

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

**Format for submission of Academic Advisors Report (AAR)**

**Zone : IV**

**District : KADAPA**

**Government College for Men (Autonomous), Kadapa 13-03-2018 & 14-03-2018**

**COLLEGE PROFILE**

|    |                                                                                                        |                                                                                          |                                                        |                   |
|----|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------|
| 1  | Name of the College, URL of Website, email and Phone number                                            | Government College for Men(Autonomous), Kadapa, www.gcmkadapa.org, kadapa.jkc@gmail.com, |                                                        |                   |
| 2  | Name of the Principal, email & Mobile Number                                                           | Dr. N.SUBBANARASIAH, E.Mail: kadapa.jkc@gmail.com Mobile: 9948121705                     |                                                        |                   |
| 3  | Name of the Vice-Principal, email & Mobile Number                                                      | Dr.M.Ravi Kumar, E.Mail:ravi.geology1@gmail.com Mobile: 8341184784                       |                                                        |                   |
| 4  | Name of the IQAC Coordinator, email & Mobile Number                                                    | Mrs. P. Kalpana E-mail: panatikalpana@gmail.com Mobile: 9949972370                       |                                                        |                   |
| 5  | Year of Establishment & details of land available if any                                               | 1948 ; Own land 40 Acres                                                                 |                                                        |                   |
| 6  | Affiliating University                                                                                 | Yogi Vemana University, Kadapa C-30200- 2017 (UG), C-30274 - 2017(PG)                    |                                                        |                   |
| 7  | NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)               | Re-accredited by NAAC at 'B'-Grade, Under Cycle - II, 2013, with 2.76 CGPA               |                                                        |                   |
| 8  | UGC Recognition (2f & 12 B)                                                                            | Recognised by UGC under 2(f) & 12( B)                                                    |                                                        |                   |
| 9  | College Working Hours( if shift system mention details of both shifts & give reasons for shift system) | 8:30 a.m to 1:20 p.m<br>(UG)                                                             | 1.20 p.m to 5.20 p.m (P.G. and<br>Certificate Courses) |                   |
| 10 | No. of Posts Sanctioned: 85                                                                            | Regular Working: 35 +<br>1 Redeployed : 17                                               | Contract Working: 18                                   | Guest Working: 08 |
| 11 | Course wise & year wise Students strength particulars ( Proforma enclosed)                             | Proforma Enclosed                                                                        |                                                        |                   |

**I-CURRICULAR ASPECTS**

|    | Item                                             | Impression of Academic Advisor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation |            | Recommendation/Suggestions by Academic Advisors |
|----|--------------------------------------------------|----------------------------------------------------------------------------------------------------|------------|-------------------------------------------------|
|    |                                                  | Grade                                                                                              | Impression |                                                 |
| 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 |  |  |
| 16                                            | College Calendar/College Magazine                                                                                                 | A |  |  |
| 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                                                                                  | A |  |  |
| 22                                            | Maintenance of Student Attendance Registers                                                                                       | A |  |  |
| 23                                            | Whether feedback on curriculum was obtained from stake holders and analysed                                                       | A |  |  |
| <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 enroled(Group wise and Year wise) in 2017-18                                                   | A |  |  |
| 26                                            | Demand Ratio (Group wise)                                                                                                         | A |  |  |
| 27                                            | Percentage of differently abled students (Divyangjan) on roll                                                                     | A |  |  |
| 28                                            | Percentage of full time teachers against sanctioned posts in 2017-18                                                              | A |  |  |
| 29                                            | Student - Full time teacher ratio                                                                                                 | A |  |  |
| 30                                            | Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18               | A |  |  |
| 31                                            | Teaching Diaries & Teaching Plans in Prescribed Formats                                                                           | A |  |  |
| 32                                            | Use of ICT in teaching and learning                                                                                               | A |  |  |
| 33                                            | Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. | A |  |  |



|                                                |                                                                                                     |   |                                                                                                       |                                                 |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 34                                             | Co-Curricular Activities ( College level)                                                           | A |                                                                                                       |                                                 |
| 35                                             | Seminars/conferences/workshops organised in 2017-18                                                 | A |                                                                                                       |                                                 |
| 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)                                | A |                                                                                                       |                                                 |
| 39                                             | Pass percentage of students (Group wise) in 2017-18                                                 | A |                                                                                                       |                                                 |
| 40                                             | Percentage of students undertaking field projects / internships                                     | A |                                                                                                       |                                                 |
| 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 | B | Students have been informed and motivated to upload feedback on teachers                              | Complete the Process at an early date           |
| <b>III-RESEARCH, INNOVATIONS AND EXTENSION</b> |                                                                                                     |   |                                                                                                       |                                                 |
| 45                                             | Is the College a Recognized Research Centre                                                         | A |                                                                                                       | Approach the university to complete the process |
| 46                                             | No. of Research Guides in the College                                                               | B | 9 Faculty members have been interviewed for providing guideship in humanities and awaiting the orders | Approach the university to complete the process |
| 47                                             | No. of Research Scholars working for M.Phil & Ph. D                                                 | B | Nil, after obtaining permission from YVU scholars will be admitted                                    | Approach the university to complete the process |
| 48                                             | Major/Minor/Other Research Projects                                                                 | A |                                                                                                       |                                                 |
| 49                                             | Research Papers Published in 2017-18 (International/ National )                                     | A |                                                                                                       |                                                 |
| 50                                             | Papers Presented in 2017-18 (International/ National/ State )                                       | A |                                                                                                       |                                                 |



|    |                                                                                                                                                                                                        |   |                                                                                     |                                                                                                       |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 51 | Books Published in 2017-18 ( Single Author/ Co Author)                                                                                                                                                 | B | One Book Published by Dr. R. Neelaiah,<br>Lecturer in Commerce                      | Publication of more number of Books<br>may be encouraged                                              |
| 52 | Seminars/Workshops/ Training Programme Conducted in 2017-18<br>(International/ National/ State )                                                                                                       | A |                                                                                     |                                                                                                       |
| 53 | Record of Consultancy in 2017-18                                                                                                                                                                       | A |                                                                                     |                                                                                                       |
| 54 | Whether the Institution has created an ecosystem for innovation including<br>incubation centre and other initiatives for transfer of knowledge                                                         | B |                                                                                     | Motivate the students for innovative<br>ideas / projects                                              |
| 55 | Whether the institution conducted workshop/seminars on Intellectual Property<br>Rights (IPR), Industry-Academia Innovative practices                                                                   | B | Yes, the institution has conducted<br>workshops on Industry Academia<br>interaction | Conduct IPR related activities                                                                        |
| 56 | Record of MoUs in 2017-18                                                                                                                                                                              | B |                                                                                     | State and National level MoU's have to<br>be encouraged                                               |
| 57 | Record of Subject/Department Related Extension Activities                                                                                                                                              | A |                                                                                     |                                                                                                       |
| 58 | Number of extension programmes conducted in the neighbourhood community<br>to sensitize the students                                                                                                   | A |                                                                                     |                                                                                                       |
| 59 | Number of extension programmes conducted in colloboration with<br>Community/NGOs thriugh NSS/NCC/Red Cross/YRC etc.,                                                                                   | A |                                                                                     |                                                                                                       |
| 60 | Details of students participating in extension activities with Government<br>Organisations, Non-Government Organisations and programs such as Swachh<br>Bharat, ODF, Aids Awareness, Gender Issue, etc | A |                                                                                     |                                                                                                       |
| 61 | Number of awards and recognition received for extension activities from<br>Government/ recognised bodies                                                                                               | B |                                                                                     | More number of awards / rewards have<br>to be received by encouraging the faculty<br>and the students |



#### IV-INFRASTRUCTURE AND LEARNING RESOURCES

|    |                                                                                                               |   |                                                                                                                        |                                                                               |
|----|---------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 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                                                              | A |                                                                                                                        |                                                                               |
| 66 | Library is automated using Integrated Library Management System                                               | B | Yes, Licence for INFLIBNET is obtained and work is in progress                                                         | Recomended for speedy completion                                              |
| 67 | Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment | C | Not Available, However interacting with the C.P. Brown Library, YVU, Kadapa for the copies of Rare Books, Manu Scripts | More number of Rare Books have to be procured                                 |
| 68 | Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases                      | C | Under Process                                                                                                          | More number of Educational online support services may be sought              |
| 69 | Expenditure for purchase of books and journals in 2017-18                                                     | A |                                                                                                                        |                                                                               |
| 70 | Percentage per day usage of library by teachers and students                                                  | B | 60% utilizing manually, Logins for IFLIBNET is in progress                                                             | Number of visits by the faculty and students has to be encouraged / motivated |
| 71 | Student-Computer ratio                                                                                        | A |                                                                                                                        |                                                                               |
| 72 | Wifi in the campus                                                                                            | A |                                                                                                                        |                                                                               |
| 73 | Updation of IT facilities                                                                                     | B | Under progress                                                                                                         | complete the process at an early date                                         |



|                                          |                                                                                                                                                                           |   |                                                                                                   |                                                      |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 74                                       | Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component                                                     | 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                                                                                     | A |                                                                                                   |                                                      |
| 77                                       | Average percentage of students benefited by scholarships by the Institution in 2017-18                                                                                    | B | Since the institution doesnot have funds, we approched philanthropist and alumni for rising funds | Percentage of Endowment prizes may be enhanced       |
| 78                                       | Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18                             | A |                                                                                                   |                                                      |
| 79                                       | Average percentage of placement of outgoing students in 2017-18                                                                                                           | B |                                                                                                   | Number of placement may be increased                 |
| 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                                                                                                                     | A |                                                                                                   |                                                      |
| 83                                       | Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)                    | C |                                                                                                   | Students may be encouraged to get through NET / SLET |
| 84                                       | Number of awards/medals for outstanding performance in sports/cultural activities                                                                                         | A |                                                                                                   |                                                      |

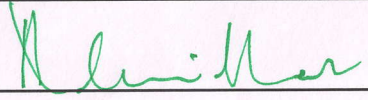
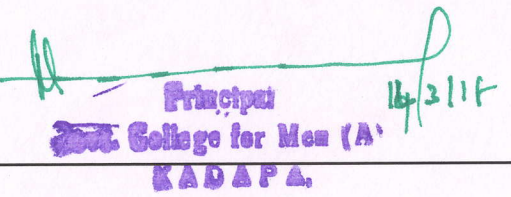


|                                     |                                                                                                                                                       |   |                                  |                                                 |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------|-------------------------------------------------|
| 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)                                                                                                                | A |                                  |                                                 |
| 89                                  | Number of Alumni Association /Chapters meetings held in 2017-18                                                                                       | 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                                                                                                                         | A |                                  |                                                 |
| 94                                  | Maintenance of sanitation                                                                                                                             | A |                                  |                                                 |
| <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                                                                                                                              | A |                                  |                                                 |
| 101                                 | Perspective/Strategic plan and deployment documents                                                                                                   | B | Under went training for e-office | Let ICT may be encouraged                       |
| 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          | B |                                  | Steps have to be taken to implement the process |
| 104                                 | Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18 | B |                                  | Try to provide Financial assistance             |
| 105                                 | Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18     | A |                                  |                                                 |



|                                                    |                                                                                                                                             |   |                           |                                                 |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------|-------------------------------------------------|
| 106                                                | Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18 | A |                           |                                                 |
| 107                                                | Orientation Program, Refresher Course, Short Term Courses attended by the faculty                                                           | A |                           |                                                 |
| 108                                                | Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18                                                  | C |                           | Seek the financial assistance from those bodies |
| 109                                                | Average number of quality initiatives by IQAC for promoting quality culture per year                                                        | A |                           |                                                 |
| 110                                                | Participation in NIRF-2017                                                                                                                  | A |                           |                                                 |
| 111                                                | IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)       | A |                           |                                                 |
|                                                    |                                                                                                                                             |   |                           |                                                 |
| <b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b> |                                                                                                                                             |   |                           |                                                 |
| 112                                                | Percentage of power requirement of the Institution met by the renewable energy sources                                                      | A |                           |                                                 |
| 113                                                | Waste Management steps taken                                                                                                                | B | Using the waste as manure | Encourage Vermi compost Management              |
| 114                                                | Rain water harvesting structures and utilization in the campus                                                                              | A |                           |                                                 |
| 115                                                | Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.)                                                           | A |                           |                                                 |
| 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<br>( should be available with the Principal) | A                                                                                                                                     |                                 |                                                                                        |
| 119                                                                                         | The number of classes(per week) taken by the Principal                                                     | A                                                                                                                                     |                                 |                                                                                        |
| 120                                                                                         | Research projects/Publications/ study material developed in 2017-18 by the Principal                       | A                                                                                                                                     |                                 |                                                                                        |
|                                                                                             | College Grading - A                                                                                        |                                                                                                                                       |                                 |                                                                                        |
|                                                                                             | Signature of the Vice-Principal                                                                            |                                                     |                                 |                                                                                        |
|                                                                                             |                                                                                                            |                                                                                                                                       | Signatures of Academic Advisors |                                                                                        |
|                                                                                             | Signature of the Principal                                                                                 | <br>Principal<br>Dr. College for Men (A)<br>KADAPA. |                                 | 1. D. SRINIVASULU, LECTURER IN PHYSICS, GDC, RAYACHOTY,<br>KADAPA DISTRICT             |
|                                                                                             |                                                                                                            |                                                                                                                                       |                                 | 2. Dr. T. SASIKANT REDDY, LECTURER IN ENGLISH, SCNR GDC,<br>PRODDATUR, KADAPA DIST     |
|                                                                                             |                                                                                                            |                                                                                                                                       |                                 | 3. Sri. K. NAGABHUSHANA , LECTUER IN HISTORY, Dr.SRJ COLLEGE,<br>ATMAKUR, NELLORE DIST |
| Note: the Format is to be filled by the Principal and submitted to the Academic Audit Team. |                                                                                                            |                                                                                                                                       |                                 |                                                                                        |



Government of Andhra Pradesh  
Commissionerate of Collegiate Education

**Academic & Administrative Audit of Degree Colleges (2018-19)**

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

Zone : IV

District : KADAPA

| COLLEGE PROFILE |                                                                                                        |                                                                                                                                     |                                                   |
|-----------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 1               | Name of the College, URL of Website, email and Phone number                                            | Government College for Men(Autonomous), Kadapa, www.gcmkadapa.org, kadapa.jkc@gmail.com, kadapa1.jkc@gmail.com, Ph. No 08562 255577 |                                                   |
| 2               | Name of the Principal, email & Mobile Number                                                           | Dr. N.SUBBANARASAI AH, E-Mail: kadapa.jkc@gmail.com Mobile: 9948121705                                                              |                                                   |
| 3               | Name of the Vice-Principal, email & Mobile Number                                                      | Dr.M.Ravi Kumar, E-Mail:ravi.geology1@gmail.com Mobile: 8341184784                                                                  |                                                   |
| 4               | Name of the IQAC Coordinator, email & Mobile Number                                                    | Mrs. P. Kalpana E-mail: panatikalpana@gmail.com Mobile: 9949972370                                                                  |                                                   |
| 5               | Year of Establishment & details of land available if any                                               | 1948 ; Own land 40 Acres                                                                                                            |                                                   |
| 6               | Affiliating University & AISHE CODE:                                                                   | Yogi Vemana University, Kadapa C-30200                                                                                              |                                                   |
| 7               | NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)               | Re-accredited by NAAC at 'B'-Grade, Under Cycle - II, 2013, with 2.76 CGPA and submitted IIQA for Reaccreditation under Cycle-III   |                                                   |
| 8               | UGC Recognition (2f & 12 B)                                                                            | Recognised by UGC under 2(f) & 12( B)                                                                                               |                                                   |
| 9               | College Working Hours( if shift system mention details of both shifts & give reasons for shift system) | 10 AM TO 4 PM                                                                                                                       |                                                   |
| 10              | No. of Posts Sanctioned: 82                                                                            | Regular Working: 45 + 1<br>Redeployed: 16                                                                                           | Contract Working: 14<br><br><br>Guest Working: 08 |



| 11                                            | Course wise & year wise Students strength particulars ( Proforma enclosed)                                    | Proforma Enclosed                      |                                     |                                                                                                     |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>I-CURRICULAR ASPECTS</b>                   |                                                                                                               |                                        |                                     |                                                                                                     |
|                                               | Item                                                                                                          | Recommendation/Suggestions by Academic |                                     | 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 2018-19                                                                             | A                                      |                                     |                                                                                                     |
| 16                                            | College Calendar/College Magazine                                                                             | A                                      |                                     |                                                                                                     |
| 17                                            | Add-on Courses (Department-wise) completed during 2017-18                                                     | A                                      |                                     |                                                                                                     |
| 18                                            | Add-on Courses (Department-wise) in 2018-19                                                                   | 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 2018-19                                                              | C                                      | Suggested to introduced new courses | Proposals submitted to introduced new courses in B.Sc Computer Science, Statistics and Data Science |
| 22                                            | Maintenance of Student Attendance Registers                                                                   | A                                      |                                     |                                                                                                     |
| 23                                            | Whether feedback on curriculum was obtained from stake holders and analysed                                   | A                                      |                                     |                                                                                                     |
| <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 enroled(Group wise and Year wise) in 2017-18                                                   | A |  |  |
| 26 | Demand Ratio (Group wise)                                                                                                         | A |  |  |
| 27 | Percentage of differently abled students (Divyangjan) on roll                                                                     | A |  |  |
| 28 | Percentage of full time teachers against sanctioned posts in 2017-18                                                              | A |  |  |
| 29 | Student - Full time teacher ratio                                                                                                 | A |  |  |
|    | Student Profile as per prescribed reservation                                                                                     | A |  |  |
| 30 | Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18               | A |  |  |
| 31 | Teaching Diaries & Teaching Plans in Prescribed Formats                                                                           | A |  |  |
| 32 | Use of ICT in teaching and learning                                                                                               | A |  |  |
| 33 | Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. | A |  |  |
| 34 | Co-Curricular Activities ( College level)                                                                                         | A |  |  |
| 35 | Seminars/conferences/workshops organised in 2017-18                                                                               | A |  |  |
| 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)                                                             | A |  |  |



|                                                |                                                                                                     |   |                                                 |                                                                                                  |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------|---|-------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 39                                             | Pass percentage of students (Group wise) in 2017-18                                                 | A |                                                 |                                                                                                  |
| 40                                             | Percentage of students undertaking field projects / internships                                     | A |                                                 |                                                                                                  |
| 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 | B | Complete the process at early date              | As the website is under construction for NAAC Reaccreditation-the details will be uploaded later |
|                                                | Students' Grievances/Redressal (Examination Cell) Report                                            | A |                                                 |                                                                                                  |
|                                                | Automation details of Exam Cell                                                                     | A |                                                 |                                                                                                  |
| <b>III-RESEARCH, INNOVATIONS AND EXTENSION</b> |                                                                                                     |   |                                                 |                                                                                                  |
| 45                                             | Is the College a Recognized Research Centre                                                         | B | Approach the University to complete the process | Correspondance has be made with the University officials                                         |
|                                                | Policy for Promotion of Research (A)                                                                |   |                                                 |                                                                                                  |
|                                                | Institutional Seed money for Research                                                               |   |                                                 |                                                                                                  |
| 46                                             | No. of Research Guides in the College                                                               | B | Approach the University to complete the process | Correspondance has be made with the University officials                                         |
| 47                                             | No. of Research Scholars working for M.Phil & Ph. D                                                 | B | Approach the University to complete the process | Correspondance has be made with the University officials                                         |
|                                                | Rsearch Projects funded by Govt/Other Organisations                                                 | B | Suggested to increase the number                | yes, steps will be taken                                                                         |
| 48                                             | Major/Minor/Other Research Projects<br>a) Completed in this year<br>b) ongoing                      | A |                                                 |                                                                                                  |
|                                                | Code of Ethics/ Plagiarism software                                                                 | A |                                                 |                                                                                                  |



|    |                                                                                                                                                   |   |  |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|
| 49 | Research Papers/Chapters Published in 2018-19 ( SCOPUS, Web of Science ,ISBN/ISSN, ICI )<br>(International/ National )                            | A |  |  |
| 50 | Papers Presented in 2017-18 (International/<br>National/ State )                                                                                  | A |  |  |
| 51 | Books Published in 2017-18 ( Single Author/ Co-<br>Author)                                                                                        | A |  |  |
| 52 | Seminars/Workshops/ Training Programme<br>Conducted in 2017-18 (International/ National/<br>State )                                               | A |  |  |
|    | Bibliometrics details                                                                                                                             | A |  |  |
| 53 | Record of Consultancy in 2017-18                                                                                                                  | A |  |  |
| 54 | Whether the Institution has created an ecosystem<br>for innovation including incubation centre and<br>other initiatives for transfer of knowledge | A |  |  |
| 55 | Whether the institution conducted<br>workshop/seminars on Intellectual Property<br>Rights (IPR), Industry-Academia Innovative<br>practices        | A |  |  |
|    | Record of MoUs in 2018-19 (MoUs to be signed<br>on stamped legal documents                                                                        | A |  |  |
|    | Collaborations for Research/Faculty<br>Exchange/Student Exchange (Attach<br>MoUs/Linkages)                                                        | A |  |  |
| 57 | Record of Subject/Department Related Extension<br>Activities                                                                                      | A |  |  |



|    |                                                                                                                                                                                                  |   |                                                                                               |                     |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------|---------------------|
|    | Number of extension programmes conducted (apart from NSS/NCC) 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 | More number of awards/rewards have to be received by encouraging the faculty and the students | yes, we will follow |

