

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

Academic & Administrative Audit (AAA) – 2023-2024

FORMAT – I (COLLEGE PROFILE)

PART- A

- 1.** Name of the College and Address :
S.R.R.& C.V.R. GOVT DEGREE COLLEGE (A) VIJAYAWADA
URL of Website : <https://srrcvr.ac.in/>
E- Mail : srrandcvr@gmail.com
Phone number : 9848251236

- 2.** Vision & Mission:

VISION

Empowering Students with Skills for Tomorrow's Challenges.

MISSION

1. To strengthen the community by producing responsible, self-reliant, socially committed citizens through task-based activities and through learning by doing.
 2. To instill ethical awareness in students by providing continuous training in Human values and Life skills.
 3. Create a spirit of research by offering student-centric and teacher-centric research activities.
 4. To improve Smart campus facilities to impart virtual, digital, and e-learning ways of teaching and learning.
 5. To equip students with employability skills and encourage them towards entrepreneurship through career guidance and skill training programs.
 6. To promote leadership qualities among the students by adopting a participative mechanism.
 7. To enhance the distinctiveness of the institution in society through Outreach programmes.
- 3.** Name of the Principal, email, and mobile Number
Dr.K.Bhagya Lakshmi, srrandcvr@gmail.com Ph: 9848251236
- 4.** Name of the Vice-Principal, email, and mobile Number
Smt. P.Sailaja, ponnam.sailaja@yahoo.co.in, Ph: 9491753148

5. Name of the IQAC Coordinator, email, and mobile Number
Dr.J.Nageswara Rao, schoolofphysics.47@gmail.com,
Ph: 9963238005
6. Name of the Academic Coordinator(for Autonomous Colleges),
email, and mobile Number
Dr.K.Sudhakara Rao, drksrao1@gmail.com, Ph: 9849828840
7. Year of Establishment : **1937**
8. UGC 2(f) and 12 B status (certificates to be verified): **Yes**
9. Autonomous status – Yes, If yes, Since **2017**
10. RUSA status : **RUSA 1.0 Sanctioned and utilized**
11. College land and Plan details /documents : **Enclosed**
12. Affiliation status: Permanent / temporary: **Permanent**
13. AISHE Status – Document : **Yes**
14. NAAC Status -
 - a) Previous NAAC Cycle date and Month: **Cycle-4, August 2023**
 - b) Date of Expiry : **11 August 2028**
 - c) Previous Grade and CGPA : **“A” grade (CGPA 3.03)**
15. Status of peer team recommendations

S. No	Recommendations made	Recommendations fulfilled/ To be fulfilled
1	Enhance alumni connect through multiple channels and organizing multiple activities. Alumni association be constituted and registered. A dedicated portal for this purpose may be created to keep contact with alumni.	fulfilled
2	Research be encouraged by providing seed money and motivating them to apply for	fulfilled

	research project grants to funding agencies. Good and dedicated researchers be awarded and appreciated.	
3	Enhance activities of IQAC cell through engagement with state holders.	fulfilled
4	Various laboratories be upgraded with state-of-arts equipment(s).	fulfilled
5	Post graduate departments should be upgraded to research centres as per the rules of the affiliating university.	fulfilled
6	The training and placement cell be created and strengthened.	fulfilled
7	Automation of day-to-day administration be evolved and strengthened. Original licenced software as per the requirement of academics and administration be procured.	fulfilled
8	Examination branch be improved so that it can facilitate the students in easier way. For example, checks and balances, grievances, downloading of certificates etc can be facilitated online and anytime.	fulfilled
9	A dedicated skill centre can be strengthened so that the	fulfilled

	students can opt more skill-oriented courses. An easy process of learning MOOCs courses can be created and students should be motivated to learn and earn credits through these programs.	
10	Hostels for boys and girls be created to facilitate student from far flung areas.	Unfulfilled

