

Commissionerate of Collegiate Education, A.P  
Academic & Administrative Audit of Degree Colleges  
Format for submission of Action Taken Report by Principal of the College (ATR)  
Zone : III  
District : PRAKASAM

**COLLEGE PROFILE**

1	Name of the College, URL of Website, email and Phone number	YAGDC(W),CHIRALA ; www.yagdcw.com ; gdcwchirala@gmail.com ; Ph.No: 08594-232204		
2	Name of the Principal, email & Mobile Number	Dr.Ch.Ramanamma ; ramani.chenna@gmail.com ; Ph.No: 9440945039		
3	Name of the Vice-Principal, email & Mobile Number	G.Rajeswari ; gangavarapurajeswari98@gmail.com ; Ph.No:9848877879		
4	Name of the IQAC Coordinator, email & Mobile Number	A.V.Ramana Rao ; ramanarao46@gmail.com ; Ph.No: 9292058594		
5	Year of Establishment & details of land available if any	1966 ; 7.5 acres		
6	Affiliating University & AISHE CODE:	Acharya Nagarjuna University ; AISHE CODE: C-32734-2017		
7	NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)	Cycle-2 ; 2012 Oct. ; 2.71		
8	UGC Recognition (2f & 12 B)	Yes		
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	General Shift	10 A.M. to 5 P.M.	
10	No. of Posts Sanctioned:	Regular Working: 17	Contract Working: 02	Guest Working: 07
11	Course wise & year wise Students strength particulars ( Proforma enclosed)	Filled statement available for 2017-		

**I-CURRICULAR ASPECTS**

Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
	Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A	

13	Departmental Annual Curricular Plans	A		
14	Whether the above two circulated among Students?	A		
15	College Activity Register 2017-18	A	Maintained well	
16	College Calendar/College Magazine	A	Maintained	
17	Add-on Courses (Department-wise) completed during 2016-17	A		
18	Add-on Courses (Department-wise) in 2017-18	A		
19	Coverage of Syllabus (Average Percentage)	A		
20	Teaching of Value added courses (HVPE & Foundation Courses)	A		
21	No. of New UG & PG Courses introduced in 2017-18	MA (English) is also sanctioned, A	M.Com course is introduced	
22	Maintenance of Student Attendance Registers	A		
23	Whether feedback on curriculum was obtained from stake holders and analysed	A	Yes, Taken	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	A		
25	Social-economic status of students enrolled(Group wise and Year wise) in 2017-18	A		
26	Demand Ratio (Group wise)	A		
27	Percentage of differently abled students (Divyangjan) on roll	1%< A		
28	Percentage of full time teachers against sanctioned posts in 2017-18	55%, B		
29	Student - Full time teacher ratio	34-1, A		
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	186, A		

31	Teaching Diaries & Teaching Plans in Prescribed Formats	A	
32	Use of ICT in teaching and learning	B	
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	About 80%, B	
34	Co-Curricular Activities ( College level)	A	
35	Seminars/conferences/workshops organised in 2017-18	One workshop, B	
36	Academic Competitions ( College Level & Above)	A	
37	Conduct of Internal Examinations-Internal assessment	A	
38	Teacher wise result analysis (MARCH/APRIL -2017 & SEP/OCT/NOV- 2017)	Analysed, A	
39	Pass percentage of students (Group wise) in 2017-18	52%, B	
40	Percentage of students undertaking field projects / internships	>50%, B	
41	Remedial Classes	A	
42	Conduct of Bridge course	A	
43	Feed back on Teachers by Students and its analysis	A	
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A	
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>			
45	Is the College a Recognized Research Centre	No, C	Motivate the faculty members to apply for guideship College has no Ph.D qualified teacher for guideship
46	No. of Research Guides in the College	2, A	
47	No. of Research Scholars working for M.Phil & Ph. D	14, A	