#### IV-INFRASTRUCTURE AND LEARNING RESOURCES

|    |                                                                                                               |   |  |  |
|----|---------------------------------------------------------------------------------------------------------------|---|--|--|
| 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(CA certified statement)                                      | A |  |  |
| 66 | Library is automated using Integrated Library Management System                                               | A |  |  |



|    |                                                                                                                                                                                             |         |                                                                |                                             |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------|---------------------------------------------|
| 67 | Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment                                                                               | A       |                                                                |                                             |
| 68 | Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga, Swayam membership and Databases(Give website URL)                                                                          | C       | More number of Education online support services may be sought | Yes, we have been contracting the concerned |
| 69 | Expenditure for purchase of books and journals in 2017-18(CA Certified statement)                                                                                                           | A       |                                                                |                                             |
| 70 | Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST                                                                                           | A       |                                                                |                                             |
| 71 | Student-Computer ratio                                                                                                                                                                      | A       |                                                                |                                             |
| 72 | Wifi in the campus                                                                                                                                                                          | A       |                                                                |                                             |
| 73 | Updation of IT facilities<br>a) English Language Lab<br>b) JKC Lab<br>c) Computer Labs<br>d) APSSDC Lab<br>e) Student Computer Ratio<br>f) Wi-fi enabled campus<br>e) Media Centre / Studio | A       |                                                                |                                             |
|    | Bandwidth of Internet Connections with details                                                                                                                                              | 40 MBPS |                                                                |                                             |
| 74 | Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component                                                                       | A       |                                                                |                                             |
| 75 | Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc                   | A       |                                                                |                                             |



### V-STUDENT SUPPORT AND PROGRESSION

|    |                                                                                                                                                         |   |                                                      |                                                     |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------|-----------------------------------------------------|
| 76 | Average percentage of students benefited by scholarships by the Government in 2017-18                                                                   | A |                                                      |                                                     |
| 77 | Average percentage of students benefited by scholarships by the Institution in 2017-18                                                                  | B | Percentage of Endowment prizes may be enhanced       | Yes, we do follow                                   |
| 78 | Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18           | A |                                                      |                                                     |
| 79 | Average percentage of placement of outgoing students in 2017-18                                                                                         | B | Number of placement may be Improved                  | More number of Job drives will be conducted         |
| 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                                                                                                   | A |                                                      |                                                     |
| 83 | Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.,) | C | Students may be encouraged to get through NET / SLET | Yes, motivating and supplying the material required |
| 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) (CA audited statement)                                                                                         | B | Suggested to collect more | Yes, it will be pursued |
| 89                                  | Number of Alumni Association / Chapters meetings held in 2017-18                                                                                      | B | Suggested to collect more | Yes, it will be pursued |
| 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                                                                                                                         | A |                           |                         |
| 94                                  | Maintenance of sanitation                                                                                                                             | A |                           |                         |
| <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                                                                                                                              | A |                           |                         |
| 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          | A |                           |                         |
| 104                                 | Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18 | A |                           |                         |



|     |                                                                                                                                                   |   |                                                 |                             |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------|-----------------------------|
| 105 | Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18 | A |                                                 |                             |
| 106 | Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18       | A |                                                 |                             |
| 107 | Orientation Program, Refresher Course, Short Term Courses attended by the faculty                                                                 | A |                                                 |                             |
| 108 | Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18                                                        | C | Seek the financial assistance from those bodies | Yes, we try to procure more |
| 109 | Average number of quality initiatives by IQAC for promoting quality culture per year                                                              | A |                                                 |                             |
| 110 | Participation in NIRF-2017                                                                                                                        | A |                                                 |                             |
| 111 | IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)             | A |                                                 |                             |
|     | Decentralisation and Participative Management Procedure                                                                                           | A |                                                 |                             |
|     | Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination      | A |                                                 |                             |
|     | Teachers attending OC /RC/FDP                                                                                                                     | A |                                                 |                             |
|     | Performance appraisal system for Teaching and Non-Teaching Staff                                                                                  | A |                                                 |                             |
|     | Strategies for Mobilisation of Funds                                                                                                              | A |                                                 |                             |



|                                                    |                                                                                                                                                                       |   |                          |                 |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------|-----------------|
|                                                    | Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)                                                                          | C | Initiatives may be taken | Yes, we do take |
| <b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b> |                                                                                                                                                                       |   |                          |                 |
|                                                    | <b>Social Responsibility:</b><br>Programs such as Nava Nirmana Deeksha, Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc. | A |                          |                 |
|                                                    | <b>Gender Equity Promotion Programmes and facilities to address gender Sensitivity</b>                                                                                | A |                          |                 |
|                                                    | Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,)                                                            | A |                          |                 |
| 112                                                | Percentage of power requirement of the Institution met by the renewable energy sources(solar panels)                                                                  | A |                          |                 |
| 113                                                | Waste Management steps taken                                                                                                                                          | A |                          |                 |
| 114                                                | Rain water harvesting structures and utilization in the campus                                                                                                        | A |                          |                 |
| 115                                                | Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)                                                                                    | A |                          |                 |
| 117                                                | Record of best/innovative practices by the institution                                                                                                                | A |                          |                 |
| 118                                                | College Activity Register 2018-19 & Hard Copy of AQAR 2016-17<br>( should be available with the Principal)                                                            | A |                          |                 |
| 119                                                | The number of classes(per week) taken by the Principal                                                                                                                | A |                          |                 |



|                            |                                                                                                          |   |  |  |
|----------------------------|----------------------------------------------------------------------------------------------------------|---|--|--|
| 120                        | Research projects/Publications/ study material developed in 2018-19 by the Principal                     | A |  |  |
|                            | Initiatives taken to engage and contribute to local community                                            | A |  |  |
|                            | Code of Conduct Book for Principal/Staff/Non Teaching and Students                                       | A |  |  |
|                            | Display of Core Values                                                                                   | A |  |  |
|                            | Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights | A |  |  |
|                            | Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course | A |  |  |
|                            | Institutional and Departmental Best Practices                                                            | A |  |  |
| <b>College Grading - A</b> |                                                                                                          |   |  |  |
|                            |                                                                                                          |   |  |  |

  
 Signature of the Vice-Principal  
 Name : Dr. M. Ravi Kumar  
 Date : 05-03-2019



  
 Signature of the Principal  
 Name : Dr. N. Subbanarasaiah  
 Date : 05-03-2019

| Academic & Administrative Audit : 2020-21                     |                                                                                                                      |                                                                                                                                                                      |                                                                                                                                                                                                                                          |                                          |                                                                                                         |                                                                 |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Format-II (Institutional Data Cum Academic Advisor's Grading) |                                                                                                                      |                                                                                                                                                                      |                                                                                                                                                                                                                                          |                                          |                                                                                                         |                                                                 |
| S.N<br>o.                                                     | Item                                                                                                                 | Records to be verified                                                                                                                                               | Bench Marks                                                                                                                                                                                                                              | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>(A(Good)/ B (Satisfactory)/C<br>(to improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
| I-CURRICULAR ASPECTS                                          |                                                                                                                      |                                                                                                                                                                      |                                                                                                                                                                                                                                          |                                          |                                                                                                         |                                                                 |
| A                                                             | Curricular Planning and Implementation                                                                               |                                                                                                                                                                      |                                                                                                                                                                                                                                          |                                          |                                                                                                         |                                                                 |
| 1                                                             | Curriculum Design and Development (For Autonomous Colleges)                                                          | 1. Departmental meeting Minutes<br>2. BoS Minutes<br>3. Academic Council Minutes<br>4. Copies of course wise curriculum                                              | Grade A, if 60% and above modification in syllabi of all courses offered;<br><br>Grade B, if 40%-60% of modification in syllabi of all courses offered;<br><br>Grade C, if less than 40% modification in syllabi of all courses offered; | A                                        | C                                                                                                       | Suggested to modify depending on demands from stakeholders      |
| 2                                                             | Implementation of Annual Institutional Plan                                                                          | 1. Annual Institutional Plan<br>2. College & Departmental Activity Register<br>3. Departmental Annual Curricular Plan<br>4. Teaching Diary                           | Grade A, if all the four records match with one another<br><br>Grade B, if two records match with one another<br><br>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<br>2. Departmental Meeting Minutes<br>3. BOS records<br>4. POs/PSOs/COs records<br>5. Extra curricular & Co curricular Activity reports | Grade A, if all the two records are maintained<br><br>Grade B, if any four records are maintained<br><br>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<br>Grade B, if 50% and above Departments Conduct the courses<br>Grade C, if below 50% Departments conduct the course                                                                     | B                                        | B                                                                                                       | Suggested to conduct more value added courses                   |



| S.N<br>o. | Item                                                                  | Records to be verified                                                                                                                                                                                                                                                                | Bench Marks                                                                                                                                                                                                                   | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>(A(Good)/ B (Satisfactory)/C<br>(to improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| B         | Academic Flexibility & Curriculaum Enrichment                         |                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                               |                                          |                                                                                                         |                                                                 |
| 5         | Institution's contribution to enrichment<br>of curriculum             | 1.Department wise Reports on cross cutting<br>issues related to professional ethics, gender,<br>human values, environment and sustainability<br>into the curriculum;<br>2. Course wise reports from Departments<br>indicating justification for revising/ enriching<br>the curriculum | Grade A, if all Departments produce all the reports<br>Grade B, if 50% of the Departments produce all the<br>reports<br>Grade C, if below 50% Departments produce the<br>reports                                              | A                                        | A                                                                                                       |                                                                 |
| 6         | Implementation of Online Courses<br>(MOOCs etc)                       | Departmental evidences of online courses with<br>proofs (Reports and Certificates)                                                                                                                                                                                                    | Grade A, if all Departments Conduct the courses<br>Grade B, if 50% and above Departments Conduct the<br>courses<br>Grade C, if below 50% Departments conduct the<br>course                                                    | C                                        | C                                                                                                       | Suggested to<br>implement online<br>courses like<br>MOOCs etc., |
| 7         | Coverage of Syllabus (Average<br>Percentage)                          | Department wise reports about coverage of syllabus                                                                                                                                                                                                                                    | Grade A, if 90% and above syllabus is covered by the<br>Departments<br>Grade B, if 60% - 90% syllabus is covered by the<br>Departments<br>Grade C, if less than 40% - 60% and above syllabus<br>is covered by the Departments | A                                        | A                                                                                                       |                                                                 |
| 8         | No. of New UG & PG Programmes<br>introduced during the last two years | List of New UG & PG Programmes along with<br>affiliation certificates                                                                                                                                                                                                                 | Grade A, if 2 or more programmes are introduced<br>Grade B, if only one programme is introduced<br>Grade C, if no programme is introduced                                                                                     | A                                        | A                                                                                                       |                                                                 |

| 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*) |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| C                                             | <b>Feedback on curriculum</b>                                                                                                                           |                                                                                                                                                                                                                     |                                                                                                                                                                                          |                                    |                                                                                                |                                                       |
| 9                                             | Collection , Consolidation, Analysis and Action taken                                                                                                   | 1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ;<br>2. Analysis<br>3. Action Taken Reports<br>(BoS Minutes to be compared and verified in the case of Autonomous Colleges) | Grade A, if all the two are done<br>Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done<br>Grade C, if 1 (Collection and Consolidation of feedback) is done | A                                  | A                                                                                              |                                                       |
| <b>Overall Grade</b>                          |                                                                                                                                                         |                                                                                                                                                                                                                     |                                                                                                                                                                                          | A                                  | A                                                                                              |                                                       |
| <b>II-TEACHING, LEARNING &amp; EVALUATION</b> |                                                                                                                                                         |                                                                                                                                                                                                                     |                                                                                                                                                                                          |                                    |                                                                                                |                                                       |
| A                                             | <b>Student Enrolment and Profile</b>                                                                                                                    |                                                                                                                                                                                                                     |                                                                                                                                                                                          |                                    |                                                                                                |                                                       |
| 1                                             | Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)                                             | Admission register from the office<br>Consolidated Report from the Principal                                                                                                                                        | Grade A, if two year reports are produced<br>Grade B, if two year reports are produced<br>Grade C, if only one year report is produced                                                   | A                                  | A                                                                                              |                                                       |
| 2                                             | Demand Ratio (Group wise)<br>(No.of applications received/ Sanctioned Seats) (Overall ratio)                                                            | Year wise report of the Principal                                                                                                                                                                                   | Grade A, if two year reports are produced<br>Grade B, if two year reports are produced<br>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)<br>(Seats earmarked / Seats filled)           | Year wise, Category wise report of the Principal                                                                                                                                                                    | Grade A, if all the reports are maintained<br>Grade B, if improperly maintained<br>Grade C, if not maintained                                                                            | A                                  | A                                                                                              |                                                       |
| 4                                             | Socio-economic status of students enrolled 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<br>Grade B, if improperly maintained<br>Grade C, if not maintained                                                                            | A                                  | A                                                                                              |                                                       |
| B                                             | <b>Catering to Student Diversity</b>                                                                                                                    |                                                                                                                                                                                                                     |                                                                                                                                                                                          |                                    |                                                                                                |                                                       |
| 5                                             | Institutional mechanism for assessing the learning levels of the students                                                                               | Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)                                                           | Grade A, if all two are presented<br>Grade B, if any two are presented<br>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<br>Grade B, if 50% Departments submit reports<br>Grade C, if <50% Departments submit reports                                           | A                                  | A                                                                                              |                                                       |
| 7                                             | Student - full time teacher ratio for the last 2 years<br><b>Total no. of students enrolled in the institution/<br/>Total no. of full time teachers</b> | Consolidated Report validated by IQAC and verified by Principal                                                                                                                                                     | Grade A, if all two are presented<br>Grade B, if any two are presented<br>Grade C, if any one is presented                                                                               | A                                  | A                                                                                              |                                                       |



| S.N o. | 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*)                                |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| C      | <b>Teaching Learning Process</b>                                                                                                                                    |                                                                                                                                                                     |                                                                                                                                                |                                    |                                                                                                |                                                                                      |
| 8      | Details of student centric methods adopted                                                                                                                          | Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal | Grade A, if 75% of the Departments submit reports<br>Grade B, if 50% Departments submit reports<br>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<br>Grade B, if 50% Departments submit reports<br>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<br>Grade B, if any 3 activities conducted<br>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<br>Grade B, if 50% Departments submit reports<br>Grade C, if <50% Departments submit reports | A                                  | A                                                                                              |                                                                                      |
| 12     | Ratio of Final year students undertaking field trip or project or internships<br>(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<br>Grade B, if 50% Departments submit reports<br>Grade C, if <50% Departments submit reports | B                                  | B                                                                                              | Suggested to undertake more field trips, projects                                    |
| 13     | Teaching Diaries & Teaching/Semester Plans in Prescribed Formats                                                                                                    | Reports by Departments validated by IQAC                                                                                                                            | Grade A, if 75% of the Departments submit reports<br>Grade B, if 50% Departments submit reports<br>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<br>Grade B, if 50% Departments submit reports<br>Grade C, if <50% Departments submit reports | B                                  | B                                                                                              | suggested to mandate all departments to use ICT in teaching, learning and evaluation |
| 15     | Usage of Virtual classes (Minimum 2 classes per subject per month)                                                                                                  | Department wise Virtual Class reports<br>Log books related to the Virtual Class rooms                                                                               | Grade A, if 75% of the Departments submit reports<br>Grade B, if 50% Departments submit reports<br>Grade C, if <50% Departments submit reports | A                                  | A                                                                                              |                                                                                      |

| 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*)             |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 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<br>Grade B, if 50% of the Departments submit reports<br>Grade C, if <50% of the Departments submit reports                                                       | B                                  | B                                                                                              | Suggested all departments to present four quadrant lessons in LMS |
| 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<br>Grade B, if 50% of the Teachers submit Certificates<br>Grade C, if <50% of the Teachers submit Certificates                                                 | A                                  | A                                                                                              |                                                                   |
| 18                               | Co-Curricular Activities (Academic) ( Student Seminars/Quizzes, debates/elocation, 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<br>Grade B, if 50% of the Departments submit reports<br>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)<br>Grade B, if State level events are organized (at least 5)<br>Grade C, if District and College level events are organized ( at least 5) | B                                  | B                                                                                              | Suggested to organize more academic, cultural activities          |
| 20                               | The number of classes (per week) engaged by the Principal                                                                                                         | Lesson Plans and Teaching Diary by Principals           | Grade A, if both are maintained<br>Grade B, if only one is maintained<br>Grade C, if only classes are engaged                                                                                                      | A                                  | A                                                                                              |                                                                   |
| <b>D Teacher Profile Quality</b> |                                                                                                                                                                   |                                                         |                                                                                                                                                                                                                    |                                    |                                                                                                |                                                                   |
| 21                               | Staff Attendance                                                                                                                                                  | Staff Attendance Registers & TLP Records (Current Year) | Grade A, if 75% attendance through out the year<br>Grade B, if 60% attendance through out the year<br>Grade C, if <60% attendance through out the year                                                             | A                                  | A                                                                                              |                                                                   |



| S.N<br>o. | Item                                                                                                         | Records to be verified                   | Bench Marks                                                                                                                                                                                                                                 | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>(A(Good)/ B (Satisfactory)/C<br>(to improve)) | Recommendation/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|--------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 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<br>Grade B, if 50% full time teachers<br>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<br>Grade B, if 60% teachers with Ph.D<br>Grade C, if <60% teachers with Ph.D                                                                                                                             | B                                        | B                                                                                                       | Suggested to encourage all faculty to pursue Ph.D           |
| 24        | National/ International/ Regional Seminars/conferences/workshops organised in the last two years             | Reports by Departments validated by IQAC | Grade A, if International and National events are organized (at least 5 per year)<br>Grade B, if State level events are organized (at least 5per year)<br>Grade C, if District and College level events are organized ( at least 5per year) | C                                        | C                                                                                                       | Recommended to organize more seminars and workshops         |
| 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)<br>Grade B, if State level events are attended (at least 5per year)<br>Grade C, if District and College level events are attended ( at least 5per year)    | A                                        | A                                                                                                       |                                                             |

| S.N<br>o. | Item                                                                                                  | Records to be verified                                                                                                                                                                                                                                                                                                                                                                                                 | Bench Marks                                                                                                                                                                | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>(A(Good)/ B (Satisfactory)/C<br>(to improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| E         | Evaluation Process and Reforms                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                            |                                          |                                                                                                         |                                                                 |
| 26        | Mechanism of transparent and accurate internal assessment                                             | 1. Announcement of date (Circular)<br>2. Announcement of syllabus for exam (Department Meeting minutes and Circular)<br>3. Blue print of the test as per Bloom's Taxonomy<br>4. Conduct of exam without malpractices (Circular showing the internal squad)<br>5. Correction and distribution of scripts within the prescribed time<br>6. Feedback and guidance to the students on One on One basis (Report by Teacher) | Grade A, if all Departments produce all the reports<br>Grade B, if 75% of the Departments produce all the reports<br>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<br>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment<br>2. Departmental Internal Marks Register for CIA verified by the Principal                                                                                                                                                                                                 | Grade A, if all Departments produce all the reports<br>Grade B, if 75% of the Departments produce all the reports<br>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<br>Grade B, if 75% Students pass percentage is achieved<br>Grade C, if <75% fStudents pass percentage is achieved    | A                                        | A                                                                                                       |                                                                 |
| 29        | Student mentoring report (Year wise)                                                                  | Teacher wise periodical Mentoring Reports                                                                                                                                                                                                                                                                                                                                                                              | Grade A, if 100% Teachers maintain all records<br>Grade B, if 75% Teachers maintain all records<br>Grade C, if <75% Teachers maintain all records                          | B                                        | B                                                                                                       | To improve student mentoring system                             |



| 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*)  |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>F</b>                                       | <b>Student Performance and Learning Outcomes</b>                                                                                                        |                                                                                                                                                                                                                        |                                                                                                                                                            |                                    |                                                                                                |                                                        |
| 30                                             | Announcement of Programme Outcomes and Course Outcomes by the Departments                                                                               | 1.Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students | Grade A, if 100% Departments maintain all records<br>Grade B, if 75% Departments maintain all records<br>Grade C, if <75% Departments maintain all records | <b>A</b>                           | <b>A</b>                                                                                       |                                                        |
| 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<br>Grade B, if 75% Programmes are evaluated<br>Grade C, if <75% Programmes are evaluated                          | <b>A</b>                           | <b>A</b>                                                                                       |                                                        |
| <b>G</b>                                       | <b>Student Satisfaction Survey</b>                                                                                                                      |                                                                                                                                                                                                                        |                                                                                                                                                            |                                    |                                                                                                |                                                        |
| 32                                             | Record of Feed back and analysis on Teachers by Students                                                                                                | Feedback Collection, Consolidation, Analysis and Action taken on<br>a. Curriculum<br>b. Facilities<br>c. Teachers                                                                                                      | Grade A, if all the two are done<br>Grade B, if any two are done<br>Grade C, if only one is done                                                           | <b>A</b>                           | <b>A</b>                                                                                       |                                                        |
| 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<br>Grade B, if 50% of students participated<br>Grade C, if < 50% of students participated                         | <b>A</b>                           | <b>A</b>                                                                                       |                                                        |
| <b>Overall Grade</b>                           |                                                                                                                                                         |                                                                                                                                                                                                                        |                                                                                                                                                            | <b>A</b>                           | <b>A</b>                                                                                       |                                                        |
| <b>III-RESEARCH, INNOVATIONS AND EXTENSION</b> |                                                                                                                                                         |                                                                                                                                                                                                                        |                                                                                                                                                            |                                    |                                                                                                |                                                        |
| <b>A</b>                                       | <b>Promotion of Research and Facilities</b>                                                                                                             |                                                                                                                                                                                                                        |                                                                                                                                                            |                                    |                                                                                                |                                                        |
| 1                                              | College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council                                                          | Sanctioned Letter<br>Report by Research Committee Coordinator, verified by the Principal                                                                                                                               | Grade A, if Research Centre is functioning<br>Grade B, if Research Centre is established<br>Grade C, if there is no Research Centre                        | <b>C</b>                           | <b>C</b>                                                                                       | Recommended to start research center                   |
| 2                                              | Research Guides in the College                                                                                                                          | Report by Research Committee Coordinator, verified by the Principal                                                                                                                                                    | Grade A, if > 50% are Research Guides<br>Grade B, if > 30% are Research Guides<br>Grade C, if < 30% are Research Guides                                    | <b>C</b>                           | <b>C</b>                                                                                       | Recommended to focus on guideships to eligible faculty |
| 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<br>Grade B, if Research work is pending<br>Grade C, if there is no Research work                              | <b>A</b>                           | <b>A</b>                                                                                       |                                                        |