16. Previous Recommendations of Academic Audit of the CCE

No. of suggestions made	No of suggestions implemented
To implement more online courses	Implemented
Feedback analysis and ATR should be maintained by rest of the departments	Implemented
ICT department wise record should be maintained	Maintaining
To increase the participation of faculty in LMS 4- quadrant in LMS	Increased
Encourage the faculty to register and complete Ph.D	Implemented
To organize more number of seminars	Implemented
To increase more number of publications by faculty	Implemented
To encourage to author text books	Implemented
Prepare students to attain NET/SLET	Implemented

Action taken report to be attached: **ATTACHED**

17. NIRF Rank (if any) : **Band 101-150** Year: **2020**

18. Green Audit Report by Government Agency: **Dept. of Botany**

Year: **2023-24**

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

S.No	Name of the Institution / Teacher / Student	Name of the Award/ Recognition	Name of the Awarding Body/Agency (Government/Government-recognised agencies/bodies)	Month and Year of award
	SRR & CVR Govt. Degree College (A) Vijayawada	Best CSP	CCEAP., A.P.	Dec 2023
	SRR & CVR Govt. Degree College (A) Vijayawada	Best Business Plan	CCEAP., A.P.	Dec 2023
	SRR & CVR Govt. Degree College (A) Vijayawada	Best start-up	CCEAP., A.P.	Dec 2023
1	SRR & CVR Govt. Degree College (A) Vijayawada	Best College award	Government- District Collector	Aug-23

PART-B

1. No. of Programmes Offered by the College

Year	2022-23	List of Programmes	2023-24	List of Programmes
Number of Programmes	33	BA (HEP) EM B.A (HEP)UM B.A(EPJ) B.A(HET) B.A(PPP) B.A(SHP) B.A(HEPA) B.B.A (Gen) B.B.A (DM) B.Com- BIFS B.Com (CA) B.Com (GEN) B.CoM (A&T) B.Sc (DSCs) B.S(MBFT) B.Sc (BZC) B.Sc(MCCs) B.Sc(MECs) B.Sc (MPC) B.Sc(MPCs) B.Sc(MSCs) B.Sc(MBC) B.Sc(CBH) B.Sc (MPCA) B.Sc(AQZC) M.A - Economics M.A - English M.A -Social Work	29	B.A ECONOMICS B.A HISTORY B.A HISTORY(UM) B.A POLITICAL SCIENCE B.A SPL ENGLISH B.A SPL TELUGU B.COM ACCOUNTING B.COM COMPUTERS B.COM FINANCE B.COM GENERAL B.COM TPP B.SC COMPUTERS BBA DIGITAL BSC AQUACULTURE BSC DATA SCIENCE BSC ELECTONICS BSC MICROBIOLOGY BSC BIOCHEMISTRY BSC BOTANY BSC CHEMISTRY BSC HORTICULTURE BSC MATHEMATICS BSC PHARMACEUTICALCHEMISTRY BSC PHYSICS

		M.Com (Accounts& Taxation) M.Com (General) M.Sc -Computer Science M.Sc -Mathematics M.Sc -Organic Chemistry		M.A ECONOMICS M.Sc COMPUTER SCIENCE M.Sc CHEMISTRY B.Sc Honours Chemistry IV year B.A Honours Economics IV Year
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2. No of Value Added Courses introduced (last two years)

