available during college hours for consultation				
14	My Lecturer takes active part in Co-curricular activities				
15	My Lecturer creates awareness of recent developments in the subject				
16	My Lectruer provides more informatin than in text book				
17	My Lecturer holds the attention of students through out the class				
18	My Lecturer encourages discussion in the class				
19	My Lecturer gives useful explanationwhile returning answer paper and assignment				
20	My Lecturer inspires me				
21	Overall He/She is one among the best Lecturers				

( A= Strongly agree; B= Agree; C= Disagree; D= Strongly Disagree)

Date :

Signature of HOD

Signature

Signature of the Principal