48	Major/Minor/Other Research Projects	01, C	Suggested to apply for Minor/Major research projects to various funded agencies	encourage faculty members to apply for major/minor research projects
49	Research Papers Published in 2017-18 (International/ National)	04, B		
50	Papers Presented in 2017-18 (International/ National/ State)	04, B		
51	Books Published in 2017-18 ( Single Author/ Co Author)	One, B		
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	One workshop, B		
53	Record of Consultancy in 2017-18	Nil, C	Suggested to approach the industries or NGOs	Records of Consultancy will be maintained
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	Two linkages, B		
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	No, C	Suggested to approach the industries or NGOs	necessary steps will be taken to conduct more workshops and seminars related to IPR etc.
56	Record of MoUs in 2017-18	A		
57	Record of Subject/Department Related Extension Activities	A		
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	A		
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	A		
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	A		

61	Number of awards and recognition received for extension activities from Government/ recognised bodies	B		
<b>IV-INFRASTRUCTURE AND LEARNING RESOURCES</b>				
62	Number of Class rooms, Labs and computing equipment	A		
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A		
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	A		
65	Budget allocated for infrastructure augmentation	Rusa college, A		
66	Library is automated using Integrated Library Management System	Automated, A		
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	3, B		
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	No, C	Suggested to subscribe the E-Journals	E-Journals will be subscribed shortly
69	Expenditure for purchase of books and journals in 2017-18	Rs.52000, A		
70	Percentage per day usage of library by teachers and students	75%, B		
71	Student-Computer ratio	8:1, A		
72	Wifi in the campus	Yes, A		
73	Updation of IT facilities	Yes, A		
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	Rs.1,10,000, A		

75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	A		
<b>V-STUDENT SUPPORT AND PROGRESSION</b>				
76	Average percentage of students benefited by scholarships by the Government in 2017-18	98%,A		
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	25%, B		
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the	25%, B		
79	Average percentage of placement of outgoing students in 2017-18	5%, B		
80	Student grievances redressal mechanism	A		
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	A		
82	Percentage of student progression to higher education	30%, C	Encourage the students to admit in the higher education like PG Courses	students will be encouraged to seek admission into PG & other higher studies
83	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLFT, GATE, Civil services, state government etc.,)	Nil, C		to encourage the PG students to attend the NET/SET exams
84	Number of awards/medals for outstanding performance in sports/cultural activities	A		
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	A		
86	Records of significant achievements in Sports & Games	A		
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	A		
88	Alumni contribution in 2017-18 (In Rs)	Rs.2,57,405, A		

89	Number of Alumni Association /Chapters meetings held in 2017-18	Two, A		
90	Maintenance of JKC facilities & records	A		
91	Record of Student trained and placed in JKC	A		
92	Record of Anti Ragging cell	A		
93	Maintenance of drinking water	RO system available, A		
94	Maintenance of sanitation	B		
<b>VI-GOVERNANCE AND LEADERSHIP</b>				
97	Staff Council Register	A		
98	Functioning of Committees in Administration ( Minutes of meetings)	A		
99	Awards/Achievements	A		
100	Use of ICT in Governance	B		
101	Perspective/Strategic plan and deployment documents	A		
102	Organizational structure of the Institution	A		
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	Under Process, A		
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	Nil, C		required initiatives will be taken in this regard
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	2		
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	29%, B		
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	06, B		

108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	A		
109	Average number of quality initiatives by IQAC for promoting quality culture per year	A		
110	Participation in NIRF-2017	149 Rank, B		
111	IQAC activities & maintenance of records, (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A		

**VII-INSTITUTIONAL VALUES AND BEST PRACTICES**

112	Percentage of power requirement of the Institution met by the renewable energy sources	Installed Solar, A		
113	Waste Management steps taken	B		Necessary steps will be taken to improve the utilization of the rain water harvesting pits
114	Rain water harvesting structures and utilization in the campus	B		
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.)	B		
116	Green Practices (plastic free campus, green landscaping etc.)	A		
117	Record of best/innovative practices by the institution	A		
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 (should be available with the Principal)	A		
119	The number of classes (per week) taken by the Principal	6 hours		
120	Research projects/Publications/ study material developed in 2017-18 by the Principal	Not available in the web site, C	Available with the staff and advice to upload in the College Web-site	encourage research projects/publications by the institution and uploading work is under process in the college website