Year	2022-23	List of Courses	2023-24	List of Courses
Value Added courses	21	<ol style="list-style-type: none"> 1 English for Competitive Examinations 2 Certificate Course in Medical Lab Technology 3 Diploma in Medical Lab Technology 4 Advanced Diploma in Medical Lab Technology 5 Certificate Course in Telugu 5 Parichayam Course for Non-Telugu People 6 Life Skills Development Training (Rubicon foundation under Barclays CSR activity) 7 German Language 8 Arabic Language 9 Sign Language 10 Calligraphy 11 Electrical wiring (Helper) - Jana SikshanaSamstan& NSDC 12 Leaf Composting 13 Enriched Compost 14 Stock Market 15 Technologies Generated in Tally 16 Stock Market Operations 17 Ikebana Bouquets 18 Human Rights 19 Introduction to Cyber Security 20 Internet of Things 21 Analytical Techniques in Chemistry 	22	<ol style="list-style-type: none"> 1 Basics of Creative Writing (II Semester General English students) 2 Introduction to Translation Studies (for II Semester's Special English Students) 3 Certificate Course in Medical Lab Technology 4 Diploma in Medical Lab Technology 5 Advanced Diploma in Medical Lab Technology 6 Certificate Course in Telugu Parichayam Course for Non-Telugu People 7 Calligraphy 8 Leaf Composting 9 Enriched Compost 10 Stock Market 11 Technologies Generated in Tally 12 Stock Market Operations 13 Ikebana Bouquets 14 Human Rights 15 Introduction to Cyber Security 16 Internet of Things 17 Analytical Techniques in Chemistry 18 Herbal Cosmetics 19 Physics in Toy Design 20 Textiles Printing (JSS & NSDC) 21 Laboratory Tools and Techniques 22 Stress Management

3. Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular	88	78	10
PTL	0	0	0
Contract	0	1	0

Guest	0	16	0
Total	88	94	10

4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular	78	8	42	53
PTL	0	0	0	0
Contract	1	0	0	1
Guest	16	1	2	3
Total	95	9	44	57

5. Details of non-teaching faculty

No of posts	Sanctioned	Working	Vacancies
	51	48	3
Total	51	48	3

6. Student strength particulars

a) During the last two years

Year	2022-23			2023-24		
	I	II	III	I	II	III
No. of students	573	544	591	657	513	674

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

Year	2022-23			2023-24		
	A	P	%	A	P	%
Programme wise						
Lists Enclosed						

8. Teacher – student ratio (Current Year): 1: 19.4

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

i.	Total no of class rooms	: 52
ii.	Total no of laboratories	: 19
iii.	Total no of digital classrooms	: 29
iv.	Total no of virtual classrooms	: 3
v.	Total no of ICT enabled classrooms:	29
vi.	Total no of studios	: 01
vii.	Total no of Computers, Student & Computers Ratio:	250, 1844,
viii.		1:7.3
ix.	Total no of printers	: 30
x.	Total no of scanners	: 10
xi.	Total no of Xerox facility (at Depts & Office):	5
xii.	Total no of Wi-Fi routers	: 20
xiii.	Internet Bandwidth	: 150 MBPS
xiv.	Seminar halls	: 2
xv.	Auditorium	: 2 (Open)
xvi.	Details of sports facilities	: List Enclosed
xvii.	Gymnasium (No of stations)	: 12
xviii.	Rooms for administration	: 4
xix.	Water – RO facility	: Yes
xx.	Toilets for staff (Men/Women/Differently abled)	: 05
xxi.	Toilets for students (Men/Women/Differently abled)	: 05 Units
xxii.	Divyanggan friendly facilities (Ramps/Lifts/Softwares)	: Ramp & Software
xxiii.	No of fire extinguishers in the labs and corridors	: 06
xxiv.	Solar energy details – LEDs , Green Audit Status	: Submitted
xxv.	Examination Cell	: Yes
xxvi.	Library	:
	- No. of Books& Journals	: Books – 58,891, Journals – 32
	- Status of Automation	: Partial
	- E-journals	: 57 (Library Website) 6150 (N-List)
	- Nlist subscription	: Subscribed
	- Internet	: Yes
	- Foot Fall	: Students – 10984 Faculty – 4457
	Total – 15441	
	- E-footfall	: Students – 3541 Faculty – 338
		Total – 3879
	- Xerox Facility (at Library)	: Yes
xxvii.	Women's waiting hall	: 01
xxviii.	Grievance Redressal Cell	: 01
xxix.	Health Centre	: No

xxx.	ELL	: 01
xxxi.	JKC Lab	: 01
xxxii.	Computer Labs	: 04
xxxiii.	Canteen Facility	: Yes