| 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*)                                                   |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 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<br>Grade B, if MRP is pending<br>Grade C, if there is no Research Project                                                                                                                                         | A                                  | A                                                                                              |                                                                                                         |
| <b>B Resource Mobilization for Research Purpose</b> |                                                                                                                                                                                                      |                                                                                                               |                                                                                                                                                                                                                                             |                                    |                                                                                                |                                                                                                         |
| 5                                                   | Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years                                                                                               | Report by Research Committee Coordinator, verified by the Principal                                           | Grade A, if > 3 Lkh<br>Grade B, if <3lkh<br>Grade C, if there is no funding                                                                                                                                                                 | C                                  | C                                                                                              | Recommended to raise more funds from Govt. & Non-Govt Agencies for Research Projects                    |
| 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<br>Grade B, if partially extended<br>Grade C, if there is no funding                                                                                                                                        | B                                  | B                                                                                              | Recommended to extend Financial assistance to the faculty for participating/ presenting research papers |
| 7                                                   | The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurs 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;<br>Grade B if only innovation facility is established<br>Grade C if no such centre is established till now. | A                                  | A                                                                                              |                                                                                                         |
| <b>C Research Publication and Awards</b>            |                                                                                                                                                                                                      |                                                                                                               |                                                                                                                                                                                                                                             |                                    |                                                                                                |                                                                                                         |
| 8                                                   | Papers Presented for the last two years (International/ National/ State level conferences and seminars )                                                                                             | Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal | Grade A, if each Department publishes one paper<br>Grade B, if 50% of Departments publish one paper each<br>Grade C, if < 50% of Departments publish one paper each                                                                         | A                                  | A                                                                                              |                                                                                                         |



| 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*)   |
|-------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 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<br>Grade B, if 50% of Departments publish one book each<br>Grade C, if < 50% of Departments publish one book each                            | B                                  | B                                                                                              | Suggested to have book publication from each department |
| 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<br>Grade B, if 50% of Departments publish one paper each<br>Grade C, if < 50% of Departments publish one paper each                         | B                                  | B                                                                                              | Suggested that each department to have publications     |
| 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;<br>Grade B if it is upto 1;<br>C if it is zero.                                                                                                          | B                                  | B                                                                                              | Suggested to increase number of Indexed publications    |
| 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<br>Grade B, if 50% of Departments publish one book each/ Chapter<br>Grade C, if < 50% of Departments publish one book each/ Chapter | A                                  | A                                                                                              |                                                         |
| 13    | Awards and Achievements for Research during the last two years                                                                           | Report validated by IQAC and verified by Principal                                                            | Grade A, if more than 3 Awards are bagged<br>Grade B, if 2 Awards are bagged<br>Grade C, if one Award is bagged (Considering all two years)                                                 | A                                  | A                                                                                              |                                                         |
| 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<br>Grade B, if > 7 activities are conducted<br>Grade C, if < 7 activities are conducted                                                           | A                                  | A                                                                                              |                                                         |
| 15    | Number of extension programmes conducted in collaboration 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<br>Grade B, if > 7 activities are conducted<br>Grade C, if < 7 activities are conducted                                                           | A                                  | A                                                                                              |                                                         |

| S.N o.                                 | 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*)                             |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 16                                     | No. of Awards and Recognitions received for <b>Extension activities</b> from Government/ recognised bodies for the last 2 years                                                            | Report on Activities validated by IQAC and verified by Principal                                                 | Grade A, if more than 3 Awards are bagged<br>Grade B, if 2 Awards are bagged<br>Grade C, if one Award is bagged<br>(Considering all two years)                                               | C                                  | C                                                                                              | Suggested to conduct more extension activities to receive awards and recognitions |
| 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<br>Grade B, if 2 Awards are bagged<br>Grade C, if one Award is bagged<br>(Considering all two years)                                               | A                                  | A                                                                                              |                                                                                   |
| <b>E Consultancy and Collaboration</b> |                                                                                                                                                                                            |                                                                                                                  |                                                                                                                                                                                              |                                    |                                                                                                |                                                                                   |
| 18                                     | Areas of Consultancy offered and Amount generated (during the last 2 years)                                                                                                                | 1. Department wise Report on Activities validated by IQAC and verified by Principal<br>2. Audited Statements     | Grade A, if more than 25,000/- generated through consultancy<br>Grade B, if more than 10,000/- generated through consultancy<br>Grade C, if less than 10,000/- generated through consultancy | C                                  | C                                                                                              | Suggested to improve consultancy offers and generate funds                        |
| 19                                     | Details of collaborations/linkages for                                                                                                                                                     |                                                                                                                  |                                                                                                                                                                                              |                                    |                                                                                                |                                                                                   |
|                                        | A. Faculty Exchange                                                                                                                                                                        | 1. Department wise Report on Activities validated by IQAC and verified by Principal<br>2. Properly signed MOUs   | Grade A, if more than 2 Faculty members exchanged<br>Grade B, if 1 Faculty member exchanged<br>Grade C, if no Faculty member exchanged                                                       | A                                  | A                                                                                              |                                                                                   |
|                                        | B. Student Exchange                                                                                                                                                                        |                                                                                                                  | Grade A, if more than 2 Students exchanged<br>Grade B, if 1 Student exchanged<br>Grade C, if no Student exchanged                                                                            | A                                  | A                                                                                              |                                                                                   |
|                                        | C. Internship                                                                                                                                                                              |                                                                                                                  | Grade A, if more than 10 Students attended<br>Grade B, if 10 Students attended<br>Grade C, if 5 Students attended                                                                            | B                                  | B                                                                                              | Suggested to improve internships                                                  |
|                                        | D. Field trips                                                                                                                                                                             |                                                                                                                  | Grade A, if all Departments conducted<br>Grade B, if 50% Departments conducted<br>Grade C, if below 50% Departments conducted                                                                | A                                  | A                                                                                              |                                                                                   |
|                                        | E. OJTs                                                                                                                                                                                    |                                                                                                                  | Grade A, if more than 10 Students attended<br>Grade B, if 10 Students attended<br>Grade C, if 5 Students attended                                                                            | A                                  | A                                                                                              |                                                                                   |



| 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*)            |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 20                                                                                 | Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc                      | 1. Properly signed MOUs<br>2. Department wise Report on follow up Activities validated by IQAC and verified by Principal | Grade A, if all Departments have functional MOUs<br>Grade B, if 50% Departments have functional MOUs<br>Grade C, if below 50% Departments have functional MOUs                                                            | B                                  | B                                                                                              | Suggested to improve MOUs with industries, Corporate houses also |
| 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<br>Grade B, if 1 workshop/seminar is conducted<br>Grade C, if no workshop/seminar is conducted                                                                             | A                                  | A                                                                                              |                                                                  |
| <b>Overall Grade</b>                                                               |                                                                                                                                   |                                                                                                                          |                                                                                                                                                                                                                           | B                                  | B                                                                                              |                                                                  |
| <b>IV - INFRASTRUCTURE &amp; LEARNING RESOURCES (Not covered under format - I)</b> |                                                                                                                                   |                                                                                                                          |                                                                                                                                                                                                                           |                                    |                                                                                                |                                                                  |
| <b>A</b>                                                                           | <b>Details of Library as a Learning Resource</b>                                                                                  |                                                                                                                          |                                                                                                                                                                                                                           |                                    |                                                                                                |                                                                  |
| 1                                                                                  | Details of Library Automation<br>a. Name of the iLMS software<br>b. Status of automation<br>c. Year and Version                   | Librarian's Report validated by IQAC and verified by Principal                                                           | Grade A, if 100% automation is done<br>Grade B, if partially done<br>Grade C, if not automated                                                                                                                            | B                                  | B                                                                                              | Suggested to fully automated library                             |
| 2                                                                                  | Details of<br>i. e-journals<br>ii. e-sodhsindhu<br>iii. Sodhganga<br>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<br>Grade B, if 50% of Teachers and Students make use of the e-resources<br>Grade C, if below 50% Teachers and Students make use of the e-resources | A                                  | A                                                                                              |                                                                  |
| 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<br>Grade B, if 50% of Teachers and Students make use of Library<br>Grade C, if less than 50% Teachers and Students make use of Library                | B                                  | B                                                                                              | To improve usage of Library and E- Resources                     |
| <b>B</b>                                                                           | <b>IT Infrastructure</b>                                                                                                          |                                                                                                                          |                                                                                                                                                                                                                           |                                    |                                                                                                |                                                                  |

| 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*)                   |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 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<br>2. Report showing the expenditure towards repairs, maintenance and upgradation | Grade A, if Policy and Report are maintained<br>Grade B, if only Policy or Report is maintained<br>Grade C, if nothing is available       | A                                  | A                                                                                              |                                                                         |
| 5                                                                       | Expenditure incurred for the last two years on :<br>a) New Infrastructure Facility<br>b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component | 1. Finance Committee Meeting Minutes<br>2. Report validated by IQAC and verified by Principal                                                                    | Grade A, if Minutes and Report are maintained<br>Grade B, if only Minutes or Report is maintained<br>Grade C, if nothing is available     | B                                  | B                                                                                              | Suggested to improve infrastructure facilities in Library               |
| <b>Overall Grade</b>                                                    |                                                                                                                                                                                                                |                                                                                                                                                                  |                                                                                                                                           | B                                  | B                                                                                              |                                                                         |
| <b>V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)</b> |                                                                                                                                                                                                                |                                                                                                                                                                  |                                                                                                                                           |                                    |                                                                                                |                                                                         |
| <b>A Student Support</b>                                                |                                                                                                                                                                                                                |                                                                                                                                                                  |                                                                                                                                           |                                    |                                                                                                |                                                                         |
| 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<br>Grade B, if benefit offered by any 3 bodies<br>Grade C, if benefit offered by 3 bodies | B                                  | B                                                                                              | Suggested to improve funds from philanthropist, industries, individuals |
|                                                                         | 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<br>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)                                                                                                                                                    |                                                                                                                                                                  |                                                                                                                                           |                                    |                                                                                                |                                                                         |
|                                                                         | d) ICT/ Computer Skills                                                                                                                                                                                        |                                                                                                                                                                  |                                                                                                                                           |                                    |                                                                                                |                                                                         |



| 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*)                                        |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 3     | 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<br>Grade B, if 30% of students placed<br>Grade C, if less than 30% of students placed                                                                     | A                                  | A                                                                                              |                                                                                              |
| 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<br>Grade B, if 50% of grievances are redressed as per the policy<br>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 platforms outside the parent institution.          | 1. Department wise reports validated by IQAC and verified by Principal                                                                                | Grade A, if 50% of students participate<br>Grade B, if 30% of Students participate<br>Grade C, if less than 30% of Students participate                                                                | C                                  | C                                                                                              | Suggested to encourage the students to participate in state/national level research platform |
| 6     | The Institution has a transparent mechanism for timely redressal of:<br>A.Sexual harassment<br>B. Ragging                                                                 | 1. Anti ragging Policy and Policy to prevent Sexual harassment<br>2. Committee(s) Report(s) about grievance redressal<br>3.Proofs and Meeting Minutes | Grade A, if All the 3 aspects are covered<br>Grade B, if any 2 aspects are covered,<br>Grade C, if only policies exist                                                                                 | A                                  | A                                                                                              |                                                                                              |
| 7     | Record of Women Empowerment Cell (WEC)                                                                                                                                    | 1. WEC Meeting Minutes<br>2. Committee Report on activities<br>3. Report on Gender sensitisation and related activities                               | Grade A, if All the 3 are covered<br>Grade B, if any 2 are covered,<br>Grade C, if only WEC exists                                                                                                     | A                                  | A                                                                                              |                                                                                              |
| B     | Student Progression                                                                                                                                                       |                                                                                                                                                       |                                                                                                                                                                                                        |                                    |                                                                                                |                                                                                              |

| S.N<br>o.                                     | Item                                                                                                                                                  | Records to be verified                                                                                                 | Bench Marks                                                                                                                                                              | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>(A(Good)/ B (Satisfactory)/C<br>(to improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 8                                             | Students' Progression to Higher Education                                                                                                             | 1. Department wise Reports with proof of Admission<br>2. Consolidated Report validated by IQAC & verified by Principal | Grade A, if reports and proofs are available<br>Grade B, if only reports are available<br>Grade C, if no record is maintained                                            | A                                        | A                                                                                                       |                                                                 |
| 9                                             | Students' Progression to Employment                                                                                                                   | 1. Department wise Reports with proof of Joining<br>2. Consolidated Report validated by IQAC & verified by Principal   | Grade A, if reports and proofs are available<br>Grade B, if only reports are available<br>Grade C, if no record is maintained                                            | A                                        | A                                                                                                       |                                                                 |
| 10                                            | Students' Progression to Entrepreneurship                                                                                                             | 1. Department wise Reports with proofs<br>2. Consolidated Report validated by IQAC & verified by Principal             | Grade A, if reports and proofs are available<br>Grade B, if only reports are available<br>Grade C, if no record is maintained                                            | C                                        | C                                                                                                       | Suggested to guide students for Entrepreneurship                |
| 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<br>2. Consolidated Report validated by IQAC & verified by Principal             | Grade A, if reports and proofs are available<br>Grade B, if only reports are available<br>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<br>Grade B, if any 2 companies/ Employers offer feed back<br>Grade C, if only 1 company/ Employer offer feed back | B                                        | B                                                                                                       |                                                                 |
| <b>C Student Participation and Activities</b> |                                                                                                                                                       |                                                                                                                        |                                                                                                                                                                          |                                          |                                                                                                         |                                                                 |
| 13                                            | No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)                  | Consolidated Reports by the Committees, validated by IQAC & verified by Principal                                      | Grade A, if International and National Level<br>Grade B, if University and State level<br>Grade C, if below State level                                                  | A                                        | A                                                                                                       |                                                                 |
|                                               | a) University Level                                                                                                                                   |                                                                                                                        |                                                                                                                                                                          |                                          |                                                                                                         |                                                                 |
|                                               | b) State Level                                                                                                                                        |                                                                                                                        |                                                                                                                                                                          |                                          |                                                                                                         |                                                                 |
|                                               | c) National Level                                                                                                                                     |                                                                                                                        |                                                                                                                                                                          |                                          |                                                                                                         |                                                                 |
|                                               | d) International Level                                                                                                                                |                                                                                                                        |                                                                                                                                                                          |                                          |                                                                                                         |                                                                 |



| 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*)                                      |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 14                                         | Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution                                         | 1. Committees List<br>2. Student Council Report                                                | Grade A, if active student council exists along with reports<br>Grade B, if there is only active student council<br>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<br>Grade B, if 5 events/ competitions organized at State level<br>Grade C, if events at district level | B                                  | B                                                                                              | Suggested to organise more sports and cultural activities/ competitions                    |
| 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<br>Grade B, if 30% of Students participate<br>Grade C, if less than 30% of Students participate                               | B                                  | B                                                                                              | Suggested to make students to participate more in sports and cultural events/ competitions |
| <b>D</b>                                   |                                                                                                                                                                              |                                                                                                |                                                                                                                                                                       |                                    |                                                                                                |                                                                                            |
| <b>Alumni Engagement</b>                   |                                                                                                                                                                              |                                                                                                |                                                                                                                                                                       |                                    |                                                                                                |                                                                                            |
| 17                                         | Is there registered Alumni Association for the institution? If yes, year of registration and number                                                                          | Registration certificate to be verified                                                        | Grade A, if Alumni Association is registered and active;<br>Grade B, if Association is registered<br>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<br>Grade B, if 1 lakh above<br>Grade C, if below one lakh                                                                               | C                                  | C                                                                                              | Suggested to raise more funds from Alumni                                                  |
| 19                                         | Number of Alumni Association Chapters / meetings held during the last 2 years                                                                                                | 1. Meeting minutes<br>2. Consolidated reports                                                  | Grade A, if 4 and above<br>Grade B, if 2 and above<br>Grade C, if one and below                                                                                       | B                                  | B                                                                                              | Suggested to conduct more number of Alumni association Chapters                            |
| <b>Overall Grade</b>                       |                                                                                                                                                                              |                                                                                                |                                                                                                                                                                       | B                                  | B                                                                                              |                                                                                            |
| <b>VI-GOVERNANCE AND LEADERSHIP</b>        |                                                                                                                                                                              |                                                                                                |                                                                                                                                                                       |                                    |                                                                                                |                                                                                            |
| <b>Institutional Vision and Leadership</b> |                                                                                                                                                                              |                                                                                                |                                                                                                                                                                       |                                    |                                                                                                |                                                                                            |
| 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<br>Grade B, if the mechanism is in planning stage<br>Grade C, if nothing is available                                         | A                                  | A                                                                                              |                                                                                            |

| S.N<br>o. | Item                                                                                                                               | Records to be verified                                                                                     | Bench Marks                                                                                                                                                                                            | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>(A(Good)/ B (Satisfactory)/C<br>(to improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 2         | Explain the Insitutional Practices like de-<br>centralization and participative<br>management to show case effective<br>leadership | 1. List of Committees showing decentralization<br>2. Meeting Minutes and Action Plans by all<br>committees | Grade A, if both are maintained<br>Grade B, if only one is maintained<br>Grade C, if only committees are constituted                                                                                   | A                                        | A                                                                                                       |                                                                 |
| 3         | Staff Council Register (Minutes of<br>meetings)                                                                                    | Meeting Minutes and Resolutions of Staff<br>Council                                                        | Grade A, if Staff Council meets regularly and<br>implements resolutions through meetings<br>Grade B, if Staff Council resolutions properly<br>recorded<br>Grade C, if Staff Council is formed          | A                                        | A                                                                                                       |                                                                 |
| 4         | Implementation of OTLP                                                                                                             | Grade report                                                                                               | Grade A, if the Institution achieves Grade A<br>throughout the year<br>Grade B, if the Insitution achieves Grade A<br>ocassionally<br>Grade C, if the Instituion achieves B & C grades                 | A                                        | A                                                                                                       |                                                                 |
| 5         | Number of RTI issues addressed                                                                                                     | RTI file with applications, responses and<br>registers                                                     | Grade A, if all the applications disposed within the<br>stipulated time<br>Grade B, if the applicatons are not disposed within<br>the stipulated time<br>Grade C, if record is not properly maintained | A                                        | A                                                                                                       |                                                                 |
| 6         | Organizational structure of the<br>Institution                                                                                     | Organogram showing hierarchy and incharges                                                                 | Grade A, if Organogram with hierarchy incharges<br>prepared<br>Grade B, if Only heirarchy is presented<br>Grade C, if Organogram is not prepared                                                       | A                                        | A                                                                                                       |                                                                 |
| <b>B</b>  | <b>Institutional e - governance</b>                                                                                                |                                                                                                            |                                                                                                                                                                                                        |                                          |                                                                                                         |                                                                 |
| 7         | Implementation of e - governance in                                                                                                | Softwares and records to be verified<br>Consolidated report by Principal                                   | Grade A, if any 3 components exist<br>Grade B, if any 2 components exist<br>Grade C, if nothing exist                                                                                                  | A                                        | A                                                                                                       |                                                                 |
| a)        | Administration                                                                                                                     |                                                                                                            |                                                                                                                                                                                                        |                                          |                                                                                                         |                                                                 |
| b)        | Finance and Accounts                                                                                                               |                                                                                                            |                                                                                                                                                                                                        |                                          |                                                                                                         |                                                                 |
| c)        | Student Admissions and support                                                                                                     |                                                                                                            |                                                                                                                                                                                                        |                                          |                                                                                                         |                                                                 |
| d)        | Examinations                                                                                                                       |                                                                                                            |                                                                                                                                                                                                        |                                          |                                                                                                         |                                                                 |
| <b>C</b>  | <b>Faculty Empowerment Strategies</b>                                                                                              |                                                                                                            |                                                                                                                                                                                                        |                                          |                                                                                                         |                                                                 |



| S.N<br>o. | Item                                                                                                                                                                                                                      | Records to be verified                                                                | Bench Marks                                                                                                                                                                                                  | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>(A(Good)/ B (Satisfactory)/C<br>(to improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*)                                                          |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 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<br>Grade B, if more than 50% staff are funded<br>Grade C, if less than 50% staff are funded                                                                       | C                                        | C                                                                                                       | Suggested to provide Financial support to faculty to attend conference / workshop and membership for professional bodies |
| 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<br>Grade B, if more than 3 programmes are organized<br>Grade C, if less than 3 programmes are organized                                                     | B                                        | B                                                                                                       | Suggested to organise more professional development/ administrative training programs                                    |
| 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<br>Grade B, if more than 50% staff attend<br>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<br>Grade B, if more than 50 % teachers are accredited at "Good" grade<br>Grade C, if less than 50% teachers are accredited at "Good" grade | A                                        | A                                                                                                       |                                                                                                                          |
| <b>D</b>  | <b>Financial Management and Resource Mobilization</b>                                                                                                                                                                     |                                                                                       |                                                                                                                                                                                                              |                                          |                                                                                                         |                                                                                                                          |

| S.N<br>o. | Item                                                                                                  | Records to be verified                                                          | Bench Marks                                                                                                                          | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>(A(Good)/ B (Satisfactory)/C<br>(to improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*)              |
|-----------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 12        | Institutional mechanism for internal and external financial audits                                    | 1. Internal Audit Committee constitution Circular<br>2. Financial Audit Reports | Grade A, if both are maintained<br>Grade B, if only external audit is conducted<br>Grade C, if no audit record is maintained         | B                                        | B                                                                                                       |                                                                              |
| 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<br>Grade B, if more than Rs. 1 lakh received<br>Grade C, if less than Rs. 1 lakh received | C                                        | C                                                                                                       | Suggested to raise funds from non govt. bodies, individuals, philanthropists |