*S. Rajasekar* 16/3/2018  
Signature of the Vice-Principal:

*C. Parvathi*  
Signature of the Principal:  
Principal  
18/3/18

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Academic & Administrative Audit of Degree Colleges  
Format for submission of Academic Advisors Report (AAR)

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District : PRAKASAM

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3	Name of the Vice-Principal, email & Mobile Number	G.Rajeswari ; gangavarapurajeswari98@gmail.com ; Ph.No:9848877879		
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8	UGC Recognition (2f & 12 B)	Yes		
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	General Shift	10 A.M. to 5 P.M.	
10	No. of Posts Sanctioned:	Regular Working: 17	Contract Working: 02	Guest Working: 07
11	Course wise & year wise Students strength particulars ( Proforma enclosed)	Filled statement available for		

**I-CURRICULAR ASPECTS**

Item	Impression of Academic Advisor along with grade A(Good)/B( Satisfactory)/C (poor) after		Recommendation/Suggestions by Academic Advisors
	Grade	Impression	
12	A	GOOD	

13	Departmental Annual Curricular Plans	A	GOOD	
14	Whether the above two circulated among Students?	A	YES	
15	College Activity Register 2017-18	A	Good	Maintained well
16	College Calendar/College Magazine	A	Good	<b>Maintained</b>
17	Add-on Courses (Department-wise) completed during 2016-17	A	Good	
18	Add-on Courses (Department-wise) in 2017-18	A	Good	
19	Coverage of Syllabus (Average Percentage)	A	Good 100%	
20	Teaching of Value added courses (HVPE & Foundation Courses)	A	Good	
21	No. of New UG & PG Courses introduced in 2017-18	MA (English) is also sanctioned	Good	M.Com course is introduced
22	Maintenance of Student Attendance Registers	A	Good	
23	Whether feedback on curriculum was obtained from stake holders and	A	Good	Yes, Taken
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	A	Good	
25	Social-economic status of students enrolled(Group wise and Year wise) in 2017-18	A	Good	
26	Demand Ratio (Group wise)	A	Good	
27	Percentage of differently abled students (Divyangjan) on roll	1% < , A		
28	Percentage of full time teachers against sanctioned posts in 2017-18	55%, B	Satisfactory	
29	Student - Full time teacher ratio	34-1, A	Good	

30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	186, A	Good	
31	Teaching Diaries & Teaching Plans in Prescribed Formats	A	Good	
32	Use of ICT in teaching and learning	B	Satisfactory	
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	About 80%, B	Good	
34	Co-Curricular Activities ( College level)	A	Good	
35	Seminars/conferences/workshops organised in 2017-18	One workshop, B	Satisfactory	
36	Academic Competitions ( College Level & Above)	A	Good	
37	Conduct of Internal Examinations-Internal assessment	A	Good	
38	Teacher wise result analysis (MARCH/APRIL -2017 & SEP/OCT/NOV- 2017)	Analysed, A	Good	
39	Pass percentage of students (Group wise) in 2017-18	52%, B	Satisfactory	
40	Percentage of students undertaking field projects / internships	>50%, B	Satisfactory	
41	Remedial Classes	A	Good	
42	Conduct of Bridge course	A	Good	
43	Feed back on Teachers by Students and its analysis	A	Good	
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A	Good	
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
45	Is the College a Recognized Research Centre	No, C	Poor	<b>Motivate the faculty members to apply for guideship</b>