10. Research :

❖ No of collaborations / Functional MoUs

Year	2022-23	2023-24
Number of collaborations / MoUs	17	18
No. of Follow up Activities	04	07

❖ No of publications in UGC – CARE listed journals

Year	2022-23	2023-24
Number of Publications	21	26

❖ No of start-ups

Year	2022-23	2023-24
Number of start-ups	0	0

❖ No of patents

Year	2022-23	2023-24
Number of patents	0	1

❖ No of Research Guides

Year	2022-23	2023-24
Number of Research Guides	02	02

❖ No of Research Scholars

Year	2022-23	2023-24
Number of Research Scholars	01	01

❖ No of Major/ Minor Research Projects

Year	2022-23	2023-24
Number of Major RPs	0	0
Number of Minor RPs	0	0

❖ Incubation Centre with Research Facility: **No**

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated
Languages	Principal Accountant General (Audit), Vijayawada	27000

11. Policies prepared and implemented (Give Details)

<https://srcvr.ac.in/pages.php?menu=administration&slug=policy-documents>

12. No. of Committees appointed (Provide links of meeting minutes & reports)

<https://srcvr.ac.in/pages.php?menu=iqac&slug=iqac-meetings>

13. Extension activities (Current year)

a) No. of Extension activities in the Neighborhood for social and holistic development : **08**

b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC: **08**

c) No of Extension activities in collaboration with government agencies : **04**

d) No of Extension activities in collaboration with Non-Governmental Organizations: **02**

14. Feedback, Student Satisfaction Survey mechanism adopted: **Yes**

(Provide Link):

<https://docs.google.com/forms/d/1zLb0j4WqsCM3lkveaTR5VefnKXqGctQVVFRwYcJp034/edit>

15. Alumni Association – involvement and activities:

No. of meetings conducted: 04

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

❖ Students : **03**

❖ Staff : **07**

17. Total no of scholarships and free ships (Current Year)_:**1916**

Total Amount in Rs: - **Rs. 58,18,927/-**

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

Teaching	3
Non –Teaching	0

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

Training:

Year	2022-23	2023-24
Number of students registered	112	50
Number of students trained	112	50
a. from your GDC	112	50
b. from other colleges	00	00

Placements:

Year	2022-23	2023-24
No. of companies visited the campus	03	12
Number of students Placed	16	151
a. from your GDC	16	51
b. from other colleges	00	100

CSP:

Year	2022-23	2023-24
Number of students Participated in CSP	549	545
a) B.A	103	90

b) B.Com	283	216
c) B.Sc	163	239

Internship:

Year	2022-23	2023-24
Number of students completed Internship	626	807
a) B.A	164	176
b) B.Com	240	340
c) B.Sc	222	291

Type of Internships:

Year	2022-23	2023-24
Total No of Physical Internships	294	102
Total No of Online Internships	332	705
Total No of paid Internships	294	102

20. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2022-23	2023-24
Number of students	93	177
a) B.A	23	42
b) B.Com	25	56

c) B.Sc	45	79
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B. Employment (Programme wise)

Year	2022-23	2023-24
Number of students	36	67
a) B.A	1	8
b) B.Com	4	31
c) B.Sc	17	22
d) PG	14	6

C. Entrepreneurship (Programme wise)

Year	2022-23	2023-24
Number of students		
a) B.A		
b) B.Com		
c) B.Sc		
d) PG		

21. Grants/funds received from (in Lakhs/Rs.)

A. Government	:Rs. 145000/-
B. Non-governmental bodies	:Nil
C. Individuals/ Philanthropists	:Nil
D. CSR	:Nil
E. Budget allocated for Infrastructure	:Nil
F. Expenditure for Books & Journals	:Rs. 99531/-
Budget Sanctioned	: Rs. 145000/-
Utilized Rs.	100702/-

22. Governance and Leadership

- ❖ Institutional Development Plan (Next two years)

File Enclosed

- ❖ Institutional distinctiveness in specified area

Games & Sports- File Enclosed

23. Contribution of IQAC

- ❖ Incremental changes during the last two years

The teaching process of the faculty is monitored by the IQAC and the Academic Coordinator through the submission of an Annual Curriculum Plan, teaching notes, and a teaching diary. Monthly reviews are conducted during staff council meetings. Additionally, an Academic Audit by the CCE at the end of each academic year evaluates all aspects of the teaching process and assigns grades.