| S.N<br>o. | Item                                                                                                                                                                                                                                                                                                                                                                                   | Records to be verified                                                                                                                                                       | Bench Marks                                                                                                                                          | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>(A(Good)/ B (Satisfactory)/C<br>(to improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>E</b>  | <b>Internal Quality Assurance System</b>                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                              |                                                                                                                                                      |                                          |                                                                                                         |                                                                 |
| 14        | Significant Contribution of IQAC for quality<br>a. Strategies and Plan of Action<br>b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC<br>c. Details of AQARs prepared and submitted<br>d. Number of IQAC meetings held during the current year<br>e. Average number of quality initiatives by IQAC for promoting quality culture per year | 1. IQAC Activity register<br>2. Action Plan<br>3. Minutes of Meeting<br>4. ATR<br>5. Proof of submission of AQAR to NAAC last two years<br>6. Hard copies of AQARs submitted | Grade A, if all the records are maintained<br>Grade B, if the first four records are maintained<br>Grade C, if any 3 records or below are maintained | <b>A</b>                                 | <b>A</b>                                                                                                |                                                                 |
| 15        | Participation in NIRF                                                                                                                                                                                                                                                                                                                                                                  | 1. Record of submission<br>2. Proof of Rank, if any.                                                                                                                         | Grade A, if ranked<br>Grade B, if participated<br>Grade C, if not participated                                                                       | <b>B</b>                                 | <b>B</b>                                                                                                |                                                                 |
|           |                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                              |                                                                                                                                                      | <b>A</b>                                 | <b>A</b>                                                                                                |                                                                 |
|           | <b>Overall Grade</b>                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                              |                                                                                                                                                      |                                          |                                                                                                         |                                                                 |
|           | <b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                              |                                                                                                                                                      |                                          |                                                                                                         |                                                                 |
| <b>A</b>  | <b>Activities that teach values of the Institution</b>                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                              |                                                                                                                                                      |                                          |                                                                                                         |                                                                 |
| 1         | Details of Activities by the Institution for                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                              |                                                                                                                                                      |                                          |                                                                                                         |                                                                 |
|           | <b>A) Promotion of gender equality and sensitization</b><br>a) Safety and security<br>b) Counselling<br>c) Common Rooms for women students<br>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<br>Grade B, if any 3 are present<br>Grade C, if any 2 or below                                                 | <b>A</b>                                 | <b>A</b>                                                                                                |                                                                 |
|           | <b>B) Environmental consciousness and sustainability</b><br>a) Solar energy,<br>b) Sensor-based energy conservation,<br>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<br>Grade B, if any 2 are present<br>Grade C, if any one is present                                             | <b>B</b>                                 | <b>B</b>                                                                                                |                                                                 |

| S.N<br>o. | Item                                                                                                                                                                                                   | Records to be verified                                                                                                  | Bench Marks                                                                                               | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>{A(Good)/ B (Satisfactory)/C<br>(to improve)} | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
|           | <b>C) Waste Management</b><br>a)Solid waste management<br>b)Liquid waste management<br>c)Lab Waste management<br>d)E-waste management                                                                  | Approved Policy & Report focusing on details<br>and activities validated by IQAC and verified by<br>Principal           | Grade A, if all 4 reports are present<br>Grade B, if any 3 are present<br>Grade C, if any 2 or below      | A                                        | A                                                                                                       |                                                                 |
|           | <b>D) Water Conservation</b><br>a)Rain water harvesting<br>b)Borewell /Open well recharge                                                                                                              | Approved Policy & Report focusing on details<br>and activities validated by IQAC and verified by<br>Principal           | Grade A, if all 2 reports are present<br>Grade B, if any one is present<br>Grade C, if nothing is present | A                                        | A                                                                                                       |                                                                 |
|           | <b>E) Green campus initiatives</b><br>a)Plastic free campus(Ban on the use of<br>Plastics)<br>b)Botanical garden<br>c)Green house<br>d)Green landscaping<br>e)Green audit<br>f)Battery vehicles        | Approved Policy & Report focusing on details<br>and activities validated by IQAC and verified by<br>Principal           | Grade A, if all 6 reports are present<br>Grade B, if any 4 are present<br>Grade C, if any 3 or below      | C                                        | C                                                                                                       | Suggested to take<br>up more Green<br>campus<br>initiatives     |
|           | <b>F) Divyangana friendly barrier - free<br/>environment</b><br>a)Ramps<br>b)Railings<br>c)Scribe for examination<br>d)Provision of lift/Wheel chairs<br>e) Alternative arrangements for<br>Divyangana | Approved Policy & Report focusing on details<br>and activities validated by IQAC and verified by<br>Principal           | Grade A, if all 4 reports are present<br>Grade B, if any 3 are present<br>Grade C, if any 2 or below      | A                                        | A                                                                                                       |                                                                 |
| <b>B</b>  | <b>Initiatives for inculcating values</b>                                                                                                                                                              |                                                                                                                         |                                                                                                           |                                          |                                                                                                         |                                                                 |
| 2         | <b>Cross cutting issues and value<br/>initiatives</b><br>a) Tolerance and harmony against<br>several diversities<br>i)Cultural<br>ii) Regional<br>iii)Linguistic<br>iv) Communal<br>v)Socio - Economic | College Activity Register & Report focusing on<br>details and activities validated by IQAC and<br>verified by Principal | Grade A, if all 5 reports are present<br>Grade B, if any 4 are present<br>Grade C, if any 3 or below      | B                                        | B                                                                                                       |                                                                 |



| S.N<br>o. | Item                                                                                                                                                                                                                                                             | Records to be verified                                                                                                           | Bench Marks                                                                                               | Self assessment<br>by the<br>Institution | Grade by Academic Advisors<br>(AA*) after verification<br>(A(Good)/ B (Satisfactory)/C<br>(to improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
|           | 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<br>Grade B, if any 2 are present<br>Grade C, if any one is present  | A                                        | A                                                                                                       |                                                                 |
|           | c) Code of condct 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<br>Grade B, if any one is present<br>Grade C, if nothing is present | A                                        | A                                                                                                       |                                                                 |
|           | d) Celebration of National and International commemorative days and festivals                                                                                                                                                                                    | College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal                | Grade A, if all 2 reports are present<br>Grade B, if any one is present<br>Grade C, if nothing is present | A                                        | A                                                                                                       |                                                                 |
| 3         | Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values<br>a)Liberty, Equality, Fraternity, Justice<br>b)Fundamental rights and duties<br>c)Responsibilities of citizenship. | College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal                | Grade A, if all 3 reports are present<br>Grade B, if any 2 are present<br>Grade C, if any one is present  | B                                        | B                                                                                                       |                                                                 |
| C         | <b>Best Practices</b>                                                                                                                                                                                                                                            | Record of two best/innovative practices by the institution                                                                       |                                                                                                           |                                          |                                                                                                         |                                                                 |
|           | i.                                                                                                                                                                                                                                                               | i) Departmental Best Practices Reportin the NAAC prescribed format<br>ii) Institutional Best Practice Report in the NAAC         | Grade A, if all 2 reports are present<br>Grade B, if any one is present<br>Grade C, if nothing is present | A                                        | A                                                                                                       |                                                                 |
|           | ii.                                                                                                                                                                                                                                                              | prescribed format                                                                                                                |                                                                                                           |                                          |                                                                                                         |                                                                 |

| 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*) |
|-------|------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| D     | <b>Institutional Distinctiveness</b>                                               |                                                          |                                                                                                                                            |                                    |                                                                                                |                                                       |
|       | Explain how distinct is your institution in academic and administrative practices: | Evidence with clear cut examples - Document in 200 words | Grade A, if Academic and Administrative practices are produced<br>Grade B, if only one is produced<br>Grade C, if no document is available | A                                  | A                                                                                              |                                                       |
|       | <b>Overall Grade</b>                                                               |                                                          |                                                                                                                                            | A                                  | A                                                                                              |                                                       |
|       | <b>College Grade:</b>                                                              | A                                                        |                                                                                                                                            |                                    |                                                                                                |                                                       |

Name & Signature of the Principal : Dr.G.Ravindranath

  
30.8.22

Name & Signature of the Vice-Principal :

Dr. M.Ramesh



Name & Signatures of the Academic Advisors

1 Dr.P.Guruvi Reddy



2 Dr.P.Subramanyam



3 Dr. C.V.Krishna Veni



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



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

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

**FORMAT – I (COLLEGE PROFILE)**

**PART- A**

1. Name of the College and Address : Government College for Men (A), Kadapa  
URL of Website : [www.gcmakadapa.ac.in](http://www.gcmakadapa.ac.in)  
E- Mail : [kadapa.jkc@gmail.com](mailto:kadapa.jkc@gmail.com)  
Phone number : 9948121705

2. Vision & Mission

**Vision**

Empowerment through knowledge, inculcation of values to promote Social, Economic, Cultural, Ethical and Environmental qualities and exposure to global competence along with technical knowledge.

**Mission**

- To equip and empower students with relevant knowledge and competence to face global challenges with creativity.
- To mould the students as responsible citizens with intellectual excellence and integrity through the subjects like Environmental Studies, Indian Heritage and Culture.
- To facilitate optimum use of human and natural resources for sustainable development.
- To make the students learn the use of new technology through Computer education, Biotechnology JKC, TISS, Virtual Class Rooms and Digital Class Rooms.
- To promote participation of all the stakeholders in the development of the college and the region.
- To create awareness on human rights, value system, culture, heritage, scientific temper and environment.

3. Name of the Principal, email, and mobile Number Dr.G.Ravindranath ,  
[ravindranathgajula1963@gmail.com](mailto:ravindranathgajula1963@gmail.com)  
9849765838

4. Name of the Vice-Principal, email, and mobile Number Dr. M.Ramesh  
[harsharameshgdc@gmail.com](mailto:harsharameshgdc@gmail.com)  
9177682848

5. Name of the IQAC Coordinator, email, and mobile Number Dr.B. Ramachandra  
[bramachandra84@gmail.com](mailto:bramachandra84@gmail.com)  
9492753765

6. \* Name of the Academic Coordinator, email, and mobile Number Dr.G.Venkatasubbaiah  
[nsk2011@gmail.com](mailto:nsk2011@gmail.com)  
9491112150

7. Year of Establishment 1948

- 8.** UGC 2(f) and 12 B status (certificates to be verified) YES
- 9.** Autonomous status – Yes/No, If yes, Since\_\_\_\_\_ 2012-13
- 10.** RUSA status 2.0
- 11.** College land and Plan details /documents 25 acres
- 12.** Affiliation status: Permanent / temporary (certificates to be verified) Permanent
- 13.** AISHE Status – Document Submitted
- 14.** NAAC Status -
- a)** Previous NAAC Cycle date and Month 09-09-2019
- b)** Date of Expiry 08-09-2024
- c)** Previous Grade and CGPA (certificates to be verified) B Grade – 2.40 CGPA
- 15.** Status of peer team recommendations

| S. No | Recommendations made                                                                           | Recommendations fulfilled                                                                               |
|-------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1     | Syllabus needs revision to meet global challenges                                              | Implemented CBCS syllabus given by APSCHE                                                               |
| 2     | Complete automation of examination system and library be given top priority.                   | COE automated,<br>Library is partially Automated                                                        |
| 3     | Students to be motivated and encouraged to make full use of library                            | Students have been motivated for best use of Library                                                    |
| 4     | Value added certificate courses and vocational programmes be introduced                        | Life Skill and Skill Development Courses introduced                                                     |
| 5     | Setting up a good incubation center to encourage entrepreneurs and start-ups                   | Owing to lack of funds and felicities we are unable to open start-ups                                   |
| 6     | The required no. of non-teaching staff to be recruited                                         | Sufficient No. of Non-teaching staff available                                                          |
| 7     | Counselling and placement cell need to be strengthened                                         | Career Counselling and Placement Cell was established and activities are going on..                     |
| 8     | Hostel facility to be provided for both boys and girls within the campus                       | Women Hostel is available, but Men Hostel is in dilapidated condition                                   |
| 9     | Transportation facility to be provided to students from distant places                         | The Government has provided bus pass facilities for the stake holders                                   |
| 10    | Faculty members to bring in more research projects from various funding agencies and establish | Submitted Proposal for Research Guideship for faculty to YVU to accelerate research work in the college |

Action taken report to be attached

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

| No. of suggestions made | No of suggestions implemented |
|-------------------------|-------------------------------|
|                         |                               |

Action taken report to be attached



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

Information Submitted

**18. ISO Certification: Year:**

Process completed but certificate is awaited

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

**PART-B**

1. No. of Programmes Offered by the College

a. Current Academic Year

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

b. Last Two Years

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

| Year                          | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|-------------------------------|---------|---------|---------|---------|---------|
| Number of Value Added courses | 0       | 4       | 0       | 06      |         |

3. Details of teaching faculty

| No of posts | Sanctioned | Working | Vacancies |
|-------------|------------|---------|-----------|
| Regular     | 81         | 63      | 18        |
| PTL         | ---        | ---     | ---       |
| Contract    | ---        | 12      | ---       |
| Guest       | ---        | 06      | ---       |
| Total       | 81         | 81      | 18        |

4. Qualifications of teaching staff

| Teaching Staff | PG  | M. Phil | Ph.D | NET/SET |
|----------------|-----|---------|------|---------|
| Regular        | 24  | 22      | 39   | 30      |
| PTL            | --- | ---     | ---  | ---     |
| Contract       | 6   | ---     | 02   | 06      |
| Guest          | 06  | --      | ---  | ---     |
| Total          |     | 22      | 41   | 36      |

5. Details of non- teaching faculty

| No of posts | Sanctioned | Working | Vacancies |
|-------------|------------|---------|-----------|
|             | 63         | 49      | 14        |
| Total       |            |         |           |

6. Student strength particulars

a) During the last two years

| Year            | 2017-18 |     |     | 2018-19 |     |     | 2019-20 |     |     | 2020-21 |     |     | 2021-22 |     |     |
|-----------------|---------|-----|-----|---------|-----|-----|---------|-----|-----|---------|-----|-----|---------|-----|-----|
| No. of students | I       | II  | III | I       | II  | III | I       | II  | III | I       | II  | III | I       | II  | III |
|                 | 687     | 683 | 566 | 717     | 687 | 683 | 684     | 717 | 687 | 682     | 684 | 717 | 570     | 682 | 684 |

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

| Year           | 2017-18      |            |    | 2018-19 |     |    | 2019-20 |     |    | 2020-21 |     |    | 2021-22 |   |   |
|----------------|--------------|------------|----|---------|-----|----|---------|-----|----|---------|-----|----|---------|---|---|
| Programme wise | Appeared (A) | Passed (P) | %  | A       | P   | %  | A       | P   | %  | A       | P   | %  | A       | P | % |
|                | 404          | 375        | 93 | 557     | 510 | 92 | 568     | 534 | 94 | 604     | 451 | 75 |         |   |   |
|                |              |            |    |         |     |    |         |     |    |         |     |    |         |   |   |

8. Teacher – student ratio (Current Year) 1:23

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

|        |                                                                     |                                   |
|--------|---------------------------------------------------------------------|-----------------------------------|
| i.     | Total no of class rooms                                             | 53                                |
| ii.    | Total no of laboratories                                            | 16                                |
| iii.   | Total no of digital classrooms                                      | 03                                |
| iv.    | Total no of virtual classrooms                                      | 04                                |
| v.     | Total no of ICT enabled classrooms                                  | 07                                |
| vi.    | Total no of studios                                                 | 00                                |
| vii.   | Total no of Computers, Student & Computers Ratio                    | 105, (18:1)                       |
| viii.  | Total no of printers                                                | 26                                |
| ix.    | Total no of scanners                                                | 12                                |
| x.     | Total no of Xerox facility                                          | 03                                |
| xi.    | Total no of Wi-Fi routers                                           | 10                                |
| xii.   | Internet Bandwidth                                                  | 40Mbps                            |
| xiii.  | Seminar halls                                                       | 01                                |
| xiv.   | Auditorium                                                          | 01                                |
| xv.    | Details of sports facilities                                        | Athletic Running                  |
|        | Track (400), Kabaddi, Kho-Kho, Shuttle Badminton, Multi play ground |                                   |
| xvi.   | Gymnasium (No of stations)                                          | 16 Stations                       |
| xvii.  | Rooms for administration                                            | 04                                |
| xviii. | Water – RO facility                                                 | 03                                |
| xix.   | Toilets for staff (Men/Women/Differently abled)                     | 06                                |
| xx.    | Toilets for students (Men/Women/Differently abled)                  | 15                                |
| xxi.   | Divyanggan friendly facilities (Ramps/Lifts/Softwares)              | 06 Ramps                          |
| xxii.  | No of fire extinguishers in the labs and corridors                  | 03                                |
| xxiii. | Solar energy details – LEDs, Green Audit Status                     | 10KV Solar, 08 LEDs, MOU with ITC |
| xxiv.  | Library                                                             |                                   |
| -      | No. of Books & Journals                                             | 61753 Books, 13 Journals          |
| -      | Status of Automation                                                | Partially Automated               |
| -      | E-journals                                                          | 1253                              |
| -      | Nlist subscription                                                  | Yes                               |
| -      | Internet                                                            | Yes                               |
| xxv.   | Women's waiting hall                                                | 01                                |



|         |                           |    |
|---------|---------------------------|----|
| xxvi.   | Grievance Reddressal Cell | 01 |
| xxvii.  | Health Centre             | 01 |
| xxviii. | ELL                       | 01 |
| xxix.   | JKC Lab                   | 01 |
| xxx.    | Computer Labs             | 02 |

#### 10. Research :

##### ❖ No of collaborations / Functional MoUs

| Year                            | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---------------------------------|---------|---------|---------|---------|---------|
| Number of collaborations / MoUs | 02      | 00      | 00      | 05      |         |

##### ❖ No of publications in UGC – CARE listed journals

| Year                   | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|------------------------|---------|---------|---------|---------|---------|
| Number of Publications | 15      | 24      | 20      | 15      |         |

##### ❖ No of start-ups

| Year                | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---------------------|---------|---------|---------|---------|---------|
| Number of start-ups | 00      | 00      | 00      | 00      | 00      |

##### ❖ No of patents

| Year              | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|-------------------|---------|---------|---------|---------|---------|
| Number of patents | 00      | 00      | 00      | 00      | 00      |

##### ❖ No of Research Guides

| Year                      | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---------------------------|---------|---------|---------|---------|---------|
|                           |         |         |         |         |         |
| Number of Research Guides | 01      | 01      | 01      | 03      | 02      |

##### ❖ No of Research Scholars

| Year                        | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|-----------------------------|---------|---------|---------|---------|---------|
| Number of Research Scholars | 00      | 00      | 00      | 03      | 01      |

##### ❖ No of Major/ Minor Research Projects

| Year                | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|---------------------|---------|---------|---------|---------|---------|
| Number of Major RPs | 00      | 00      | 00      | 00      | 00      |
| Number of Minor RPs | 03      | 01      | 00      | 00      | 00      |

##### ❖ Incubation Centre/s: Yes/No                      No

❖ Consultancy offered:

-----

| Area | Organization (MoU) | Revenue Generated |
|------|--------------------|-------------------|
| ---- | ----               | -----             |

11. Policies prepared and implemented: Yes

12.

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 04
- c) No of Extension activities in collaboration with government agencies 00
- d) No of Extension activities in collaboration with Non-Governmental Organizations 00

14. Feedback, Student Satisfaction Survey mechanism adopted :

Online Feedback collection and Real time analysis system

15. Alumni Association – involvement and activities

- The contribution to any educational institution by its old students is laudable by all standards. The Government College for Men(A), Kadapa, is no exception.
- The then Principal, Sri. Poornachandra sekhar Rao had taken initiative to start the registered Alumni Association in 2003 along with a few local eminent people.
- The association members extend their full cooperation for the welfare of the college. They actively involve in any initiative taken by the college administration towards development of infrastructural and other facilities.
- Further they have assured that they would donate money and to construct the arch for the college.
- In this context I should mention Dr.S.M.Basha,an alumnus and retired lecturer of Zoology voluntarily gives lectures to the students.
- The Institute has a registered Alumni Association for building strong bond between alumni and present students.

Objectives of the Alumni association

- To encourage and promote close relations between the Institution and its alumni and among the alumni themselves.
- To promote and encourage friendly relations between all members of the alumni body, an interest in the affairs and well-being of the Institution.

Activities and Contributions:

- Alumni have donated funds to assist the Poor & Merit students of the Institution.
- Alumni are included as members in the Board of studies of all departments. They are invited for meetings at the college and they interact with their teachers and express their suggestions on curriculum revision.
- Few Alumni gave Guest lecturers to the existing students on some contemporary technological developments and career guiding focuses

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

- ❖ Students 06
- ❖ Staff 03

17. Total no of scholarships and free ships (Current Year) 1266

Total Amount in Rs:- 12660000/-

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

|               |    |
|---------------|----|
| Teaching      | 01 |
| Non –Teaching | 03 |

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

Training:

| Year                          | 2020-21 | 2021-22 |
|-------------------------------|---------|---------|
| Number of students registered | 41      | 50      |
| Number of students trained    | 41      | 50      |
| a. from your GDC              | 41      | 50      |
| b. from other colleges        | 00      | 00      |

Placements:

| Year                                | 2020-21 | 2021-22 |
|-------------------------------------|---------|---------|
| No. of companies visited the campus | 01      | 03      |
| Number of students Placed           | 21      | 76      |
| a. from your GDC                    | 11      | 29      |
| b. from other colleges              | 10      | 47      |

20. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

| Year               | 2020-21 | 2021-22 |
|--------------------|---------|---------|
| Number of students | 76      |         |
| a) B.A             | 20      |         |
| b) B.Com           | 31      |         |
| c) B.Sc            | 25      |         |

B. Employment (Programme wise)

| Year               | 2020-21 | 2021-22 |
|--------------------|---------|---------|
| Number of students | 29      |         |
| a) B.A             | 9       |         |
| b) B.Com           | 9       |         |
| c) B.Sc            | 11      |         |

C. Entrepreneurship (Programme wise)



| Year               | 2020-21 | 2021-22 |
|--------------------|---------|---------|
| Number of students | 00      |         |
| a) B.A             | 00      |         |
| b) B.Com           | 00      |         |
| c) B.Sc            | 00      |         |

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

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

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

22. Governance and Leadership

- ❖ Institutional Perspective Plan (Next two years)

Plan of Action:

1. Gender sensitization programmes- Counselling by Resource persons and Self defence training programmes to women students and staff members.
2. Energy conservation-by increasing the use of LED bulbs in other blocks of college campus.
3. Awareness programmes on Energy conservation to students and staff members.
4. Re-use of e-waste and unrepairable one's sent to recycle.
5. Utilising the biological waste for vermicomposting and use the produced compost to the plants in the college campus.
6. Motivate the students to use of bicycles for commuting to college instead of Motorbikes.
7. Rainwater Harvesting pits maintenance for proper seepage of rain water.
8. Landscaping- Various ornamental and aesthetic plants are planted to improve the outlook of college campus.
9. Planned to complete Green, Energy and Environmental Audits.
10. Awareness programmes on code of conduct to teaching, Non-teaching staff and students.