46	No. of Research Guides in the College	2, A	Good	
47	No. of Research Scholars working for M.Phil & Ph. D	14, A	Good	
48	Major/Minor/Other Research Projects	01, C	Poor	<b>Suggested to apply for Minor/Major research projects to various funded agencies</b>
49	Research Papers Published in 2017-18 (International/ National )	04, B	Satisfactory	
50	Papers Presented in 2017-18 (International/ National/ State )	04, B	Satisfactory	
51	Books Published in 2017-18 ( Single Author/ Co Author)	One, B	Satisfactory	
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State )	One workshop, B	Satisfactory	
53	Record of Consultancy in 2017-18	Nil, C	Poor	Suggested to approach the industries or NGOs
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	Two linkages, B	Satisfactory	
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	No, C	Poor	Suggested to approach the industries or NGOs
56	Record of MoUs in 2017-18	A	Good	
57	Record of Subject/Department Related Extension Activities	A	Good	
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	A	Good	
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	A	Good	

60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	A	Good	
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	B	Satisfactory	
<b>IV-INFRASTRUCTURE AND LEARNING RESOURCES</b>				
62	Number of Class rooms, Labs and computing equipment	A	Good	
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A	Good	
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	A	Good	
65	Budget allocated for infrastructure augmentation	Rusa college, A	Good	
66	Library is automated using Integrated Library Management System	Automated, A	Good	
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	3, B	Satisfactory	
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	No, C	Poor	Suggested to subscribe the E-Journals
69	Expenditure for purchase of books and journals in 2017-18	Rs.52000, A	Good	
70	Percentage per day usage of library by teachers and students	75%, B	Satisfactory	
71	Student-Computer ratio	8:1, A	Good	
72	Wifi in the campus	Yes, A	Good	
73	Updation of IT facilities	Yes, A	Good	

74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	Rs 1,10,000, A	Good	
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	A	Good	

#### V-STUDENT SUPPORT AND PROGRESSION

76	Average percentage of students benefited by scholarships by the Government in 2017-18	98%,A	Good	
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	25%, B	Satisfactory	
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	25%, B	Satisfactory	
79	Average percentage of placement of outgoing students in 2017-18	5%, B	Satisfactory	
80	Student grievances redressal mechanism	A	Good	
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.)	A	Good	
82	Percentage of student progression to higher education	30%, C	Poor	Encourage the students to admit in the higher education like PG Courses
83	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state	Nil, C	Poor	
84	Number of awards/medals for outstanding performance in sports/cultural activities	A	Good	

85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	A	Good
86	Records of significant achievements in Sports & Games	A	Good
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	A	Good
88	Alumni contribution in 2017-18 (In Rs)	Rs.2,57,405, A	Good
89	Number of Alumni Association /Chapters meetings held in 2017-18	Two ,A	
90	Maintenance of JKC facilities & records	A	Good
91	Record of Student trained and placed in JKC	A	Good
92	Record of Anti Ragging cell	A	Good
93	Maintenance of drinking water	RO system available, A	Good
94	Maintenance of sanitation	B	Satisfactory
<b>VI-GOVERNANCE AND LEADERSHIP</b>			
97	Staff Council Register	A	Good
98	Functioning of Committees in Administration ( Minutes of meetings)	A	Good
99	Awards/Achievements	A	Good
100	Use of ICT in Governance	B	Satisfactory
101	Perspective/Strategic plan and deployment documents	A	Good
102	Organizational structure of the Institution	A	Good

103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support,	Under Process, A	Good
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	Nil, C	Poor
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	2	Satisfactory
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	29%, B	Satisfactory
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	06, B	Satisfactory
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	A	Good
109	Average number of quality initiatives by IQAC for promoting quality culture per year	A	Good
110	Participation in NIRF-2017	149 Rank, B	Satisfactory
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A	Good

#### VII-INSTITUTIONAL VALUES AND BEST PRACTICES

112	Percentage of power requirement of the Institution met by the renewable energy sources	Installed Solar, A	Good
113	Waste Management steps taken	B	Satisfactory
114	Rain water harvesting structures and utilization in the campus	B	Satisfactory