The learning process involves students submitting assignments, participating in seminars, undertaking project work, engaging in field trips, hands-on practice modules, and virtual lab activities. These submissions are monitored by the faculty and uploaded into Google Classrooms managed by the respective subject teachers. Faculty members oversee student progress on a subject-wise basis.

Group counselors monitor student participation in Clean and Green initiatives, literary and cultural activities, attendance, and other extracurricular engagements. Result analysis is conducted at the college, course, teacher, and program levels. This analysis is led by the Head of the Institution in staff council meetings, with the assistance of the Vice Principal, Academic Coordinator, and IQAC committee.

The institution periodically reviews its teaching-learning processes, operational structures, and learning outcomes through its IQAC, adhering to prescribed norms.

24. Best Practices of Institution

1. Gorumudda
2. Tap the latent Talent

25. Evaluative Reports of the Departments (Provide Links)

26. For Autonomous Colleges

A. Academic Council

- Last Academic Council meeting date : **04.12.2024**
- Major decisions for enriching curriculum/Academics

1. Resolved and approved Internal Marks(CIA)break-up etc as per CCE SOPs

S.No.	Test	Weightage
a	2MidExaminations	20+20
b	Seminar / GD (to improve communication skills and organizational skills)	05+05
c	Project Based Learning(Course Wise)	10
d	Peer Group Learning(Course Wise)	10
e	Attendance and Participation in Clean and Green Activities	05
	Total Marks	75

2. Resolved and approved English Pro -1 and SEL & SEEK introduced as per CCE proceedings for Semester III

3. Resolved and approved the regulations of Sports, NCC and NSS - Attendance waiver, Internal Marks relaxation for Winners of highlighted Sports and Games State level, National level and in International level Tournaments. Such winners may be awarded stipulated credits.

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 : 30.01.2024
- Major resolutions for administration

1. To consider ratifying the appointment of various Autonomous Committees – Academic Council, Examination Committee, Finance Committee and Governing Body members from the College and University for the period 2023-24.

Discussion: The members of the Governing Body discussed the appointment of various Autonomous Committees i.e., Academic Council and Finance Committee from the College for the period 2023-24 to replace the members who are transferred to another colleges.

Resolution: The members of the Governing Body resolved to ratify the appointment of various Autonomous Committees viz. Academic Council and Finance Committee members from the College for the period 2023-24.

2. To consider the proposal for approval of five common optional holidays for smooth conduct of college administration for the year 2024.

Discussion: The members of the Governing Body discussed the five common optional holidays for smooth conduct of college administration for the year 2024.

Resolution: The members of the Governing Body resolved to approve the five common optional holidays for smooth conduct of college administration for the year 2024.

3. To consider implementation of rule regarding no Readmission into second degree either UG/ PG Programmes when student has already completed degree in the college.

Discussion: The members of the Governing Body discussed about readmission and majority of the members are requested to continue the same process for readmission.

Resolution: The members of the Governing Body resolved not to permit the implementation of rule regarding no Re-admission into second degree either UG/ PG Programmes when student has already completed degree in the college.