- ❖ No of policies developed by the Institution and details 14

23. Contribution of IQAC

- ❖ Incremental changes during the last two years

The significant contributions made by IQAC in the academic year 2020-2021 are

1. Development of Online Data Collection and Auto-Generated Reporting System

- GCM, Kadapa formulated a strategic plan in 2020 i.e., Online Data Collection and Auto-Generated Reporting System.
- The main objectives of this initiative is the collection of information and evidences pertaining to NAAC, NIRF, AQAR, ASAR/API Scores, AISHE etc., in systematic and scientific manner

through Google Forms, Then, the collected data is transformed to reporting format automatically using “Data Studio Software”.

- To translate it into action, IQAC conducted hands-on training programme and workshops for the faculty members on Online Data Collection and Auto-Generated Reporting System.

## 2. Development of Online Feedback Collection and Real Time Analysis System

- One of the greatest challenges of autonomous colleges is to collect and analyze large amount of data from all stakeholders at different intervals.
- The IQAC has formulated “Online Feedback Collection and Real Time Analysis System” in 2020.
- The feedback was collected from students, parents, faculty, alumni and employers on different aspects through Google Forms and analyze the data in real time by using “GOOGLE DATA STUDIO”.
- Appropriate corrective measures and reinforcement mechanisms are suggested by the staff council on basis of such feedbacks

## 24. Best Practices of Institution

### 1. Best Practices:

#### Capacity Building on Eco-friendly Campus

1. At least 100 RET plant species collected from wild and conserve them in the Botanical Garden. *Cycas beddomeii*, *Hildegardia populifolia*, *Pterocarpus santalinus*, *Decalepis hamiltonii* are some of the threatened plants conserving in college Botanical garden,
2. Celebration of World Environmental Day on June 5th by IQAC and Department of Physics – Plantation programme “Let us Nurture the Nature to have better Future”, 150 plants are planted, under this programme.
3. Awareness Programme on National Pollution Prevention Day and Quiz competition was conducted by Department of Botany and Chemistry on 02-12-2021
4. International Ozone Day Celebrations and Awareness rally organised by Dept. of Chemistry and Zoology on 16-09-2021
5. Rally on Environmental and wild life conservation by the Department of Zoology, NSS and NCC on 03-10-2021.

### 2. Community Service: Awareness on Malnutrition, Diabetes and Obesity problems in the Public.

Health camp was organized by NSS, RRC and Zoology department on 16-11-2021 in association with GCM(A) Kadapa. Walkers Association and diagnostic tests were conducted to 80 members to create awareness on Malnutrition, Diabetes and Obesity problems.

## 25. Evaluative Reports of the Departments

## 26. For Autonomous Colleges

### A. Academic Council

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

### B. Controller of Examinations

- Examination reforms proposed and implemented
- The Examination Branch is tied with Sri Manasa Solutions Tenali, to develop Examination Software for Stake holders, It is to facilitate the students to pay Fee through gate Way, Issue Of Online Hall Ticket 's, uploading of Internal and External Marks and declaring of Results. As well student can Login to know their online Results. The Examination Branch Uploads

External marks in double entry so as to avoid mistakes in posting as well to maintain accuracy.

- CIA
- As per the instructions of Commissioner of Collegiate Education, the Continuous Internal Assessment is implemented by the Examination Branch so as to evaluate performance of the students in their respective examinations. As a result, this would enable the students their progression throughout their Academics.
- Mechanism for addressing grievances
- A separate cell has been established to redress the Grievances of the students at the earliest to solve their issues. As well certain records have been maintained to communicate to the students.
- Mechanism for transparency in setting up of Question papers
- As per the Board of Studies approved Question Papers setters, the Question Papers have been sent for setting Question Papers along with guidelines, Board of Studies approved syllabus, blue print and Model Question Papers. received Question Papers are packed and maintain confidentiality.
- Mechanism for appointing examiners
- The examination valuers have been invited as per BOS proposed Examiners having 3 years of experience and they are provided guidelines for the method of valuation to maintain foolproof mechanism to have confidentiality. Each session is recorded properly. As well they are provided with Key of Valuation and Bundle slip.
- Mechanism adopted to ensure the security of information
- While appointing the staff for examinations by signing Oath of secrecy during the process of Examinations. The records will be kept with secrecy in an iron shelf and the Examination Branch would look after the safety and security of information .
- CoE expenditure report with details

#### CoE Expenditure Report with details (from June-2020 to May-2021)

| Sl.          | Details                         | Amount                |
|--------------|---------------------------------|-----------------------|
| 1            | Paper Setters & Exam bill       | ₹ 2,08,330.00         |
| 2            | Spot Valuers and Conduct Bill   | ₹ 4,92,539.00         |
| 3            | YVU Certificates FEE            | ₹ 5,04,000.00         |
| 4            | Stationary Purchase             | ₹ 7,87,250.00         |
| 5            | Software and Server maintenance | ₹ 54,410.00           |
| 6            | Xero and Minor repairs          | ₹ 46,681.00           |
| <b>Total</b> |                                 | <b>₹ 20,93,210.00</b> |



**C. Board of Studies**

- Mechanisms for updating curriculum
- Justification Reports for Curricular revamp

**D. Governing Body**

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

27. College Handbook (to be uploaded on the college website)
28. College Magazine (to be uploaded on the college website)
29. Monthly News Letters (to be uploaded on the college website)
30. Departmental meeting Minutes Registers (to be verified)
31. Reports of various committees (to be verified)
32. CPDC/Finance Committee Meeting Minutes Registers (to be verified)
33. Implementation status of Biometric Attendance and TLP Reports (to be verified)

Government of Andhra Pradesh  
Commissionerate of Collegiate Education

**Academic & Administrative Audit of Degree Colleges (2018-19)**

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

Zone : IV

District : KADAPA

| COLLEGE PROFILE |                                                                                                        |                                                                                                                                     |                                        |
|-----------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 1               | Name of the College, URL of Website, email and Phone number                                            | Government College for Men(Autonomous), Kadapa, www.gcmkadapa.org, kadapa.jkc@gmail.com, kadapa1.jkc@gmail.com, Ph. No 08562 255577 |                                        |
| 2               | Name of the Principal, email & Mobile Number                                                           | Dr. N.SUBBANARASAIHAH, E-Mail: kadapa.jkc@gmail.com Mobile: 9948121705                                                              |                                        |
| 3               | Name of the Vice-Principal, email & Mobile Number                                                      | Dr.M.Ravi Kumar, E-Mail:ravi.geology1@gmail.com Mobile: 8341184784                                                                  |                                        |
| 4               | Name of the IQAC Coordinator, email & Mobile Number                                                    | Mrs. P. Kalpana E-mail: panatikalpana@gmail.com Mobile: 9949972370                                                                  |                                        |
| 5               | Year of Establishment & details of land available if any                                               | 1948 ; Own land 40 Acres                                                                                                            |                                        |
| 6               | Affiliating University & AISHE CODE:                                                                   | Yogi Vemana University, Kadapa C-30200                                                                                              |                                        |
| 7               | NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)               | Re-accredited by NAAC at 'B'-Grade, Under Cycle - II, 2013, with 2.76 CGPA and submitted IIQA for Reaccreditation under Cycle-III   |                                        |
| 8               | UGC Recognition (2f & 12 B)                                                                            | Recognised by UGC under 2(f) & 12( B)                                                                                               |                                        |
| 9               | College Working Hours( if shift system mention details of both shifts & give reasons for shift system) | 10 AM TO 4 PM                                                                                                                       |                                        |
| 10              | No. of Posts Sanctioned: 82                                                                            | Regular Working: 45 + 1 Redeployed: 16                                                                                              | Contract Working: 14 Guest Working: 08 |

| 11                                            | Course wise & year wise Students strength particulars ( Proforma enclosed)                                    | Proforma Enclosed                      |                                     |                                                                                                     |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>I-CURRICULAR ASPECTS</b>                   |                                                                                                               |                                        |                                     |                                                                                                     |
|                                               | Item                                                                                                          | Recommendation/Suggestions by Academic |                                     | 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 2018-19                                                                             | A                                      |                                     |                                                                                                     |
| 16                                            | College Calendar/College Magazine                                                                             | A                                      |                                     |                                                                                                     |
| 17                                            | Add-on Courses (Department-wise) completed during 2017-18                                                     | A                                      |                                     |                                                                                                     |
| 18                                            | Add-on Courses (Department-wise) in 2018-19                                                                   | 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 2018-19                                                              | C                                      | Suggested to introduced new courses | Proposals submitted to introduced new courses in B.Sc Computer Science, Statistics and Data Science |
| 22                                            | Maintenance of Student Attendance Registers                                                                   | A                                      |                                     |                                                                                                     |
| 23                                            | Whether feedback on curriculum was obtained from stake holders and analysed                                   | A                                      |                                     |                                                                                                     |
| <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 enroled(Group wise and Year wise) in 2017-18                                                   | A |  |  |
| 26 | Demand Ratio (Group wise)                                                                                                         | A |  |  |
| 27 | Percentage of differently abled students (Divyangjan) on roll                                                                     | A |  |  |
| 28 | Percentage of full time teachers against sanctioned posts in 2017-18                                                              | A |  |  |
| 29 | Student - Full time teacher ratio                                                                                                 | A |  |  |
|    | Student Profile as per prescribed reservation                                                                                     | A |  |  |
| 30 | Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18               | A |  |  |
| 31 | Teaching Diaries & Teaching Plans in Prescribed Formats                                                                           | A |  |  |
| 32 | Use of ICT in teaching and learning                                                                                               | A |  |  |
| 33 | Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. | A |  |  |
| 34 | Co-Curricular Activities ( College level)                                                                                         | A |  |  |
| 35 | Seminars/conferences/workshops organised in 2017-18                                                                               | A |  |  |
| 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)                                                             | A |  |  |

|                                                |                                                                                                     |   |                                                 |                                                                                                  |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------|---|-------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 39                                             | Pass percentage of students (Group wise) in 2017-18                                                 | A |                                                 |                                                                                                  |
| 40                                             | Percentage of students undertaking field projects / internships                                     | A |                                                 |                                                                                                  |
| 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 | B | Complete the process at early date              | As the website is under construction for NAAC Reaccreditation-the details will be uploaded later |
|                                                | Students' Grievances/Redressal (Examination Cell) Report                                            | A |                                                 |                                                                                                  |
|                                                | Automation details of Exam Cell                                                                     | A |                                                 |                                                                                                  |
| <b>III-RESEARCH, INNOVATIONS AND EXTENSION</b> |                                                                                                     |   |                                                 |                                                                                                  |
| 45                                             | Is the College a Recognized Research Centre                                                         | B | Approach the University to complete the process | Correspondance has be made with the University officials                                         |
|                                                | Policy for Promotion of Research (A)                                                                |   |                                                 |                                                                                                  |
|                                                | Institutional Seed money for Research                                                               |   |                                                 |                                                                                                  |
| 46                                             | No. of Research Guides in the College                                                               | B | Approach the University to complete the process | Correspondance has be made with the University officials                                         |
| 47                                             | No. of Research Scholars working for M.Phil & Ph. D                                                 | B | Approach the University to complete the process | Correspondance has be made with the University officials                                         |
|                                                | Rsearch Projects funded by Govt/Other Organisations                                                 | B | Suggested to increase the number                | yes, steps will be taken                                                                         |
| 48                                             | Major/Minor/Other Research Projects<br>a) Completed in this year<br>b) ongoing                      | A |                                                 |                                                                                                  |
|                                                | Code of Ethics/ Plagiarism software                                                                 | A |                                                 |                                                                                                  |

|    |                                                                                                                                                   |   |  |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|
| 49 | Research Papers/Chapters Published in 2018-19 ( SCOPUS, Web of Science ,ISBN/ISSN, ICI )<br>(International/ National )                            | A |  |  |
| 50 | Papers Presented in 2017-18 (International/<br>National/ State )                                                                                  | A |  |  |
| 51 | Books Published in 2017-18 ( Single Author/ Co-<br>Author)                                                                                        | A |  |  |
| 52 | Seminars/Workshops/ Training Programme<br>Conducted in 2017-18 (International/ National/<br>State )                                               | A |  |  |
|    | Bibliometrics details                                                                                                                             | A |  |  |
| 53 | Record of Consultancy in 2017-18                                                                                                                  | A |  |  |
| 54 | Whether the Institution has created an ecosystem<br>for innovation including incubation centre and<br>other initiatives for transfer of knowledge | A |  |  |
| 55 | Whether the institution conducted<br>workshop/seminars on Intellectual Property<br>Rights (IPR), Industry-Academia Innovative<br>practices        | A |  |  |
|    | Record of MoUs in 2018-19 (MoUs to be signed<br>on stamped legal documents                                                                        | A |  |  |
|    | Collaborations for Research/Faculty<br>Exchange/Student Exchange (Attach<br>MoUs/Linkages)                                                        | A |  |  |
| 57 | Record of Subject/Department Related Extension<br>Activities                                                                                      | A |  |  |



|    |                                                                                                                                                                                                  |   |                                                                                               |                     |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------|---------------------|
|    | Number of extension programmes conducted (apart from NSS/NCC) 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 | More number of awards/rewards have to be received by encouraging the faculty and the students | yes, we will follow |

#### IV-INFRASTRUCTURE AND LEARNING RESOURCES

|    |                                                                                                               |   |  |  |
|----|---------------------------------------------------------------------------------------------------------------|---|--|--|
| 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(CA certified statement)                                      | A |  |  |
| 66 | Library is automated using Integrated Library Management System                                               | A |  |  |

|    |                                                                                                                                                                                             |         |                                                                |                                             |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------|---------------------------------------------|
| 67 | Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment                                                                               | A       |                                                                |                                             |
| 68 | Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga, Swayam membership and Databases(Give website URL)                                                                          | C       | More number of Education online support services may be sought | Yes, we have been contracting the concerned |
| 69 | Expenditure for purchase of books and journals in 2017-18(CA Certified statement)                                                                                                           | A       |                                                                |                                             |
| 70 | Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST                                                                                           | A       |                                                                |                                             |
| 71 | Student-Computer ratio                                                                                                                                                                      | A       |                                                                |                                             |
| 72 | Wifi in the campus                                                                                                                                                                          | A       |                                                                |                                             |
| 73 | Updation of IT facilities<br>a) English Language Lab<br>b) JKC Lab<br>c) Computer Labs<br>d) APSSDC Lab<br>e) Student Computer Ratio<br>f) Wi-fi enabled campus<br>e) Media Centre / Studio | A       |                                                                |                                             |
|    | Bandwidth of Internet Connections with details                                                                                                                                              | 40 MBPS |                                                                |                                             |
| 74 | Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component                                                                       | A       |                                                                |                                             |
| 75 | Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc                   | A       |                                                                |                                             |

### V-STUDENT SUPPORT AND PROGRESSION

|    |                                                                                                                                                         |   |                                                      |                                                     |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------|-----------------------------------------------------|
| 76 | Average percentage of students benefited by scholarships by the Government in 2017-18                                                                   | A |                                                      |                                                     |
| 77 | Average percentage of students benefited by scholarships by the Institution in 2017-18                                                                  | B | Percentage of Endowment prizes may be enhanced       | Yes, we do follow                                   |
| 78 | Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18           | A |                                                      |                                                     |
| 79 | Average percentage of placement of outgoing students in 2017-18                                                                                         | B | Number of placement may be Improved                  | More number of Job drives will be conducted         |
| 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                                                                                                   | A |                                                      |                                                     |
| 83 | Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.,) | C | Students may be encouraged to get through NET / SLET | Yes, motivating and supplying the material required |
| 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) (CA audited statement)                                                                                         | B | Suggested to collect more | Yes, it will be pursued |
| 89                                  | Number of Alumni Association / Chapters meetings held in 2017-18                                                                                      | B | Suggested to collect more | Yes, it will be pursued |
| 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                                                                                                                         | A |                           |                         |
| 94                                  | Maintenance of sanitation                                                                                                                             | A |                           |                         |
| <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                                                                                                                              | A |                           |                         |
| 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          | A |                           |                         |
| 104                                 | Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18 | A |                           |                         |

|     |                                                                                                                                                   |   |                                                 |                             |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------|-----------------------------|
| 105 | Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18 | A |                                                 |                             |
| 106 | Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18       | A |                                                 |                             |
| 107 | Orientation Program, Refresher Course, Short Term Courses attended by the faculty                                                                 | A |                                                 |                             |
| 108 | Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18                                                        | C | Seek the financial assistance from those bodies | Yes, we try to procure more |
| 109 | Average number of quality initiatives by IQAC for promoting quality culture per year                                                              | A |                                                 |                             |
| 110 | Participation in NIRF-2017                                                                                                                        | A |                                                 |                             |
| 111 | IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)             | A |                                                 |                             |
|     | Decentralisation and Participative Management Procedure                                                                                           | A |                                                 |                             |
|     | Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination      | A |                                                 |                             |
|     | Teachers attending OC /RC/FDP                                                                                                                     | A |                                                 |                             |
|     | Performance appraisal system for Teaching and Non-Teaching Staff                                                                                  | A |                                                 |                             |
|     | Strategies for Mobilisation of Funds                                                                                                              | A |                                                 |                             |

|                                                    |                                                                                                                                                                       |   |                          |                 |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------|-----------------|
|                                                    | Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)                                                                          | C | Initiatives may be taken | Yes, we do take |
| <b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b> |                                                                                                                                                                       |   |                          |                 |
|                                                    | <b>Social Responsibility:</b><br>Programs such as Nava Nirmana Deeksha, Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc. | A |                          |                 |
|                                                    | <b>Gender Equity Promotion Programmes and facilities to address gender Sensitivity</b>                                                                                | A |                          |                 |
|                                                    | Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,)                                                            | A |                          |                 |
| 112                                                | Percentage of power requirement of the Institution met by the renewable energy sources(solar panels)                                                                  | A |                          |                 |
| 113                                                | Waste Management steps taken                                                                                                                                          | A |                          |                 |
| 114                                                | Rain water harvesting structures and utilization in the campus                                                                                                        | A |                          |                 |
| 115                                                | Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)                                                                                    | A |                          |                 |
| 117                                                | Record of best/innovative practices by the institution                                                                                                                | A |                          |                 |
| 118                                                | College Activity Register 2018-19 & Hard Copy of AQAR 2016-17<br>( should be available with the Principal)                                                            | A |                          |                 |
| 119                                                | The number of classes(per week) taken by the Principal                                                                                                                | A |                          |                 |



|                            |                                                                                                          |   |  |  |
|----------------------------|----------------------------------------------------------------------------------------------------------|---|--|--|
| 120                        | Research projects/Publications/ study material developed in 2018-19 by the Principal                     | A |  |  |
|                            | Initiatives taken to engage and contribute to local community                                            | A |  |  |
|                            | Code of Conduct Book for Principal/Staff/Non Teaching and Students                                       | A |  |  |
|                            | Display of Core Values                                                                                   | A |  |  |
|                            | Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights | A |  |  |
|                            | Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course | A |  |  |
|                            | Institutional and Departmental Best Practices                                                            | A |  |  |
| <b>College Grading - A</b> |                                                                                                          |   |  |  |
|                            |                                                                                                          |   |  |  |