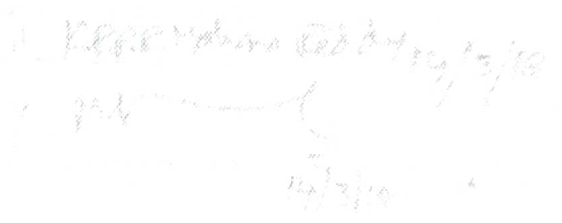
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.)	B	Satisfactory	
116	Green Practices(plastic free campus, green landscaping etc.)	A	Good	
117	Record of best/innovative practices by the institution	A	Good	
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 (should be available with the Principal & College Website)	A	Good	
119	The number of classes(per week) taken by the Principal	6 hours		
120	Research projects/Publications/ study material developed in 2017-18 by the Institution	Not available in the web site, C	Poor	Available with the staff and advice to upload in the College Web-site.

College Grading - A

  
Signature of the Vice Principal 14/3/18

  
Signature of the Principal 14/3/18

Signatures of Academic Advisors

  
14/3/18

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

**Format-I (Institutional Data)**

**Zone : III      District : PRAKASAM**

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4	Name of the IQAC Coordinator, email & Mobile Number	A.V.Ramana Rao ; ramanarao46@gmail.com ; Ph.No: 9292058594		
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8	JGC Recognition (2f & 12 B)	Yes		
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	General Shift	10 A.M. to 5 P.M.	
10	No. of Posts Sanctioned: 31	Regular Working: 17	Contract Working: 02	Guest Working: 07
11	Course wise & year wise Students strength particulars ( Proforma enclosed)	Filled statement available for 2017-18		

**I-CURRICULAR ASPECTS**

	Item	Status with documentary support ( YES OR NO )	Impression of Academic Advisor along with grade A(Good)/ B( Satisfactory)/ C (poor) after Observation	Recommendation/ Suggestions by Academic Advisors
12	Implementation of Annual Institutional Plan	Institutional Plan	Maintained	
13	Departmental Annual & Semester Wise Curricular Plans	Curricular Plans Department wise	Maintained in the Departments	

14	Whether the above two circulated among Students?	Circulation copies with dates	10.6.2017 I,III,V Sem. 10.11.2017 II,IV,VI	
15	College Activity Register 2017-18	Record of Activity Register	Maintained	
16	College Calendar/College Magazine	Copy of Calendar & Magazine	Available	
17	Add-on Courses (Department-wise) completed during 2016-17	List of Add On courses for 2016-17	Certifiacte, Diploma & Tally, Erp ,Adv.Diploma in Communicaion Skills(UGC	
18	Add-on Courses (Department-wise) in 2017-18	List of Add On courses for 2017-18	TALLY(ERP), DTP, Value Addition Course in English, Communicative English	
19	Coverage of Syllabus (Average Percentage)	90-100 A/80-90 B/Less than 80 C	100%	
20	Teaching of Value added courses (HVPE & Foundation Courses & Cluster Electives)	Papers must be verified	Maintained	
21	No. of New UG & PG Courses introduced in 2017-18	List of courses in 2017-18	M.Com	
22	Maintenance of Student Attendance Registers including Biometric Attendance	Both should be verified	Maintained	
23	Whether feedback on curriculum was obtained from stake holders and analysed	Analysis Report shall be verified, If not done suggest for it and should be complied by in ATR	Obtained & analysed	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	Admission Registers - maintained in the office	Maintained	
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	Admission Registers - maintained in the office	Maintained	