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

<https://srcvr.ac.in/pages.php?menu=handbook&slug=handbook>

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

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


<https://srcvr.ac.in/pages.php?menu=administration&slug=monthly-newsletter>

30. Departmental meeting Minutes Registers: Verified

31. Reports of various committees: Verified

32. CPDC/Finance Committee Meeting Minutes Registers: Verified

33. Implementation status of Biometric Attendance and TLP Reports: Verified


PRINCIPAL
SRR & CVR GOVT. DEGREE COLLEGE
(Autonomous)
Machavaram, VIJAYAWADA - 520 004

Academic & Administrative Audit : 2023-24

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

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
I-CURRICULAR ASPECTS						
A	Curricular Planning and Implementation					
1	Curriculum Design and Development (For Autonomous Colleges)	1. Departmental meeting Minutes 2. BoS Minutes 3. Academic Council Minutes 4. Copies of course wise curriculum	Grade A, if 60% and above modification in syllabi of all courses offered; Grade B, if 40%-60% of modification in syllabi of all courses offered; Grade C, if less than 40% modification in syllabi of all courses offered;	A	A	
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 Grade C, if any two records match with each other	A	A	
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	A	A	
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	A	B	
B	Academic Flexibility & Curriculaum Enrichment					
5	Institution's contribution to enrichment of curriculum	1.Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum	Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports	A	A	
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	A	A	

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 Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	A	A	
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	A	A	
C						
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 Autonomous Colleges)	Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	A	A	
Overall Grade				A	A	
II-TEACHING, LEARNING & EVALUATION						
A						
Student Enrolment and Profile						
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	A	A	
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	A	A	
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) (Seats earmarked / Seats filled)	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	A	A	
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	A	A	
B						
Catering to Student Diversity						
5	Institutional mechanism for assessing the learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A	A	
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	A	A	

7	Student - full time teacher ratio for the last 2 years Total no. of students enrolled in the institution/ Total no. of full time teachers	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	A	A	
C	Teaching Learning Process					
8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - 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	A	A	
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	A	A	
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted	Reports by Committees concerned	Grade A, if all activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	A	A	
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	A	A	
12	Ratio of Final year students undertaking field trip or project or internships (No. of students attending field trip or project/ Total No. of Final year students)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
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	A	A	
14	Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.) Lesson plans should reflect ICT based planning in teaching	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	A	A	
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	A	A	
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	B	B	
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	A	A	

18	Co-Curricular Activities (Academic) (Student Seminars/Quizzes, debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	A	A	
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)	A	A	
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	A	A	
D	Teacher Profile Quality					
21	Staff Attendance	Staff Attendance Registers & TLP Records (Current Year)	Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	A	A	
22	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest)	Consolidated Report from the Principal	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	A	A	
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	B	B	
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 organized (at least 5per year)	A	A	
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 attended (at least 5per year)	A	A	
E	Evaluation Process and Reforms					

26	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	
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	A	A	
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	A	B	
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	A	A	
F	Student Performance and Learning Outcomes					
30	Announcement of Programme Outcomes and Course Outcomes by the Departments	1. Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students	Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records	A	A	
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	A	A	
G	Student Satisfaction Survey					
32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	A	A	

33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	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	B	
Overall Grade				A	A	
III-RESEARCH, INNOVATIONS AND EXTENSION						
A	Promotion of Research and Facilities					
1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	A	A	
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	C	C	
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	B	B	
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Grade A, if MRP submitted Grade B, if MRPIs pending Grade C, if there is no Research Project	C	C	
B	Resource Mobilization for Research Purpose					
5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 3 Lkh Grade B, if < 3lkh Grade C, if there is no funding	B	B	
6	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops etc to foster research culture.	Report by Research Committee Coordinator, verified by the Principal	Grade A, if completely extended Grade B, if partially extended Grade C, if there is no funding	A	A	
7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurship Hub)	Report by Research Committee Coordinator, verified by the Principal	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established Grade C if no such centre is established till now.	A	C	
C	Research Publication and Awards					
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	A	B	

9	Books Published for the last two years (Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	B	B	
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	A	B	
11	No.of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A if more than h-index is 2; Grade B if it is upto1; C if it is zero.	B	B	
12	No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book/ Chapter Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter	B	B	
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)	C	C	
D	Extension Activities					
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
15	Number of extension programmes conducted in colloboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WEC etc.,	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
16	No. of Awards and Recognitions rceived for Extension activities from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	A	B	
17	Average percentage of students and their details participating in extension activities with Government/ Non- Government Organisations above mentioned (Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately)	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	A	A	
E	Consultancy and Collaboration					