  
 Signature of the Vice-Principal  
 Name : Dr. M. Ravi Kumar  
 Date : 05-03-2019



  
 Signature of the Principal  
 Name : Dr. N. Subbanarasaiah  
 Date : 05-03-2019

**Academic & Administrative Audit : 2021-22**

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

| S.N<br>o.                   | Item                                                                                                                 | Records to be verified                                                                                                                                                                                                                                                  | Bench Marks                                                                                                                                                                                                                      | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>I-CURRICULAR ASPECTS</b> |                                                                                                                      |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| <b>A</b>                    | <b>Curricular Planning and Implementation</b>                                                                        |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| 1                           | Curriculum Design and Development ( For Autonomous Colleges)                                                         | 1. Departmental meeting Minutes<br>2. BoS Minutes<br>3. Academic Council Minutes<br>4. Copies of course wise curriculum                                                                                                                                                 | Grade A, if 60% and above modification in syllabi of all courses offered;<br>Grade B, if 40%-60% of modification in syllabi of all courses offered;<br>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<br>2. College & Departmental Activity Register<br>3. Departmental Annual Curricular Plan<br>4. Teaching Diary                                                                                                                              | Grade A, if all the four records match with one another<br>Grade B, if two records match with one another<br>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<br>2. Departmental Meeting Minutes<br>3. BOS records<br>4. POs/PSOs/COs records<br>5. Extra curricular & Co curricular Activity reports                                                                                                    | Grade A, if all the two records are maintained<br>Grade B, if any four records are maintained<br>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<br>Grade B, if 50% and above Departments Conduct the courses<br>Grade C, if below 50% Departments conduct the course                                                             | A                                        | B                                                                                                             |                                                                 |
| <b>B</b>                    | <b>Academic Flexibility &amp; Curriculaum Enrichment</b>                                                             |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| 5                           | Institution's contribution to enrichment of curriculum                                                               | 1. Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum;<br>2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum | Grade A, if all Departments produce all the reports<br>Grade B, if 50% of the Departments produce all the reports<br>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<br>Grade B, if 50% and above Departments Conduct the courses<br>Grade C, if below 50% Departments conduct the course                                                             | B                                        | C                                                                                                             |                                                                 |



| S.N<br>o.                                     | Item                                                                                                                                                 | Records to be verified                                                                                                                                                                                              | Bench Marks                                                                                                                                                                                                          | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 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<br>Grade B, if 60% - 90% syllabus is covered by the Departments<br>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<br>Copy Enclosed                       | A                                                                                                             |                                                                 |
| <b>Feedback on curriculum</b>                 |                                                                                                                                                      |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| 9                                             | Collection, Consolidation, Analysis and Action taken                                                                                                 | 1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ;<br>2. Analysis<br>3. Action Taken Reports<br>(BoS Minutes to be compared and verified in the case of Autonomous Colleges) | Grade A, if all the two are done<br>Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done<br>Grade C, if 1 (Collection and Consolidation of feedback) is done                             | A                                        | A                                                                                                             |                                                                 |
| <b>Overall Grade</b>                          |                                                                                                                                                      | A                                                                                                                                                                                                                   |                                                                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| <b>II-TEACHING, LEARNING &amp; EVALUATION</b> |                                                                                                                                                      |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| <b>A</b>                                      | <b>Student Enrolment and Profile</b>                                                                                                                 |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| 1                                             | Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)                                          | Admission register from the office Consolidated Report from the Principal                                                                                                                                           | Grade A, if two year reports are produced Grade B, if two year reports are produced<br>Grade C, if only one year report is produced                                                                                  | B                                        | A                                                                                                             |                                                                 |
| 2                                             | Demand Ratio (Group wise)<br><b>(No.of applications received/ Sanctioned Seats)</b> (Overall ratio)                                                  | Year wise report of the Principal                                                                                                                                                                                   | Grade A, if two year reports are produced<br>Grade B, if two year reports are produced Grade C, if only one year report is produced                                                                                  | B                                        | A                                                                                                             |                                                                 |
| 3                                             | Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc)<br><b>(Seats earmarked / Seats filled)</b> | Year wise, Category wise report of the Principal                                                                                                                                                                    | Grade A, if all the reports are maintained Grade B, if improperly maintained<br>Grade C, if not maintained                                                                                                           | A<br>A<br>A<br>A<br>A                    | A<br>A<br>A<br>A<br>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<br>Grade C, if not maintained                                                                                                           | A                                        | A                                                                                                             |                                                                 |
| <b>B</b>                                      | <b>Catering to Student Diversity</b>                                                                                                                 |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| 5                                             | Institutional mechanism for assessing the learning levels of the students                                                                            | Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)                                                           | Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented                                                                                                                 | A                                        | C                                                                                                             |                                                                 |



| 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*) |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 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                                  | C                                                                                               |                                                       |
| 7                                  | Student - full time teacher ratio for the last 2 years<br><b>Total no. of students enrolled in the institution/<br/>Total no. of full time teachers</b>                    | Consolidated Report validated by IQAC and verified by Principal                                                                                                     | Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented                                     | A                                  | 1915/79                                                                                         |                                                       |
| <b>C Teaching Learning Process</b> |                                                                                                                                                                            |                                                                                                                                                                     |                                                                                                                                          |                                    |                                                                                                 |                                                       |
| 8                                  | Details of student centric methods adopted                                                                                                                                 | Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal | Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports | 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                                  | B                                                                                               |                                                       |
| 12                                 | Ratio of Final year students undertaking field trip or project or internships ( <b>No. of students attending field trip or project/ Total No. of Final year students</b> ) | Reports by Departments validated by IQAC                                                                                                                            | Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports | 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 (Pickers, 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 |                                    |                                                                                                 |                                                       |



| 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*) |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 15                               | Usage of Virtual classes (Minimum 2 classes per subject per month)                                                                                                | Department wise Virtual Class reports<br>Log books related to the Virtual Class rooms | Grade A, if 75% of the Departments submit reports<br>Grade B, if 50% Departments submit reports<br>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<br>Grade B, if 50% of the Departments submit reports<br>Grade C, if <50% of the Departments submit reports                                                                                 | A                                  | A                                                                                              |                                                       |
| 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<br>Grade B, if 50% of the Teachers submit Certificates<br>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<br>Grade B, if 50% of the Departments submit reports<br>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)<br>Grade B, if State level events are organized (at least 5)<br>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<br>Grade B, if only one is maintained<br>Grade C, if only classes are engaged                                                                                                                                |                                    | A                                                                                              |                                                       |
| <b>D Teacher Profile Quality</b> |                                                                                                                                                                   |                                                                                       |                                                                                                                                                                                                                                              |                                    |                                                                                                |                                                       |
| 21                               | Staff Attendance                                                                                                                                                  | Staff Attendance Registers & TLP Records (Current Year)                               | Grade A, if 75% attendance through out the year<br>Grade B, if 60% attendance through out the year<br>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<br>Grade B, if 50% full time teachers<br>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<br>Grade B, if 60% teachers with Ph.D<br>Grade C, if <60% teachers with Ph.D                                                                                                                              | A                                  | 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)<br>Grade B, if State level events are organized (at least 5 per year)<br>Grade C, if District and College level events are organized (at least 5 per year) | B                                  | A                                                                                              |                                                       |

| S.N<br>o. | Item                                                                                         | Records to be verified                   | Bench Marks                                                                                                                                                                                                                                    | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|----------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 25        | Seminars/conferences/workshops<br>attended in the last two years (Overall<br>Staff Attended) | Reports by Departments validated by IQAC | Grade A, if International and National events are attended (at<br>least 5 per year)<br>Grade B, if State level events are attended (at least 5per year)<br>Grade C, if District and College level events are attended ( at<br>least 5per year) | A                                        | A                                                                                                             |                                                                 |



| S.N<br>o. | Item                                                                                                   | Records to be verified                                                                                                                                                                                                                                                                                                                                                                                                 | Bench Marks                                                                                                                                                          | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>E</b>  | <b>Evaluation Process and Reforms</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| 26        | Mechanism of transparent and accurate internal assessment                                              | 1. Announcement of date (Circular)<br>2. Announcement of syllabus for exam (Department Meeting minutes and Circular)<br>3. Blue print of the test as per Bloom's Taxonomy<br>4. Conduct of exam without malpractices (Circular showing the internal squad)<br>5. Correction and distribution of scripts within the prescribed time<br>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<br>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment<br>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                                        | A                                                                                                             |                                                                 |
| 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                                                                                                             |                                                                 |
| <b>F</b>  | <b>Student Performance and Learning Outcomes</b>                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| 30        | Announcement of Programme Outcomes and Course Outcomes by the Departments                              | 1.Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students                                                                                                                                                                                                 | Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records                 | 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                                                                                                             |                                                                 |

| S.N<br>o.                                      | Item                                                                                                                                                                                                 | Records to be verified                                                                                            | Bench Marks                                                                                                                      | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| G                                              | <b>Student Satisfaction Survey</b>                                                                                                                                                                   |                                                                                                                   |                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| 32                                             | Record of Feed back and analysis on Teachers by Students                                                                                                                                             | Feedback Collection, Consolidation, Analysis and Action taken on<br>a. Curriculum<br>b. Facilities<br>c. Teachers | Grade A, if all the two are done Grade B, if any two are done<br>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     | A                                        | A                                                                                                             |                                                                 |
| <b>Overall Grade - A</b>                       |                                                                                                                                                                                                      | A                                                                                                                 |                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| <b>III-RESEARCH, INNOVATIONS AND EXTENSION</b> |                                                                                                                                                                                                      |                                                                                                                   |                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| A                                              | <b>Promotion of Research and Facilities</b>                                                                                                                                                          |                                                                                                                   |                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| 1                                              | College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council                                                                                                       | Sanctioned Letter<br>Report by Research Committee Coordinator, verified by the Principal                          | Grade A, if Research Centre is functioning Grade B, if Research Centre is established<br>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<br>Grade C, if < 30% are Research Guides             | C                                        | B                                                                                                             |                                                                 |
| 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<br>Grade C, if there is no Research work       | A                                        | A                                                                                                             |                                                                 |
| 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<br>Grade C, if there is no Research Project                                  | B                                        | C                                                                                                             |                                                                 |
| B                                              | <b>Resource Mobilization for Research Purpose</b>                                                                                                                                                    |                                                                                                                   |                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| 5                                              | Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years                                                                                               | Report by Research Committee Coordinator, verified by the Principal                                               | Grade A, if > 3 Lkh Grade B, if <3lkh<br>Grade C, if there is no funding                                                         | A                                        | C                                                                                                             |                                                                 |
| 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<br>Grade C, if there is no funding                                | A                                        | A                                                                                                             |                                                                 |



| S.N<br>o. | Item                                                                                                                                                                            | Records to be verified                                                                                        | Bench Marks                                                                                                                                                                                                                              | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 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;<br>Grade B if only innovation facility is established Grade C if no such centre is established till now. | B                                        | C                                                                                                             |                                                                 |
| <b>C</b>  | <b>Research Publicaton and Awards</b>                                                                                                                                           |                                                                                                               |                                                                                                                                                                                                                                          |                                          |                                                                                                               |                                                                 |
| 8         | Papers Presented for the last two years (International/ National/ State level conferences and seminars )                                                                        | Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal | Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each<br>Grade C, if < 50% of Departments publish one paper each                                                                         | A                                        | A                                                                                                             |                                                                 |
| 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<br>Grade C, if < 50% of Departments publish one book each                                                                            | B                                        | A                                                                                                             |                                                                 |
| 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<br>Grade C, if < 50% of Departments publish one paper each                                                                         | A                                        | A                                                                                                             |                                                                 |
| 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;<br>C if it is zero.                                                                                                                                                           | B                                        | A                                                                                                             |                                                                 |
| 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<br>Grade C, if < 50% of Departments publish one book each/ Chapter                                                 | B                                        | A                                                                                                             |                                                                 |
| 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<br>Grade C, if one Award is bagged<br>(Considering all two years)                                                                                              | A                                        | B                                                                                                             |                                                                 |
| <b>D</b>  | <b>Extension Activities</b>                                                                                                                                                     |                                                                                                               |                                                                                                                                                                                                                                          |                                          |                                                                                                               |                                                                 |
| 14        | Extension Activities carried out through Govt/ Govt recognized bodies                                                                                                           | Report on Activities validated by IQAC and verified by Principal                                              | Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted<br>Grade C, if < 7 activities are conducted                                                                                                           | A                                        | A                                                                                                             |                                                                 |



| S.N<br>o. | Item                                                                                                                                                                                        | Records to be verified                                                                                           | Bench Marks                                                                                                                           | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 15        | Number of extension programmes conducted in collaboration 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 received for <b>Extension activities</b> from Government/ recognised bodies for the last 2 years                                                             | Report on Activities validated by IQAC and verified by Principal                                                 | Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years) | A                                        | A                                                                                                             |                                                                 |
| 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                                                                                                             |                                                                 |

| 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*) |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| E                    | <b>Consultancy and Collaboration</b>                                                                                              |                                                                                                                          |                                                                                                                                                                                              |                                    |                                                                                                |                                                       |
| 18                   | Areas of Consultancy offered and Amount generated (during the last 2 years)                                                       | 1. Department wise Report on Activities validated by IQAC and verified by Principal<br>2. Audited Statements             | Grade A, if more than 25,000/- generated through consultancy<br>Grade B, if more than 10,000/- generated through consultancy<br>Grade C, if less than 10,000/- generated through consultancy | C                                  | C                                                                                              |                                                       |
| 19                   | Details of collaborations/linkages for                                                                                            |                                                                                                                          |                                                                                                                                                                                              |                                    | A                                                                                              |                                                       |
|                      | A. Faculty Exchange                                                                                                               | 1. Department wise Report on Activities validated by IQAC and verified by Principal<br>2. Properly signed MOUs           | Grade A, if more than 2 Faculty members exchanged<br>Grade B, if 1 Faculty member exchanged<br>Grade C, if no Faculty member exchanged                                                       | A                                  | A                                                                                              |                                                       |
|                      | B. Student Exchange                                                                                                               |                                                                                                                          | Grade A, if more than 5 Students exchanged<br>Grade B, if 2 Student exchanged<br>Grade C, if no Student exchanged                                                                            | C                                  | A                                                                                              |                                                       |
|                      | C. CSP & Internship                                                                                                               |                                                                                                                          | Grade A, if more than 100% Students attended<br>Grade B, if 70% Students attended<br>Grade C, if 50% Students attended                                                                       | A                                  | A                                                                                              |                                                       |
|                      | D. Field trips                                                                                                                    |                                                                                                                          | Grade A, if all Departments conducted<br>Grade B, if 50% Departments conducted<br>Grade C, if below 50% Departments conducted                                                                | A                                  | A                                                                                              |                                                       |
|                      | E. OJTs                                                                                                                           |                                                                                                                          | Grade A, if more than 10 Students attended<br>Grade B, if 10 Students attended<br>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<br>2. Department wise Report on follow up Activities validated by IQAC and verified by Principal | Grade A, if all Departments have functional MOUs<br>Grade B, if 50% Departments have functional MOUs<br>Grade C, if below 50% Departments have functional MOUs                               |                                    | A                                                                                              |                                                       |
| 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<br>Grade B, if 1 workshop/seminar is conducted<br>Grade C, if no workshop/seminar is conducted                                                | A                                  | A                                                                                              |                                                       |
| <b>Overall Grade</b> |                                                                                                                                   |                                                                                                                          |                                                                                                                                                                                              |                                    |                                                                                                |                                                       |



| 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*) |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>IV - INFRASTRUCTURE &amp; LEARNING RESOURCES (Not covered under format - I)</b> |                                                                                                                                                                                                                |                                                                                                                                                                  |                                                                                                                                                                                                                          |                                    |                                                                                                |                                                       |
| <b>A</b>                                                                           | <b>Details of Library as a Learning Resource</b>                                                                                                                                                               |                                                                                                                                                                  |                                                                                                                                                                                                                          |                                    |                                                                                                |                                                       |
| 1                                                                                  | Details of Library Automation<br>a. Name of the iLMS software<br>b. Status of automation<br>c. Year and Version                                                                                                | Librarian's Report validated by IQAC and verified by Principal                                                                                                   | Grade A, if 100% automation is done<br>Grade B, if partially done<br>Grade C, if not automated                                                                                                                           | B                                  | C                                                                                              |                                                       |
| 2                                                                                  | Details of<br>i. e-journals<br>ii. e-sodhsindhu<br>iii. Sodhganga<br>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<br>Grade B, if 50% of Teachers and Students make use of the e-resources<br>Grade C, if below 50% Teachers and Students make use of the e-resources | A                                  | A                                                                                              |                                                       |
| 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<br>Grade B, if 50% of Teachers and Students make use of Library<br>Grade C, if less than 50% Teachers and Students make use of Library               | A                                  | A                                                                                              |                                                       |
| <b>B</b>                                                                           | <b>IT Infrastructure</b>                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                                          |                                    |                                                                                                |                                                       |
| 4                                                                                  | Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex)                                                         | 1. Infrastructure procurement and maintenance policy approved by the Principal<br>2. Report showing the expenditure towards repairs, maintenance and upgradation | Grade A, if Policy and Report are maintained<br>Grade B, if only Policy or Report is maintained<br>Grade C, if nothing is available                                                                                      | A                                  | A                                                                                              |                                                       |
| 5                                                                                  | Expenditure incurred for the last two years on :<br>a) New Infrastructure Facility<br>b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component | 1. Finance Committee Meeting Minutes<br>2. Report validated by IQAC and verified by Principal                                                                    | Grade A, if Minutes and Report are maintained<br>Grade B, if only Minutes or Report is maintained<br>Grade C, if nothing is available                                                                                    | A                                  | A                                                                                              |                                                       |
| <b>Overall Grade</b>                                                               |                                                                                                                                                                                                                | A                                                                                                                                                                | A                                                                                                                                                                                                                        |                                    |                                                                                                |                                                       |



| S.N<br>o.                                                               | Item                                                                                                                                                                                                 | Records to be verified                                                                                       | Bench Marks                                                                                                                                                                                            | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)</b> |                                                                                                                                                                                                      |                                                                                                              |                                                                                                                                                                                                        |                                          |                                                                                                               |                                                                 |
| <b>A</b>                                                                | <b>Student Support</b>                                                                                                                                                                               |                                                                                                              |                                                                                                                                                                                                        |                                          |                                                                                                               |                                                                 |
| 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                                        | B                                                                                                             |                                                                 |
|                                                                         | 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<br>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                                                                                                                                                                 |                                                                                                              |                                                                                                                                                                                                        |                                          | A                                                                                                             |                                                                 |
|                                                                         | c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)                                                                                                                                          |                                                                                                              |                                                                                                                                                                                                        |                                          | A                                                                                                             |                                                                 |
| 3                                                                       | d) ICT/ Computer Skills<br>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<br>Grade C, if less than 30% of students placed                                                                        |                                          | A                                                                                                             |                                                                 |
| 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<br>Grade B, if 50% of grievances are redressed as per the policy<br>Grade C, if less than 50% of grievances are redressed as per the policy | A                                        | A                                                                                                             |                                                                 |

| S.N<br>o.                  | Item                                                                                                                                                              | Records to be verified                                                                                                                                 | Bench Marks                                                                                                                                                        | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good) / B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 5                          | Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms 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                                  | A                                        | C                                                                                                              |                                                                 |
| 6                          | The Institution has a transparent mechanism for timely redressal of:<br>A. Sexual harassment<br>B. Ragging                                                        | 1. Anti ragging Policy and Policy to prevent Sexual harassment<br>2. Committee(s) Report(s) about grievance redressal<br>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<br>2. Committee Report on activities<br>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>B</b>                   |                                                                                                                                                                   |                                                                                                                                                        |                                                                                                                                                                    |                                          |                                                                                                                |                                                                 |
| <b>Student Progression</b> |                                                                                                                                                                   |                                                                                                                                                        |                                                                                                                                                                    |                                          |                                                                                                                |                                                                 |
| 8                          | Students' Progression to Higher Education                                                                                                                         | 1. Department wise Reports with proof of Admission<br>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<br>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<br>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                                            | B                                        | A                                                                                                              |                                                                 |
| 11                         | Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations<br>(Qualified students/Total No of students x 100)          | 1. Department wise Reports with proofs<br>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                                            | B                                        | 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                                                                                                              |                                                                 |



| S.N<br>o. | Item                                                                                                                                                                         | Records to be verified                                                                         | Bench Marks                                                                                                                                                     | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>C</b>  | <b>Student Participation and Activities</b>                                                                                                                                  |                                                                                                |                                                                                                                                                                 |                                          |                                                                                                               |                                                                 |
| 13        | No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)                                         | Consolidated Reports by the Committees, validated by IQAC & verified by Principal              | Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level                                               | B                                        | 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<br>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 | B                                        | 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                                                                                                             |                                                                 |
| <b>D</b>  | <b>Alumni Engagement</b>                                                                                                                                                     |                                                                                                |                                                                                                                                                                 |                                          |                                                                                                               |                                                                 |
| 17        | Is there registered Alumni Association for the institution? If yes, year of registration and number                                                                          | Registration certificate to be verified                                                        | Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered                        | 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                                        | C                                                                                                             |                                                                 |



| S.N<br>o.                           | Item                                                                                                                    | Records to be verified                                                                                  | Bench Marks                                                                                                                                                                                      | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 19                                  | Number of Alumni Association Chapters / meetings held during the last 2 years                                           | 1. Meeting minutes<br>2. Consolidated reports                                                           | Grade A, if 4 and above Grade B, if 2 and above<br>Grade C, if one and below                                                                                                                     | B                                        | A                                                                                                             |                                                                 |
| Overall Grade                       |                                                                                                                         | AA                                                                                                      |                                                                                                                                                                                                  | A                                        |                                                                                                               |                                                                 |
| <b>VI-GOVERNANCE AND LEADERSHIP</b> |                                                                                                                         |                                                                                                         |                                                                                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| <b>A</b>                            | <b>Institutional Vision and Leadership</b>                                                                              |                                                                                                         |                                                                                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| 1                                   | Mechanism of achieving the Vision and Mission of the Insitution (Describe in 200 words)                                 | Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs                       | Grade A, if strategic plan is in action<br>Grade B, if the mechanism is in planning stage Grade C, if nothing is available                                                                       | A                                        | A                                                                                                             |                                                                 |
| 2                                   | Explain the Insitutional Practices like decentralization and participative management to show case effective leadership | 1. List of Committees showing decentralization<br>2. Meeting Minutes and Action Plans by all committees | Grade A, if both are maintained Grade B, if only one is maintained<br>Grade C, if only committees are constituted                                                                                |                                          | 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<br>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<br>Grade B, if the Insitution achieves Grade A ocassionally<br>Grade C, if the Instituion 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<br>Grade B, if the applicatons are not disposed within the stipulated time<br>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<br>Grade B, if Only heirarchy is presented<br>Grade C, if Organogram is not prepared                                                    | A                                        | A                                                                                                             |                                                                 |
| <b>B</b>                            | <b>Institutional e - governance</b>                                                                                     |                                                                                                         |                                                                                                                                                                                                  |                                          |                                                                                                               |                                                                 |
| 7                                   | Implementation of e - governance in                                                                                     | Softwares and records to be verified Consolidated report by Principal                                   | Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist                                                                                                  | A                                        | A                                                                                                             |                                                                 |
|                                     | a) Administration                                                                                                       |                                                                                                         |                                                                                                                                                                                                  |                                          | A                                                                                                             |                                                                 |
|                                     | b) Finance and Accounts                                                                                                 |                                                                                                         |                                                                                                                                                                                                  |                                          | A                                                                                                             |                                                                 |
|                                     | c) Student Admissions and support                                                                                       |                                                                                                         |                                                                                                                                                                                                  |                                          | A                                                                                                             |                                                                 |
|                                     | d) Examinations                                                                                                         |                                                                                                         |                                                                                                                                                                                                  |                                          | A                                                                                                             |                                                                 |