26	Demand Ratio (Group wise)	Sanctioned Seats against Applications Received	B. Com/B Sc(MPCs)-- 1:2 Other courses-- 1:1	
27	Percentage of differently abled students (Divyangjan) on roll		Less than 1%	
28	Percentage of full time teachers against sanctioned posts in 2017-18 ::	List of Full Time Faculty	55%	
29	Student - Full time teacher ratio		34-1	
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18		I, III, V Sem. - 101 II, IV, VI Sem. - 85 Total : 186	
31	Teaching Diaries & Teaching Plans in Prescribed Formats	Available	maintained by all faculty members	
32	Use of ICT in teaching and learning	Available	ICT Log Books	
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	If Log Books are not maintained it should be advised to keep it by submission of ATR -	about 60%	
34	Co-Curricular Activities ( College level)	Register of Co-Curricular Activities	Maintained in the departments	
35	Seminars/conferences/workshops organised in 2017-18	Date wise list for 2017-18. State level Workshop organised by Dept. of	Maintained in the departments	
36	Academic Competitions ( College Level & Above)	Register must be available with IQAC	College activity register	
37	Conduct of Internal Examinations-Internal assessment	Continuous & Comprehensive Assessment(CCA) Registers Department wise	maintained in the departments	
38	Teacher wise result analysis (MARCH/APRIL -2017 & SEP/OCT/NOV- 2017)	Department should maintain this Register	Result analysis paper- wise, Teacher-wise maintained in the departments	
39	Pass percentage of students (Group wise) in 2017-18	Examination Cell Register	52%	

40	Percentage of students undertaking field projects / internships	Departmental Register	more than 50%	
41	Remedial Classes	Remedial Coaching Register - Coursewise	Maintained by the departments	
42	Conduct of Bridge course	Bridge Course Register for newly admitted Students	Maintained in the Dept's	
43	Feed back on Teachers by Students and its analysis	Analysis Report	Yes-available with Depts.	
44	Student satisfaction survey- on Institution	IQAC should take this feedback	Yes-available with Depts.	
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
45	Is the College a Recognized Research Centre	Documentary evidence	NO	
46	No. of Research Guides in the College	List of Recognised Guides -- 2	1.Dr.S.MuttaReddy, Reader in Chemistry, 2.Dr.T.Rajarajeswari, Reader in Chemistry	
47	No. of Research Scholars working for M.Phil & Ph. D	List of Research Scholars -- <b>Chemistry</b>	1.Dr.S.MuttaReddy, guided 7 members in Ph.D,(1 Ph.D awarded, 4 Mphil completed) 2.Dr.T.Rajarajeswari, guided 7 members in Ph.D(1 Mphil completed)	
48	Major/Minor/Other Research Projects	List of Projects for 2017-18	Minor Research Project in Soil Analysis of Piduguralla of chemistry dept.	

49	Research Papers Published in 2017-18 ( SCOPUS, Web of Science , ICI )	Number of Publications for 2017-18	Village colouro metric method-Dr.S.MuttaReddy, 04-Dr.MuttaReddy , 03-Dr.S.MuttaReddy	
50	Papers Presented in 2017-18 (International/ National/ State )	Documentary evidence	National seminar attended-13, workshops attended - 11, National conferences-02,International seminar-01	
51	Books Published in 2017-18 ( Single Author/ Co Author)	Documentary evidence	1(Dr.S.MuttaReddy)	
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State )	Documentary evidence - <b>Chemsitry</b>	One State level workshop was organised by Dept. of Chemistry	
53	Record of Consultancy in 2017-18	Documentary evidence with amount received out of this consultancy	--	<i>suggest to increase consultancy</i>
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	Linkages/Collaborations etc	Optimus Pharma,Hyd. Yotus Lab,Guntur	
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Documentary Evidence	NO	<i>suggest to conduct in future</i>
56	Record of MoUs in 2017-18	Memorandum of Understandings	Available with all departments	
57	Record of Subject/Department Related Extension Activities	Record of Extension Activity Register	Available with all departments	
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	List of Activities - Chemsitry	Soil Analysis, Kollavaripalem Vil.Parchur Md.	

59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	List out as per priority basis	NSS through ROTARY CLUB, LIONS CLUB, YRC-10 programs	
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, Unnat Bharat Abhiyaan etc	List of students participated and adopted villages if any	Swachh Bharath, ODF AIDS awareness programs, conducted ANU Youth Festival	
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	List of Awards	Lions Club given award to the Principal, Vasavi Club given award to the Principal	

#### IV-INFRASTRUCTURE AND LEARNING RESOURCES

62	Number of Class rooms, Labs and computing equipment	Classrooms/Labs separately in SFT	Class rooms-14, Labs-7, Computers-50	
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	Physical verification of all facilities including the utility of such facilities	Gymnasium, Shuttle, tennicoit, badminton, carroms, javelin, discus,	
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	Check the utility with Log Books	Seminal Hall under construction with RUSA funds, Smart Class rooms-2, Virtual Class rooms-1	
65	Budget allocated for infrastructure augmentation	Budget in 2017-18 from all sources	Rs.1,00,40,000 from RUSA funds	
66	Library is automated using Integrated Library Management System & NDL	Check whether INFLIBNET licence is there and working	automation of Library is under process	

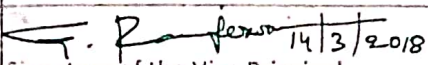
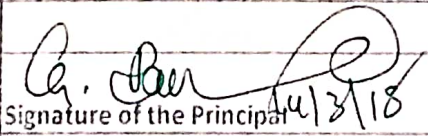
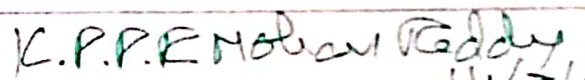

67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	Check with Library Catalogues	some rare books available in the library	
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	Check Digital Library and Access to students 24 X 7	after automation completed, we will be paid to contribute for E-Body	
69	Expenditure for purchase of books and journals in 2017-18	Expenditure for 2017-18	Rs.52,000	
70	Percentage per day usage of library by teachers and students including Logins for INFLIBNET	Check with User credentials of Staff & Students	Presently not installed, under process,50%	
71	Student-Computer ratio	Total number of Students against Total working Computers	8:1	
72	Wifi in the campus	Check whether total Wi Fi or Partial Wi Fi & whether extended to students	Yes	
73	Updation of IT facilities	Office Automation, Digital Classes, E-Office, Digital Library	Yes	
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	Expenditure Details for 2017-18	Rs.1,10,000	
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	Records showing procedures	maintained Dept wise	
<b>V-STUDENT SUPPORT AND PROGRESSION</b>				
76	Average percentage of students benefited by scholarships by the Government in 2017-18	Scholarships Register	98%	
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	Freeships & Endowment Prizes	Rs.5000 from faculty members, Rs.8000 of endowment prizes	


78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	Coaching Register for Advanced Students	M.Com entrance coaching by Dept. of Commerce, M.Sc entrance coaching by Dept of Chemistry, B.Ed entrance coaching by Dept of Chemistry	
79	Average percentage of placement of outgoing students in 2017-18	Placements Register	23 candidates through JKC	
80	Student grievances Structure, redressal mechanism & Periodicity	Grievance Redressal Register	register maintained	
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	Registers for Career Guidance & Remedial Coaching	register maintained in the Dept. concerned	
82	Percentage of student progression to higher education	Student Progression Register	20%	<i>encourage students to higher education</i>
83	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.,)	Evidence of Hall tickets OR Result copies	--	
84	Number of awards/medals for outstanding performance in sports/cultural activities	Award Letters or Certificates	Sports - 1 gold medal, 2 silver, 2 bronze; Games-3rd place in ANU, National level participation in Taekwando, State level-4 gold, 1 silver, Dist. level-5 gold, 4 silver university level=3 gold, 5 silver, 1 bronze	