18	Areas of Consultancy offered and Amount generated (during the last 2 years)	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Audited Statements	Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy	A	A	
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	A	B	
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	A	B	
	C. Internship		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	A	A	
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A	A	
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	A	A	
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	B	B	
21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Report validated by IQAC and verified by Principal	Grade A, if 2 workshops/seminars are conducted Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	A	B	
Overall Grade					B	
IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)						
A	Details of Library as a Learning Resource					
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	B	B	
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal	Grade A, if All the Teachers and Students make use of the e-resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	A	A	

B	3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e- footfall validated by IQAC and verified by Principal	Grade A, if more than 60% Teachers and Students make use of Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	A	A		
	IT Infrastructure							
	4	Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex)	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	A	A		
	5	Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component	1. Finance Committee Meeting Minutes 2. Report validated by IQAC and verified by Principal	Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available	A	A		
	Overall Grade				A	A		
V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)								
A	Student Support							
1	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	A			
	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	A			
	a) Soft Skills							
	b) Language and Communication Skills							
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)							
3	d) ICT/ Computer Skills Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1. Records by the JKC and Departments 2. Proof of employment	Grade A, if more than 50% of students placed Grade B, if 30% of students placed Grade C, if less than 30% of students placed	B	B			

4	Student grievances Redressal mechanism , No. of grievances received & Redressed during last 2 years	1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal	Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy	A	A	
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research plafrorms out side the parent institution.	1. Department wise reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	B	B	
6	The Institution has a transparent mechanism for timely redressal of: A. Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harrassment 2. Committee(s) Report(s) about grievance redressal 3. Proofs and Meeting Minutes	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A	A	
7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A	A	
B	Student Progression					
8	Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	
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	A	A	
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	A	A	
11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100)	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	
12	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)	Feed back consolidated Report from JKC	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	A	A	
C	Student Participation and Activities					

13	No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)	Consolidated Reports by the Committees, validated by IQAC & verified by Principal	Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level	A	A	
	a) University Level					
	b) State Level					
	c) National Level					
	d) International Level					
14	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1. Committees List 2. Student Council Report	Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists	A	A	
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	A	A	
16	Percentage of Student participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100	Committee reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	A	A	
D						
Alumni Engagement						
17	Is there registered Alumni Association for the institution? If yes, year of registration and number Year: 2003	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	A	A	
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	B	B	
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	A	A	
Overall Grade				A	A	
VI-GOVERNANCE AND LEADERSHIP						
Institutional Vision and Leadership						
A						
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	A	A	
2	Explain the Institutional Practices like decentralization and participative management to show case effective leadership	1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only committees are constituted	A	A	

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	A	A	
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	A	A	
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	A	A	
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	A	A	
B	Institutional e - governance					
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	A	
	a) Administration					
	b) Finance and Accounts					
	c) Student Admissions and support					
	d) Examinations					
C	Faculty Empowerment Strategies					
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	A	C	
9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized Grade C, if less than 3 programmes are organized	A	A	
10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	A	A	

11	Details of performance appraisal system designed by institution 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 "Good" grade	A	A	
D Financial Management and Resource Mobilization						
12	Institutional mechanism for internal and external financial audits	1. Internal Audit Committee constitution Circular 2. Financial Audit Reports	Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained	A	A	
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Principal	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	B	
E Internal Quality Assurance System						
14	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by IQAC for promoting quality culture per year	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted	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	A	A	
15	Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.	Grade A, if ranked Grade B, if participated Grade C, if not participated	B	B	
Overall Grade				A	A	
VII-INSTITUTIONAL VALUES AND BEST PRACTICES						
A Activities that teach values of the Institution						
1	Details of Activities by the Institution for A) Promotion of gender equality and sensitization a) Safety and security b) Counselling c) Common Rooms for women students d) Details about sensitization activities	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	A	A	