| 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*) |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>C Faculty Empowerment Strategies</b>                 |                                                                                                                                                                                                                           |                                                                                       |                                                                                                                                                                                                              |                                    |                                                                                                |                                                       |
| 8                                                       | Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years                                                                                                  | Consolidated report by research committee validated by IQAC and Verified by Principal | Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded                                                                             | B                                  | A                                                                                              |                                                       |
| 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                                                                                              |                                                       |
| 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<br>Grade B, if more than 50 % teachers are accredited at "Good" grade<br>Grade C, if less than 50% teachers are accredited at "Good" grade | A                                  | A                                                                                              |                                                       |
| <b>D Financial Management and Resource Mobilization</b> |                                                                                                                                                                                                                           |                                                                                       |                                                                                                                                                                                                              |                                    |                                                                                                |                                                       |
| 12                                                      | Institutional mechanism for internal and external financial audits                                                                                                                                                        | 1. Internal Audit Committee constitution Circular<br>2. Financial Audit Reports       | Grade A, if both are maintained<br>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                                                                               | A                                  | A                                                                                              |                                                       |



| 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*) |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| E                                                  | <b>Internal Quality Assurance System</b>                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                        |                                                                                                                                                                                                                |                                    |                                                                                                |                                                       |
| 14                                                 | Significant Contribution of IQAC for quality<br>a. Strategies and Plan of Action<br>b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC<br>c. Details of AQARs prepared and submitted<br>d. Number of IQAC meetings held during the current year<br>e. Average number of quality initiatives by IQAC for promoting quality culture per year                             | 1. IQAC Activity register<br>2. Action Plan<br>3. Minutes of Meeting<br>4. ATR<br>5. Proof of submission of AQAR to NAAC last two years<br>6. Hard copies of AQARs submitted                                           | Grade A, if all the records are maintained Grade B, if the first four records are maintained<br>Grade C, if any 3 records or below are maintained                                                              | A                                  | A                                                                                              |                                                       |
| 15                                                 | Participation in NIRF                                                                                                                                                                                                                                                                                                                                                                                              | 1. Record of submission<br>2. Proof of Rank, if any.                                                                                                                                                                   | Grade A, if ranked Grade B, if participated<br>Grade C, if not participated                                                                                                                                    | B                                  | A                                                                                              |                                                       |
| <b>Overall Grade</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |                                                                                                                                                                                                                | A                                  |                                                                                                |                                                       |
| <b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b> |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |                                                                                                                                                                                                                |                                    |                                                                                                |                                                       |
| A                                                  | <b>Activities that teach values of the Institution</b>                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                        |                                                                                                                                                                                                                |                                    |                                                                                                |                                                       |
| 1                                                  | Details of Activities by the Institution for<br><b>A) Promotion of gender equality and sensitization</b><br>a) Safety and security b) Counselling<br>c) Common Rooms for women students<br>d) Details about sensitization activities<br><br><b>B) Environmental consciousness and sustainability</b><br>a) Solar energy,<br>b) Sensor-based energy conservation,<br>c) Use of LED bulbs/ power efficient equipment | Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal<br><br>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<br>Grade C, if any 2 or below<br><br>Grade A, if all 3 reports are present Grade B, if any 2 are present<br>Grade C, if any one is present | A                                  | A<br><br>A                                                                                     |                                                       |



| S.N<br>o. | Item                                                                                                                                                                                            | Records to be verified                                                                                                           | Bench Marks                                                                                            | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
|           | <b>C) Waste Management</b><br>a) Solid waste management<br>b) Liquid waste management<br>c) Lab Waste management<br>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<br>Grade C, if any 2 or below      | B                                        | A                                                                                                             |                                                                 |
|           | <b>D) Water Conservation</b><br>a) Rain water harvesting<br>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                                                                                                             |                                                                 |
|           | <b>E) Green campus initiatives</b><br>a) Plastic free campus(Ban on the use of Plastics)<br>b) Botanical garden c)Green house<br>d)Green landscaping<br>e) Green audit<br>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<br>Grade C, if any 3 or below      | A                                        | A                                                                                                             |                                                                 |
|           | <b>F) Divyangana friendly barrier - free environment</b><br>a) Ramps b) Railings<br>c) Scribe for examination d) Provision of lift/Wheel chairs<br>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<br>Grade C, if any 2 or below      | A                                        | A                                                                                                             |                                                                 |
| <b>B</b>  | <b>Initiatives for inculcating values</b>                                                                                                                                                       |                                                                                                                                  |                                                                                                        |                                          |                                                                                                               |                                                                 |
| 2         | <b>Cross cutting issues and value initiatives</b><br>a) Tolerance and harmony against several diversities<br>i) Cultural<br>ii) Regional iii) Linguistic<br>iv) Communal<br>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<br>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<br>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<br>Grade C, if nothing is present | A                                        | A                                                                                                             |                                                                 |

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

Name & Signature of the Principal:

DV. G. RAVINDRANATH

Name & Signature of the Vice-Principal:

DV. M. RAMJEH

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

Name & Signatures of the Academic Advisors

1 DRC V. Krishnaveni 25/11/23  
2 25/11/23 (P. S. J. S. L. M. A. N. Y. A. M.)  
3  
4 K. C. M.  
5 (A. J. H. M. I. N. G. A. S. A. S. A.)



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

**Academic & Administrative Audit of Degree Colleges (2021-22)**

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

Name of the College, Place, District:

Date of Audit conducted:

| S.No. | Criteria                                                 | Recommendations by AA*                                                                       | Action Taken                             |
|-------|----------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------|
| I     | CURRICULAR ASPECTS                                       | Suggest to introduce new courses and Encourage the students to register more online courses. | Initiation has been taken                |
| II    | TEACHING, LEARNING & EVALUATION                          | To Improve Students Admissions                                                               | Yes, steps were taken                    |
| III   | RESEARCH, INNOVATIONS AND EXTENSION                      | Suggest to provide Research guidance for all eligible faculty                                | proposals sent to concerned authorities. |
| IV    | INFRASTRUCTURE & LEARNING RESOURCES                      | Suggest for digitalisation of library                                                        | Yes, we will follow                      |
| V     | STUDENT SUPPORT AND PROGRESSION                          | Suggest to Improve Freshers for students                                                     | mobilisation is underway for freshers.   |
| VI    | GOVERNANCE AND LEADERSHIP                                | Suggest to get better NIRF Rank                                                              | Efforts are being made                   |
| VII   | INSTITUTIONAL VALUES AND BEST PRACTICES                  | Suggest to install more solar panels                                                         | planning to install solar panels.        |
| VIII  | 2020-21 AAA RECOMMENDATIONS                              | Completed all recommendations                                                                | -                                        |
|       | IS ACTION TAKEN AS PER THE RECOMMENDATIONS ?             | Yes                                                                                          | -                                        |
|       | IF NOT, STATE THE REASONS ?                              | -                                                                                            | -                                        |
| IX    | NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE      | 2.40, Improve better Grade                                                                   | Efforts are being made.                  |
| X     | NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE      | Suggest to strengthen infrastructure                                                         | proposals sent to concerned authorities  |
| XI    | SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE            | Suggest to renovate the Hostel                                                               | Estimations are underway                 |
| XII   | IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE | Suggest to renovate the Hostel                                                               | Efforts are being made                   |
| XIII  | SUGGESTIONS TO RESOLVE                                   | -                                                                                            | -                                        |
| XIV   | FEED BACK                                                | Good                                                                                         | -                                        |

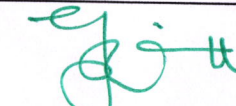
AA\* : Academic Advisor

Name & Signature of the Vice - Principal

Date:

  
**CO-ORDINATOR**  
**ACADEMIC CELL**  
 Govt. College for Men (A), Kadapa.

  
**Dr. M. Ramesh, Ph.D.**  
**NAAC Co-ordinator**  
 Govt. College for Men (A) Kadapa.

  
**Dr. G. Ravindranath, Ph.D.**  
**PRINCIPAL**  
 Govt. College for Men (A) Kadapa.



**Academic & Administrative Audit : 2022-23**

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

| S.N<br>o.                   | Item                                                                                                                 | Records to be verified                                                                                                                                                                                                                                                  | Bench Marks                                                                                                                                                                                                                      | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/ C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>I-CURRICULAR ASPECTS</b> |                                                                                                                      |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                  |                                          |                                                                                                                |                                                                 |
| <b>A</b>                    | <b>Curricular Planning and Implementation</b>                                                                        |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                  |                                          |                                                                                                                |                                                                 |
| 1                           | Curriculum Design and Development ( For Autonomous Colleges)                                                         | 1. Departmental meeting Minutes<br>2. BoS Minutes<br>3. Academic Council Minutes<br>4. Copies of course wise curriculum                                                                                                                                                 | Grade A, if 60% and above modification in syllabi of all courses offered;<br>Grade B, if 40%-60% of modification in syllabi of all courses offered;<br>Grade C, if less than 40% modification in syllabi of all courses offered; | A<br><br>A<br><br>A                      | A                                                                                                              |                                                                 |
| 2                           | Implementation of Annual Institutional Plan                                                                          | 1. Annual Institutional Plan<br>2. College & Departmental Activity Register<br>3. Departmental Annual Curricular Plan<br>4. Teaching Diary                                                                                                                              | Grade A, if all the four records match with one another<br>Grade B, if two records match with one another<br>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<br>2. Departmental Meeting Minutes<br>3. BOS records<br>4. POs/PSOs/COs records<br>5. Extra curricular & Co curricular Activity reports                                                                                                    | Grade A, if all the two records are maintained<br>Grade B, if any four records are maintained<br>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<br>Grade B, if 50% and above Departments Conduct the courses<br>Grade C, if below 50% Departments conduct the course                                                             | A                                        | B                                                                                                              |                                                                 |
| <b>B</b>                    | <b>Academic Flexibility &amp; Curriculaum Enrichment</b>                                                             |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                  |                                          |                                                                                                                |                                                                 |
| 5                           | Institution's contribution to enrichment of curriculum                                                               | 1. Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum;<br>2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum | Grade A, if all Departments produce all the reports<br>Grade B, if 50% of the Departments produce all the reports<br>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<br>Grade B, if 50% and above Departments Conduct the courses<br>Grade C, if below 50% Departments conduct the course                                                             | B                                        | C                                                                                                              |                                                                 |

| S.N<br>o.                                     | Item                                                                                                                                                 | Records to be verified                                                                                                                                                                                              | Bench Marks                                                                                                                                                                                                          | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 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<br>Grade B, if 60% - 90% syllabus is covered by the Departments<br>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<br>Copy Enclosed                       | A                                                                                                             |                                                                 |
| <b>Feedback on curriculum</b>                 |                                                                                                                                                      |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| 9                                             | Collection, Consolidation, Analysis and Action taken                                                                                                 | 1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ;<br>2. Analysis<br>3. Action Taken Reports<br>(BoS Minutes to be compared and verified in the case of Autonomous Colleges) | Grade A, if all the two are done<br>Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done<br>Grade C, if 1 (Collection and Consolidation of feedback) is done                             | A                                        | A                                                                                                             |                                                                 |
| <b>Overall Grade</b>                          |                                                                                                                                                      |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| <b>II-TEACHING, LEARNING &amp; EVALUATION</b> |                                                                                                                                                      |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| <b>A</b>                                      | <b>Student Enrolment and Profile</b>                                                                                                                 |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| 1                                             | Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)                                          | Admission register from the office Consolidated Report from the Principal                                                                                                                                           | Grade A, if two year reports are produced Grade B, if two year reports are produced<br>Grade C, if only one year report is produced                                                                                  | B                                        | C                                                                                                             |                                                                 |
| 2                                             | Demand Ratio (Group wise)<br><b>(No.of applications received/ Sanctioned Seats)</b> (Overall ratio)                                                  | Year wise report of the Principal                                                                                                                                                                                   | Grade A, if two year reports are produced<br>Grade B, if two year reports are produced Grade C, if only one year report is produced                                                                                  | B                                        | A-Commerce<br>C-Arts                                                                                          |                                                                 |
| 3                                             | Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc)<br><b>(Seats earmarked / Seats filled)</b> | Year wise, Category wise report of the Principal                                                                                                                                                                    | Grade A, if all the reports are maintained Grade B, if improperly maintained<br>Grade C, if not maintained                                                                                                           | A                                        | A                                                                                                             |                                                                 |
|                                               |                                                                                                                                                      |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      | A                                        | A                                                                                                             |                                                                 |
|                                               |                                                                                                                                                      |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      | A                                        | A                                                                                                             |                                                                 |
|                                               |                                                                                                                                                      |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      | A                                        | A                                                                                                             |                                                                 |
|                                               |                                                                                                                                                      |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      | 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<br>Grade C, if not maintained                                                                                                           | A                                        | A                                                                                                             |                                                                 |
| <b>B</b>                                      | <b>Catering to Student Diversity</b>                                                                                                                 |                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                                          |                                                                                                               |                                                                 |
| 5                                             | Institutional mechanism for assessing the learning levels of the students                                                                            | Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)                                                           | Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented                                                                                                                 | A                                        | C                                                                                                             |                                                                 |



| S.N<br>o. | Item                                                                                                                                                             | Records to be verified                                                                                                                                              | Bench Marks                                                                                                                              | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 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                                        | 1426/79                                                                                                       |                                                                 |
| 7         | Student - full time teacher ratio for the last 2 years<br><b>Total no. of students enrolled in the institution/<br/>Total no. of full time teachers</b>          | Consolidated Report validated by IQAC and verified by Principal                                                                                                     | Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented                                     |                                          |                                                                                                               |                                                                 |
| 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 activites 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                                        | B                                                                                                             |                                                                 |
| 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 |                                          |                                                                                                               |                                                                 |



| 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*) |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 15                               | Usage of Virtual classes (Minimum 2 classes per subject per month)                                                                                                | Department wise Virtual Class reports<br>Log books related to the Virtual Class rooms | Grade A, if 75% of the Departments submit reports<br>Grade B, if 50% Departments submit reports<br>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<br>Grade B, if 50% of the Departments submit reports<br>Grade C, if <50% of the Departments submit reports                                                                                  | A                                  | A                                                                                              |                                                       |
| 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<br>Grade B, if 50% of the Teachers submit Certificates<br>Grade C, if <50% of the Teachers submit Certificates                                                                            | A                                  | B                                                                                              |                                                       |
| 18                               | Co-Curricular Activities (Academic) ( Student Seminars/Quizzes, debates/elocation, 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<br>Grade B, if 50% of the Departments submit reports<br>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)<br>Grade B, if State level events are organized (at least 5)<br>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<br>Grade B, if only one is maintained<br>Grade C, if only classes are engaged                                                                                                                                 |                                    | A                                                                                              |                                                       |
| <b>D Teacher Profile Quality</b> |                                                                                                                                                                   |                                                                                       |                                                                                                                                                                                                                                               |                                    |                                                                                                |                                                       |
| 21                               | Staff Attendance                                                                                                                                                  | Staff Attendance Registers & TLP Records (Current Year)                               | Grade A, if 75% attendance through out the year<br>Grade B, if 60% attendance through out the year<br>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<br>Grade B, if 50% full time teachers<br>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<br>Grade B, if 60% teachers with Ph.D<br>Grade C, if <60% teachers with Ph.D                                                                                                                               | A                                  | 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)<br>Grade B, if State level events are organized (at least 5 per year)<br>Grade C, if District and College level events are organized ( at least 5 per year) | B                                  | A                                                                                              |                                                       |

| S.N<br>o. | Item                                                                                         | Records to be verified                   | Bench Marks                                                                                                                                                                                                                                    | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|----------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 25        | Seminars/conferences/workshops<br>attended in the last two years (Overall<br>Staff Attended) | Reports by Departments validated by IQAC | Grade A, if International and National events are attended (at<br>least 5 per year)<br>Grade B, if State level events are attended (at least 5per year)<br>Grade C, if District and College level events are attended ( at<br>least 5per year) | A                                        | A                                                                                                             |                                                                 |



| S.N o.                                             | 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*) |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>E Evaluation Process and Reforms</b>            |                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                      |                                    |                                                                                                |                                                       |
| 26                                                 | Mechanism of transparent and accurate internal assessment                                              | 1. Announcement of date (Circular)<br>2. Announcement of syllabus for exam (Department Meeting minutes and Circular)<br>3. Blue print of the test as per Bloom's Taxonomy<br>4. Conduct of exam without malpractices (Circular showing the internal squad)<br>5. Correction and distribution of scripts within the prescribed time<br>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<br>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment<br>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% Students pass percentage is achieved     | A                                  | A                                                                                              |                                                       |
| 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                                                                                              |                                                       |
| <b>F Student Performance and Learning Outcomes</b> |                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                      |                                    |                                                                                                |                                                       |
| 30                                                 | Announcement of Programme Outcomes and Course Outcomes by the Departments                              | 1. Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students                                                                                                                                                                                                | Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records                 | 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                                  | B                                                                                              |                                                       |



| 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*) |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>G</b>                                       | <b>Student Satisfaction Survey</b>                                                                                                                                                                   |                                                                                                                   |                                                                                                                               |                                    |                                                                                                |                                                       |
| 32                                             | Record of Feed back and analysis on Teachers by Students                                                                                                                                             | Feedback Collection, Consolidation, Analysis and Action taken on<br>a. Curriculum<br>b. Facilities<br>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  | A                                  | A                                                                                              |                                                       |
| <b>Overall Grade</b>                           |                                                                                                                                                                                                      | AL                                                                                                                |                                                                                                                               |                                    |                                                                                                |                                                       |
| <b>III-RESEARCH, INNOVATIONS AND EXTENSION</b> |                                                                                                                                                                                                      |                                                                                                                   |                                                                                                                               |                                    |                                                                                                |                                                       |
| <b>A</b>                                       | <b>Promotion of Research and Facilities</b>                                                                                                                                                          |                                                                                                                   |                                                                                                                               |                                    |                                                                                                |                                                       |
| 1                                              | College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council                                                                                                       | Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal                             | Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre | 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                                  | B                                                                                              |                                                       |
| 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       | A                                  | A                                                                                              |                                                       |
| 4                                              | Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)                                                                                                                   | Report by Research Committee Coordinator, verified by the Principal                                               | Grade A, if MRP submitted Grade B, if MRP is pending Grade C, if there is no Research Project                                 | B                                  | C                                                                                              |                                                       |
| <b>B</b>                                       | <b>Resource Mobilization for Research Purpose</b>                                                                                                                                                    |                                                                                                                   |                                                                                                                               |                                    |                                                                                                |                                                       |
| 5                                              | Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years                                                                                               | Report by Research Committee Coordinator, verified by the Principal                                               | Grade A, if > 3 Lkh Grade B, if < 3 Lkh Grade C, if there is no funding                                                       | A                                  | C                                                                                              |                                                       |
| 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                                                                                              |                                                       |



| S.N<br>o. | Item                                                                                                                                                                             | Records to be verified                                                                                        | Bench Marks                                                                                                                                                                                                                              | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 7         | The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneuership 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;<br>Grade B if only innovation facility is established Grade C if no such centre is established till now. | B                                        | C                                                                                                             |                                                                 |
| C         | <b>Research Publication and Awards</b>                                                                                                                                           |                                                                                                               |                                                                                                                                                                                                                                          |                                          |                                                                                                               |                                                                 |
| 8         | Papers Presented for the last two years (International/ National/ State level conferences and seminars )                                                                         | Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal | Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each<br>Grade C, if < 50% of Departments publish one paper each                                                                         | A                                        | A                                                                                                             |                                                                 |
| 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<br>Grade C, if < 50% of Departments publish one book each                                                                            | B                                        | A                                                                                                             |                                                                 |
| 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<br>Grade C, if < 50% of Departments publish one paper each                                                                         | A                                        | A                                                                                                             |                                                                 |
| 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 upto 1; 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<br>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<br>Grade C, if one Award is bagged (Considering all two years)                                                                                                 | A                                        | A                                                                                                             |                                                                 |
| D         | <b>Extension Activities</b>                                                                                                                                                      |                                                                                                               |                                                                                                                                                                                                                                          |                                          |                                                                                                               |                                                                 |



|    |                                                                       |                                                                  |                                                                                                                                   |   |   |  |
|----|-----------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---|---|--|
| 14 | Extension Activities carried out through Govt/ Govt recognized bodies | Report on Activities validated by IQAC and verified by Principal | Grade A, if > 10 activities are conducted<br>Grade B, if > 7 activities are conducted<br>Grade C, if < 7 activities are conducted | A | A |  |
|----|-----------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---|---|--|

| 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*) |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 15    | Number of extension programmes conducted in collaboration 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 received for <b>Extension activities</b> from Government/ recognised bodies for the last 2 years                                                             | Report on Activities validated by IQAC and verified by Principal                                                 | Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years) | A                                  | A                                                                                               |                                                       |
| 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                                                                                               |                                                       |



| S.N<br>o.            | Item                                                                                                                              | Records to be verified                                                                                         | Bench Marks                                                                                                                                                                                                                                                                | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| E                    | <b>Consultancy and Collaboration</b>                                                                                              |                                                                                                                |                                                                                                                                                                                                                                                                            |                                          |                                                                                                               |                                                                 |
| 18                   | Areas of Consultancy offered and Amount generated (during the last 2 years)                                                       | 1. Department wise Report on Activities validated by IQAC and verified by Principal<br>2. Audited Statements   | Grade A, if more than 25,000/- generated through consultancy<br>Grade B, if more than 10,000/- generated through consultancy<br>Grade C, if less than 10,000/- generated through consultancy                                                                               | C                                        | C                                                                                                             |                                                                 |
| 19                   | Details of collaborations/linkages for                                                                                            |                                                                                                                |                                                                                                                                                                                                                                                                            |                                          |                                                                                                               |                                                                 |
|                      | A. Faculty Exchange                                                                                                               | 1. Department wise Report on Activities validated by IQAC and verified by Principal<br>2. Properly signed MOUs | Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged<br>Grade C, if no Faculty member exchanged                                                                                                                                        | A                                        | A                                                                                                             |                                                                 |
|                      | B. Student Exchange                                                                                                               |                                                                                                                | Grade A, if more than 5 Students exchanged Grade B, if 2 Student exchanged<br>Grade C, if no Student exchanged                                                                                                                                                             | C                                        | A                                                                                                             |                                                                 |
|                      | C. CSP & Internship                                                                                                               |                                                                                                                | Grade A, if more than 100% Students attended Grade B, if 70% Students attended<br>Grade C, if 50% Students attended                                                                                                                                                        | A                                        | A                                                                                                             |                                                                 |
|                      | D. Field trips                                                                                                                    |                                                                                                                | Grade A, if all Departments conducted Grade B, if 50% Departments conducted<br>Grade C, if below 50% Departments conducted                                                                                                                                                 | A                                        | A                                                                                                             |                                                                 |
| 20                   | E. OJTs<br><br>Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc       |                                                                                                                | Grade A, if more than 10 Students attended Grade B, if 10 Students attended<br>Grade C, if 5 Students attended<br>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 | A                                        | A<br><br>A                                                                                                    |                                                                 |
| 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                                        | A                                                                                                             |                                                                 |
| <b>Overall Grade</b> |                                                                                                                                   |                                                                                                                |                                                                                                                                                                                                                                                                            |                                          |                                                                                                               |                                                                 |

| S.N<br>o.                                                                          | Item                                                                                                                                                                                                          | Records to be verified                                                                                                                                           | Bench Marks                                                                                                                                                                                                              | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>IV - INFRASTRUCTURE &amp; LEARNING RESOURCES (Not covered under format - I)</b> |                                                                                                                                                                                                               |                                                                                                                                                                  |                                                                                                                                                                                                                          |                                          |                                                                                                               |                                                                 |
| <b>A</b>                                                                           | <b>Details of Library as a Learning Resource</b>                                                                                                                                                              |                                                                                                                                                                  |                                                                                                                                                                                                                          |                                          |                                                                                                               |                                                                 |
| 1                                                                                  | Details of Library Automation<br>a. Name of the iLMS software<br>b. Status of automation<br>c. Year and Version                                                                                               | Librarian's Report validated by IQAC and verified by Principal                                                                                                   | Grade A, if 100% automation is done<br>Grade B, if partially done<br>Grade C, if not automated                                                                                                                           | B                                        | A                                                                                                             |                                                                 |
| 2                                                                                  | Details of<br>i. e-journals<br>ii. e-sodhsindhu<br>iii. Sodhganga<br>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<br>Grade B, if 50% of Teachers and Students make use of the e-resources<br>Grade C, if below 50% Teachers and Students make use of the e-resources | A                                        | A                                                                                                             |                                                                 |
| 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<br>Grade B, if 50% of Teachers and Students make use of Library<br>Grade C, if less than 50% Teachers and Students make use of Library               | A                                        | B                                                                                                             |                                                                 |
| <b>B</b>                                                                           | <b>IT Infrastructure</b>                                                                                                                                                                                      |                                                                                                                                                                  |                                                                                                                                                                                                                          |                                          |                                                                                                               |                                                                 |
| 4                                                                                  | Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex)                                                        | 1. Infrastructure procurement and maintenance policy approved by the Principal<br>2. Report showing the expenditure towards repairs, maintenance and upgradation | Grade A, if Policy and Report are maintained<br>Grade B, if only Policy or Report is maintained<br>Grade C, if nothing is available                                                                                      | A                                        | A                                                                                                             |                                                                 |
| 5                                                                                  | Expenditure incurred for the last two years on :<br>a) New Infrastructure Facility<br>b) maintenance of facilities (Classrooms, Equipment,sports, Auditorium & seminar halls etc.) excluding salary component | 1. Finance Committee Meeting Minutes<br>2. Report validated by IQAC and verified by Principal                                                                    | Grade A, if Minutes and Report are maintained<br>Grade B, if only Minutes or Report is maintained<br>Grade C, if nothing is available                                                                                    | A                                        | A                                                                                                             |                                                                 |
| <b>Overall Grade</b>                                                               |                                                                                                                                                                                                               | AA                                                                                                                                                               |                                                                                                                                                                                                                          |                                          |                                                                                                               |                                                                 |



| S.N<br>o.                                                               | Item                                                                                                                                                                                                 | Records to be verified                                                                                       | Bench Marks                                                                                                                                                                                            | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestio<br>n by Academic<br>Advisors (AA*) |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)</b> |                                                                                                                                                                                                      |                                                                                                              |                                                                                                                                                                                                        |                                          |                                                                                                               |                                                                 |
| <b>A</b>                                                                |                                                                                                                                                                                                      |                                                                                                              |                                                                                                                                                                                                        |                                          |                                                                                                               |                                                                 |
| 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                                        | B                                                                                                             |                                                                 |
|                                                                         | 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<br>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                                                                                                                                                                 |                                                                                                              |                                                                                                                                                                                                        |                                          | A                                                                                                             |                                                                 |
|                                                                         | c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)                                                                                                                                          |                                                                                                              |                                                                                                                                                                                                        |                                          | A                                                                                                             |                                                                 |
| 3                                                                       | d) ICT/ Computer Skills<br>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<br>Grade C, if less than 30% of students placed                                                                        |                                          | A                                                                                                             |                                                                 |
|                                                                         |                                                                                                                                                                                                      |                                                                                                              |                                                                                                                                                                                                        |                                          |                                                                                                               |                                                                 |
| 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<br>Grade B, if 50% of grievances are redressed as per the policy<br>Grade C, if less than 50% of grievances are redressed as per the policy | A                                        | A                                                                                                             |                                                                 |

| 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*) |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 5                            | Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms outside the parent institution. | 1. Department wise reports validated by IQAC and verified by Principal                                                                                 | Grade A, if 50% of students participate<br>Grade B, if 30% of Students participate<br>Grade C, if less than 30% of Students participate                                  | A                                  | C                                                                                              |                                                       |
| 6                            | The Institution has a transparent mechanism for timely redressal of:<br>A. Sexual harassment<br>B. Ragging                                                       | 1. Anti ragging Policy and Policy to prevent Sexual harassment<br>2. Committee(s) Report(s) about grievance redressal<br>3. Proofs and Meeting Minutes | Grade A, if All the 3 aspects are covered<br>Grade B, if any 2 aspects are covered<br>Grade C, if only policies exist                                                    | A                                  | A                                                                                              |                                                       |
| 7                            | Record of Women Empowerment Cell (WEC)                                                                                                                           | 1. WEC Meeting Minutes<br>2. Committee Report on activities<br>3. Report on Gender sensitisation and related activities                                | Grade A, if All the 3 are covered<br>Grade B, if any 2 are covered,<br>Grade C, if only WEC exists                                                                       | A                                  | A                                                                                              |                                                       |
| <b>B Student Progression</b> |                                                                                                                                                                  |                                                                                                                                                        |                                                                                                                                                                          |                                    |                                                                                                |                                                       |
| 8                            | Students' Progression to Higher Education                                                                                                                        | 1. Department wise Reports with proof of Admission<br>2. Consolidated Report validated by IQAC & verified by Principal                                 | Grade A, if reports and proofs are available<br>Grade B, if only reports are available<br>Grade C, if no record is maintained                                            | A                                  | A                                                                                              |                                                       |
| 9                            | Students' Progression to Employment                                                                                                                              | 1. Department wise Reports with proof of Joining<br>2. Consolidated Report validated by IQAC & verified by Principal                                   | Grade A, if reports and proofs are available<br>Grade B, if only reports are available<br>Grade C, if no record is maintained                                            | A                                  | A                                                                                              |                                                       |
| 10                           | Students' Progression to Entrepreneurship                                                                                                                        | 1. Department wise Reports with proofs<br>2. Consolidated Report validated by IQAC & verified by Principal                                             | Grade A, if reports and proofs are available<br>Grade B, if only reports are available<br>Grade C, if no record is maintained                                            | B                                  | 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<br>2. Consolidated Report validated by IQAC & verified by Principal                                             | Grade A, if reports and proofs are available<br>Grade B, if only reports are available<br>Grade C, if no record is maintained                                            | B                                  | 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<br>Grade B, if any 2 companies/ Employers offer feed back<br>Grade C, if only 1 company/ Employer offer feed back | A                                  | C                                                                                              |                                                       |



| 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*) |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>C</b>                                    |                                                                                                                                                                              |                                                                                                |                                                                                                                                                                 |                                    |                                                                                                |                                                       |
| <b>Student Participation and Activities</b> |                                                                                                                                                                              |                                                                                                |                                                                                                                                                                 |                                    |                                                                                                |                                                       |
| 13                                          | No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)                                         | Consolidated Reports by the Committees, validated by IQAC & verified by Principal              | Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level                                               | B                                  | 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<br>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 | B                                  | 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                                                                                              |                                                       |
| <b>D</b>                                    |                                                                                                                                                                              |                                                                                                |                                                                                                                                                                 |                                    |                                                                                                |                                                       |
| <b>Alumni Engagement</b>                    |                                                                                                                                                                              |                                                                                                |                                                                                                                                                                 |                                    |                                                                                                |                                                       |
| 17                                          | Is there registered Alumni Association for the institution? If yes, year of registration and number                                                                          | Registration certificate to be verified                                                        | Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered                        | 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                                  | C                                                                                              |                                                       |

| 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*) |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 19                                           | Number of Alumni Association Chapters / meetings held during the last 2 years                                            | 1. Meeting minutes<br>2. Consolidated reports                                                           | Grade A, if 4 and above<br>Grade B, if 2 and above<br>Grade C, if one and below                                                                                                                   | B                                  | A                                                                                               |                                                       |
| Overall Grade                                |                                                                                                                          | A                                                                                                       | A                                                                                                                                                                                                 |                                    |                                                                                                 |                                                       |
| <b>VI-GOVERNANCE AND LEADERSHIP</b>          |                                                                                                                          |                                                                                                         |                                                                                                                                                                                                   |                                    |                                                                                                 |                                                       |
| <b>A Institutional Vision and Leadership</b> |                                                                                                                          |                                                                                                         |                                                                                                                                                                                                   |                                    |                                                                                                 |                                                       |
| 1                                            | Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words)                                 | Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs                       | Grade A, if strategic plan is in action<br>Grade B, if the mechanism is in planning stage<br>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<br>2. Meeting Minutes and Action Plans by all committees | Grade A, if both are maintained<br>Grade B, if only one is maintained<br>Grade C, if only committees are constituted                                                                              |                                    |                                                                                                 |                                                       |
| 3                                            | Staff Council Register (Minutes of meetings)                                                                             | Meeting Minutes and Resolutions of Staff Council                                                        | Grade A, if Staff Council meets regularly and implements resolutions through meetings<br>Grade B, if Staff Council resolutions properly recorded<br>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<br>Grade B, if the Institution achieves Grade A occasionally<br>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<br>Grade B, if the applications are not disposed within the stipulated time<br>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<br>Grade B, if Only hierarchy is presented<br>Grade C, if Organogram is not prepared                                                     | A                                  | A                                                                                               |                                                       |
| <b>B Institutional e - governance</b>        |                                                                                                                          |                                                                                                         |                                                                                                                                                                                                   |                                    |                                                                                                 |                                                       |
| 7                                            | Implementation of e - governance in                                                                                      | Softwares and records to be verified Consolidated report by Principal                                   | Grade A, if any 3 components exist<br>Grade B, if any 2 components exist<br>Grade C, if nothing exist                                                                                             | A                                  | A                                                                                               |                                                       |
|                                              | a) Administration                                                                                                        |                                                                                                         |                                                                                                                                                                                                   |                                    | A                                                                                               |                                                       |
|                                              | b) Finance and Accounts                                                                                                  |                                                                                                         |                                                                                                                                                                                                   |                                    | A                                                                                               |                                                       |
|                                              | c) Student Admissions and support                                                                                        |                                                                                                         |                                                                                                                                                                                                   |                                    | A                                                                                               |                                                       |
|                                              | d) Examinations                                                                                                          |                                                                                                         |                                                                                                                                                                                                   |                                    | A                                                                                               |                                                       |



| S.N<br>o. | Item                                                                                                                                                                                                                      | Records to be verified                                                                | Bench Marks                                                                                                                                                                                                  | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| C         | <b>Faculty Empowerment Strategies</b>                                                                                                                                                                                     |                                                                                       |                                                                                                                                                                                                              |                                          |                                                                                                               |                                                                 |
| 8         | Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years                                                                                                  | Consolidated report by research committee validated by IQAC and Verified by Principal | Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded                                                                             | B                                        | B                                                                                                             |                                                                 |
| 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                                                                                                             |                                                                 |
| 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 instituion for Teaching and non- teaching staff                                                                                                                       | ASAR reports                                                                          | Grade A, if more than 75% teachers are accredited at "Good" grade<br>Grade B, if more than 50 % teachers are accredited at "Good" grade<br>Grade C, if less than 50% teachers are accredited at "Good" grade | A                                        | A                                                                                                             |                                                                 |
| D         | <b>Financial Management and Resource Mobilization</b>                                                                                                                                                                     |                                                                                       |                                                                                                                                                                                                              |                                          |                                                                                                               |                                                                 |
| 12        | Institutional mechanism for internal and external financial audits                                                                                                                                                        | 1. Internal Audit Committee constitution Circular<br>2. Financial Audit Reports       | Grade A, if both are maintained<br>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 Princpal                                              | Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received                                                                               | A                                        | A                                                                                                             |                                                                 |

| 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*) |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>E</b>                                           | <b>Internal Quality Assurance System</b>                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                              |                                                                                                                                                      |                                    |                                                                                                |                                                       |
| 14                                                 | Significant Contribution of IQAC for quality<br>a. Strategies and Plan of Action<br>b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC<br>c. Details of AQARs prepared and submitted<br>d. Number of IQAC meetings held during the current year<br>e. Average number of quality initiatives by IQAC for promoting quality culture per year | 1. IQAC Activity register<br>2. Action Plan<br>3. Minutes of Meeting<br>4. ATR<br>5. Proof of submission of AQAR to NAAC last two years<br>6. Hard copies of AQARs submitted | Grade A, if all the records are maintained<br>Grade B, if the first four records are maintained<br>Grade C, if any 3 records or below are maintained | A                                  | A                                                                                              |                                                       |
| 15                                                 | Participation in NIRF                                                                                                                                                                                                                                                                                                                                                                  | 1. Record of submission<br>2. Proof of Rank, if any.                                                                                                                         | Grade A, if ranked<br>Grade B, if participated<br>Grade C, if not participated                                                                       | B                                  | B                                                                                              |                                                       |
| <b>Overall Grade</b>                               |                                                                                                                                                                                                                                                                                                                                                                                        | AA                                                                                                                                                                           |                                                                                                                                                      | A                                  |                                                                                                |                                                       |
| <b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b> |                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                              |                                                                                                                                                      |                                    |                                                                                                |                                                       |
| <b>A</b>                                           | <b>Activities that teach values of the Institution</b>                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                              |                                                                                                                                                      |                                    |                                                                                                |                                                       |
| 1                                                  | Details of Activities by the Institution for<br><b>A) Promotion of gender equality and sensitization</b><br>a) Safety and security<br>b) Counselling<br>c) Common Rooms for women students<br>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<br>Grade B, if any 3 are present<br>Grade C, if any 2 or below                                                 |                                    | A                                                                                              |                                                       |
|                                                    | <b>B) Environmental consciousness and sustainability</b><br>a) Solar energy,<br>b) Sensor-based energy conservation,<br>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<br>Grade B, if any 2 are present<br>Grade C, if any one is present                                             | A                                  | A                                                                                              |                                                       |



| S.N<br>o. | Item                                                                                                                                                                                          | Records to be verified                                                                                                           | Bench Marks                                                                                            | Self assessment<br>by the<br>Institution | Grade by Academic<br>Advisors (AA*)<br>after verification<br>(A(Good)/ B<br>(Satisfactory)/C (to<br>improve)) | Recommendatio<br>n/Suggestions<br>by Academic<br>Advisors (AA*) |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
|           | <b>C) Waste Management</b><br>a) Solid waste management<br>b) Liquid waste management<br>c) Lab Waste management<br>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<br>Grade C, if any 2 or below      | B                                        | A                                                                                                             |                                                                 |
|           | <b>D) Water Conservation</b><br>a) Rain water harvesting<br>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                                                                                                             |                                                                 |
|           | <b>E) Green campus initiatives</b><br>a) Plastic free campus(Ban on the use of Plastics)<br>b) Botanical garden c)Green house<br>d)Green landscaping<br>e) Green audit<br>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<br>Grade C, if any 3 or below      | A                                        | A                                                                                                             |                                                                 |
|           | <b>F) Divyanggan friendly barrier - free environment</b><br>a) Ramps b)Railings<br>c)Scribe for examination d)Provision of lift/Wheel chairs<br>e) Alternative arrangements for Divyanggan    | 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<br>Grade C, if any 2 or below      | A                                        | A                                                                                                             |                                                                 |
| <b>B</b>  | <b>Initiatives for inculcating values</b>                                                                                                                                                     |                                                                                                                                  |                                                                                                        |                                          |                                                                                                               |                                                                 |
| 2         | <b>Cross cutting issues and value initiatives</b><br>a) Tolerance and harmony against several diversities<br>i) Cultural<br>ii) Regional iii)Linguistic<br>iv) Communal<br>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<br>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<br>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<br>Grade C, if nothing is present | A                                        | A                                                                                                             |                                                                 |

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

Name & Signature of the Principal: **PRINCIPAL**  
**GOVT. COLLEGE FOR MEN (A)**  
**KADAPA.**

Name & Signature of the Vice-Principal: **DV. G. RAVINDRANATH**  
**DV. M. RAMESH**

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

Name & Signatures of the Academic Advisors

1. **D. C. V. KRISHNAVENI** 25/11/2023
2. **P. S. J. RAMANATHAN** 25/11/23
3. **K. R. S.**
4. **N. S. H. HANUMANATHAIAH** 25/11/23



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

**Academic & Administrative Audit of Degree Colleges (2022-23)**

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

Name of the College, Place, District:

Date of Audit conducted:

| S.No. | Criteria                                                 | Recommendations by AA*                                                                      | Action Taken                             |
|-------|----------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------|
| I     | CURRICULAR ASPECTS                                       | Suggest to introduce New Courses and Encourage the students to register more online Courses | Initiation has been taken.               |
| II    | TEACHING, LEARNING & EVALUATION                          | To Improve Students Admissions                                                              | Yes Steps were taken                     |
| III   | RESEARCH, INNOVATIONS AND EXTENSION                      | Suggest to provide Research guidance for all eligible faculty.                              | proposals sent to concerned authorities  |
| IV    | INFRASTRUCTURE & LEARNING RESOURCES                      | Suggest for the digitalisation of Library.                                                  | Yes, we will follow                      |
| V     | STUDENT SUPPORT AND PROGRESSION                          | Suggest to Improve Free ships for students.                                                 | Mobilisation is underway for free ships. |
| VI    | GOVERNANCE AND LEADERSHIP                                | Suggest to get better NIRF Rank.                                                            | Efforts are being made.                  |
| VII   | INSTITUTIONAL VALUES AND BEST PRACTICES                  | Suggest to install more Solar panels.                                                       | planning to install more Solar panels    |
| VIII  | 2020-21 AAA RECOMMENDATIONS                              | Completed all recommendations.                                                              | -                                        |
|       | IS ACTION TAKEN AS PER THE RECOMMENDATIONS ?             | Yes                                                                                         | -                                        |
|       | IF NOT, STATE THE REASONS ?                              | -                                                                                           | -                                        |
| IX    | NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE      | 2.40, Improve better grade                                                                  | Efforts are being made.                  |
| X     | NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE      | Suggest to strengthen infrastructure.                                                       | proposals sent to concern authorities    |
| XI    | SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE            | Suggest to renovate the Hostel.                                                             | Estimations are underway.                |
| XII   | IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE | Suggest to form Internal Roads and develop gardenings.                                      | Efforts are being made                   |
| XIII  | SUGGESTIONS TO RESOLVE                                   | -                                                                                           | -                                        |
| XIV   | FEED BACK                                                | Good                                                                                        | -                                        |

AA\* : Academic Advisor

Name & Signature of the Vice - Principal

Date:

  
**CO-ORDINATOR**  
**ACADEMIC CELL**  
 Govt. College for Men (A), Kadapa.

  
**Dr. M. Ramesh, Ph.D.**  
 NAAC Co-ordinator  
 Govt. College for Men (A) Kadapa.

  
**Dr. G. Ravindranath, Ph.D.**  
**PRINCIPAL**  
 Govt. College for Men (A) Kadapa.



...the ... of the ...  
...the ... of the ...  
...the ... of the ...  
...the ... of the ...  
...the ... of the ...

# Departmental Activities

...the ... of the ...  
...the ... of the ...  
...the ... of the ...  
...the ... of the ...  
...the ... of the ...

EXTENSION LECTURES

JANMABHOOMI







**ELAIAH**  
B.A., LL.B., Ph.D., NET, SET.  
అయ్య













Samsung Triple Camera  
Shot with by venkatsai\_27









GOVT. COLLEGE FOR MEN (A. KADAPU)  
ACADEMIC AUDIT: 2023-2024 & 2024-2025  
24<sup>th</sup> & 25<sup>th</sup> November 2023  
EXIT MEETING











GOVT. COLLEGE FOR MEX (A), KADAPA  
ACADEMIC AUDIT: 2021-2022 & 2022-2023  
24th & 25th November 2023  
EXIT MEETING

Computer Lab Rules

TO BE TYPED BY  
JAMAL