85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	representative selected on merit basis Record of their activities and contributions. List of Student leaders or CRs etc	Yes	
86	Records of significant achievements in Sports & Games	Award Letters or Certificates	All India Inter University, 4 students participated	
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	Games & Sports Register	registers maintained	
88	Alumni contribution in 2017-18 (In Rs)	Annual Audited Statements	Rs.2,57,405	
89	Number of Alumni Association /Chapters meetings held in 2017-18	Contribution to Institution	2 meetings	
90	Maintenance of JKC facilities & records	Log Books & Registers	Yes, available	
91	Record of Student trained and placed in JKC	Register of Trainings & Placements	Yes, available	
92	Record of Anti Ragging cell	Grievance Redressal Register	Yes, available	
93	Maintenance of drinking water	Check whether RO water is provided	Yes, available	
94	Maintenance of sanitation	Campus Cleanliness & Hygeinic conditions	Yes, available	
<b>VI-GOVERNANCE AND LEADERSHIP</b>				
97	Staff Council Register	Record of Minutes	maintained	
98	Functioning of Committees in Administration ( Minutes of meetings)	Registers for various committees	Yes,maintained	
99	Awards/Achievements	Documented Evidence	Yes	
100	Use of ICT in Governance	Log Books	Yes	
101	Perspective/Strategic plan and deployment of Strategies	Short term & Long term Vision & Goals	Yes	

102	Organizational structure of the Institution	Organogram	Enclosed	
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	Office Automation, Digital Classes, E-Office, Digital Library & Online Student Admission Management	Digital Classe rooms,E-Office,Student Management System is under process	
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	If yes Audited accounts	Nil	to encourage the staff
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	List of Faculty & Staff attended	Nil	to be encourage to attend training programs in the institution
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.,) in 2017-18	Number of Staff attended against total staff	5 out of 17 (29%)	to be encourage the faculty to attend
107	Orientation Program, Refresher Course, Short Term Course attended by the faculty	List of participants	Botany - Orientation course-1, Chemistry - 3day training program-2, Comp.Sci - 3day training program-2 English - 2 day training program-1 Botany 3 day traing program-1	
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	Audited Statements		

109	Average number of quality initiatives by IQAC for promoting quality culture per year	Name of quality initiative by IQAC & No.of Participants. IQAC Register	Initiated Faculty forum activities, Virtual class room operations, use of LCD projector, preparation of PPTs, Preparation of General Time Tables	
110	Participation in NIRF-2017	If Yes Previous Year Rank	149th Rank	
111	IQAC activities & maintenance of records , (Action Plan/ Minutes of Meeting/ Proof of submission of AQAR to NAAC/Activity register etc)	All IQAC Registers	Maintained	
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>				
112	Percentage of power requirement of the Institution met by the renewable energy sources	Solar Energy Consumption & Difference in Conventional Power Bill	installed SOLAR energy panels	
113	Waste Management steps taken	Description of efforts towards waste management on campus	utilize waste bottles for plantation	
114	Rain water harvesting structures and utilization in the campus	Description of efforts towards rain water harvesting	water source available in the campus	
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	Photographic and videographic Evidence	--	
116	Green Practices(plastic free campus, green landscaping, LED Lighting etc.,)	Number of LED bulbs in Campus	maintains garden, greenary	

117	Record of best/innovative practices by the institution	Details of two best practices successfully implemented by the Institution	1 self defence techniques for girl students-taekwondo, 2 free homeo medicine distribution for the students 3 daily assembly	
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 ( should be available with the Principal & Placed in College Website )	Updated Register Physical Copy & Digitally available in College Website	Available	
119	The number of classes (per week) taken by the Principal	Time Table Copy	6 hrs per week - Botany	
120	Research projects/Publications/ study material developed in 2017-18 by the Institution ( Should be available in college website )	Project Award Letters & Digital Version Placed in College Website	Students study projects	
College Grading -				
 Signature of the Vice-Principal 14/3/2018				
 Signature of the Principal 14/3/18			Signatures of Academic Advisors	
Note: The format is to be filled by the Principal and submitted to the Academic Audit Team			1	 K.P.P. E. Mohan Reddy 14/3/18
			2	 14/3/18

  
 19/7/23  
 Principal  
 Y.A. Govt. Degree College for Women  
 CHIRALA, Praksam Dist., (A.P.)