	B) Environmental consciousness and sustainability a)Solar energy, b)Sensor-based energy conservation, c)Use of LED bulbs/ power efficient equipment	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	A	A	
	C) Waste Management 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	A	A	
	D) Water Conservation a)Rain water harvesting b)Borewell /Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	
	E) Green campus initiatives a)Plastic free campus(Ban on the use of Plastics) b)Botanical garden c)Green house d)Green landscaping e)Green audit f)Battery vehicles	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	A	A	
	F) Divyangana friendly barrier - free environment a)Ramps b)Railings c)Scribe for examination d)Provision of lift/Wheel chairs e) Alternative arrangements for Divyangana	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	A	A	
B	Initiatives for inculcating values					
2	Cross cutting issues and value initiatives a) Tolerance and harmony against several diversities i)Cultural ii) Regional iii)Linguistic iv) Communal v)Socio - Economic	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	A	A	
	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	A	A	
	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	A	A	

Government of Andhra Pradesh Commissionerate of Collegiate Education			
Academic & Administrative Audit of Degree Colleges (2023-24 & 2024-25)			
Format - IV : Action Taken Report (To be filled by the Principal)			
Name of the College, Place, District:			
S.No.	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS	1.Certificate/value added courses must be maintained in NAAC format 2.Increase the number of courses i.e value added / certificate related to cross cutting issues	1. It is directed all department In-charges to maintain records in NAAC Format Only 2. It is suggested to all department to conduct at least one Value Added Course per each department
II	TEACHING, LEARNING & EVALUATION	Unique format must be maintained for remedial coaching for slow learners and also for the activities for avanced learners	It is directed to maintain Remedial coaching records in uniformformat from all departments
III	RESEARCH, INNOVATIONS AND EXTENSION	1.Apply for more funded research projects 2. Student and faculty exchange programmes must be arranged 3. Encourage collaborative activities	1. It is directed the research coordinator to encourage the faculty to aplly for research projects funding 2. It is suggested to materialize the MOUs taken from academic institutions towards students exchange. 3. It is suggested to improve the collaborative activities, in guidance with Telugu Department as they have collaboration
IV	INFRASTRUCTURE & LEARNING RESOURCES	subscription for e - journals should be done	It is requested the Librarian to suggest more number of e-journals for subscription.
V	STUDENT SUPPORT AND PROGRESSION	1.provide more number of programmes for career guidance and competitive exams for the benefit of the students 2.Encourage students to participate in more number of academic/cultural/sports competitions 3. Take the feedback from the industries/companies	1. It is directed JKC and career Guidance cell to conduct more number of programmes for career guidance and competitive exams for the benefit of the students 2. It is suggested to cultural committee to encourage the students to participate in Krishna Tarang etc. 3. All Departmentsmust take feed back forms from Industry before completion of the BOS
VI	GOVERNANCE AND LEADERSHIP	1.Maintain proper documentation 2.Mobilise financial resources	1. It is suggested to maintain proper dcumentaion for Governance and Leadership 2. It is requested the ALUMNI and Philonthropists to assist the college with financil assistane.
VII	INSTITUTIONAL VALUES AND BEST PRACTICES	1.Maintain documents as per NAAC format	All In-charges are requested to main documents in NAAC format in preparing the Reports
VIII	2022-23 AAA RECOMMENDATIONS	Fulfilled	
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	A grade 3.03CGPA Improve research activities and mobilise the funds to improve research facilities	1. Faculty encouraged to publish more number of pblications by giving seed money to the faculty who published papers in peer-reviewed journals
X	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	Participated , Improve research activities	
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE	improve admissions in all programmes	It is requested the Admissions committee to take measures by wide publicity to improve the admissions.

XII	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE	Financial assistance	
XIII	SUGGESTIONS TO RESOLVE	More funds are required	
XIV	FEED BACK	GOOD	

AA* : Academic Advisor

Name & Signature of the Vice - Principal

Date: