

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 :
District :

COLLEGE PROFILE

1	Name of the College, URL of Website, email and Phone number	Govt Degree College, Tiruvuru		
2	Name of the Principal, email & Mobile Number	Dr. D. Uma Rani, umaranidonaivalli@gmail.com, 9247276451		
3	Name of the Vice-Principal, email & Mobile Number	Syed Abubakar Shahryar, syedabubakar2212@gmail.com, 8374046463		
4	Name of the IQAC Coordinator, email & Mobile Number	D. Raghurampasad, raghurampasad672@gmail.com 9182750027		
5	Year of Establishment & details of land available if any	1978		
6	Affiliating University & AISHE CODE:	Krishna University		
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	Cycle II B Grade, 2016 and 2.04		
8	UGC Recognition (2f & 12 B)	yes		
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	10:00 TO 04:30		
10	No. of Posts Sanctioned:	Regular Working:	Contract Working:	Guest Working:
11	Course wise & year wise Students strength particulars (Proforma enclosed)	19	3	2

I-CURRICULAR ASPECTS

Recommendation/Suggestions by Academic

Action Taken by the Principal

Item

		Grade	Recommendation	action taken by the principal
12	Implementation of Annual Institutional Plan	B	recommended to maintain records properly	Hard Copies will also be maintained along with soft copies
13	Departmental Annual Curricular Plans	B	recommended to maintain records properly in the Departments	Gaps may be filled meticulously
14	Whether the above two circulated among Students?			
15	College Activity Register 2017-18	B	maintain the record and update the latest programmes	Hard copies will be maintained
16	College Calendar/College Magazine	C	recommended to publish magazine	Steps taken to bring out magazine this year
17	Add-on Courses (Department-wise) completed during 2016-17	D	recommended to introduce Addon courses	Staff are instructed to start Add on courses in Hindi & English
18	Add-on Courses (Department-wise) in 2017-18	D	recommended to introduce Addon courses)
19	Coverage of Syllabus (Average Percentage)			
20	Teaching of Value added courses (HVPE & Foundation Courses)	A		
21	No. of New UG & PG Courses introduced in 2017-18	D	recommended to introduce new courses	Permission for New Courses will be sought
22	Maintenance of Student Attendance Registers	A		
23	Whether feedback on curriculum was obtained from stake holders and analysed	B	recommended to maintain records properly in the Departments	Steps will be taken to obtain feedback in Prescribed forms from all depts
II-TEACHING, LEARNING & EVALUATION				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	D	recommended to maintain the system of cutoff marks	Cutoff mark will be hiked by increasing the demand

25	Social-economic status of students enrolled (Group wise and Year wise) in 2017-18			
26	Demand Ratio (Group wise)	B	Steps to be taken to increase admissions	Propaganda is made
27	Percentage of differently abled students (Divyangjan) on roll			
28	Percentage of full time teachers against sanctioned posts in 2017-18	B	necessary steps to be taken to fill regular vacancies	Will be informed to CEC
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	B	It is recommended to ensure that all columns of teaching dairie are filled by the staff	Staff will be notified
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B	recommended to improve	will be improved
34	Co-Curricular Activities (College level)	A	A	
35	Seminars/conferences/workshops organised in 2017-18	D	Recommended to organise worksops and seminars	Teachers will be advised to apply for workshops in Vac
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			
40	Percentage of students undertaking field projects / internships	B	Recommended to organise more number of field trips	More trips will be organised
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	Online survey to maintained	Will be maintained
	Students' Grievances/Redressal (Examination Cell) Report			
	Automation details of Exam Cell			

III-RESEARCH, INNOVATIONS AND EXTENSION

45	Is the College a Recognized Research Centre	no	D	it is recommended to apply for research centers in Mathematics and commerce
	Policy for Promotion of Research (A)	nil	D	
	Institutional Seed money for Research	No	D	
46	No. of Research Guides in the College	No	D	all the faculty members who have Ph.D degrees are recommended to apply for guideship
47	No. of Research Scholars working for M.Phil & Ph. D	No	D	rest of the faculty members are recommended to register for M.Phil / Ph.D
	Research Projects funded by Govt/Other Organisations	No	D	to apply for MRP's

34	Use of ICT in teaching and learning	B	recommended to increase ICT teaching	
35	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B	recommended to improve	
36	Co-Curricular Activities (College level)	A	A	
37	Seminars/conferences/workshops organised in 2018-19	D	Recommended to organise workshops and seminars	
38	Academic Competitions (College Level & Above)	A		
39	Conduct of Internal Examinations-Internal assessment	A		
40	Teacher wise result analysis (MARCH/APRIL -2018 & SEP/OCT/NOV-2018)	A		
41	Pass percentage of students (Group wise) in 2018-19			
42	Percentage of students undertaking field projects / internships	B	Recommended to organise more number of field trips	
43	Remedial Classes	A		
44	Conduct of Bridge course	A		
45	Feed back on Teachers by Students and its analysis	A		
46	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	B	Online survey to be maintained	
III-RESEARCH, INNOVATIONS AND EXTENSION				
47	Is the College a Recognized Research Centre	D	it is recommended to apply for research centers in Mathematics and commerce	Faculty is requested to

48	No. of Research Guides in the College	D	all the faculty members who have Ph.D degrees are recommended to apply for guideship	Faculty will be advised
49	No. of Research Scholars working for M.Phil & Ph. D	D	rest of the faculty members are recommended to register for M.Phil / Ph.D	//
50	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	D	all the faculty members are recommended to apply for research projects	//
51	Research Papers Published in 2018-19 (International/ National)	D	all the faculty members are recommended to publish papers in SCOPUS indexed/ UGC listed journals	//
52	Papers Presented in 2018-19 (International/ National/ State)	D	to increase the number of papers	//
53	Books Published in 2018-19 (Single Author/ Co Author)	D	recommended to author the books in national level publications	//
54	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State)	D	to organise seminars / workshops	//
55	Record of Consultancy in 2018-19	D		//
56	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	D	to start an incubation centre	//

57	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	D	to organise IPR / industry academia workshop	"
58	Record of MoUs in 2018-19	A	MOU must be taken on	In respect form MOUs will be taken
59	Record of Subject/Department Related Extension Activities	A		
60	Number of extension programmes conducted in the neighbourhood community to sensitize the students	A		
61	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	A		
62	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		
63	Number of awards and recognition received for extension activities from Government/recognised bodies	D		Faculty will be advised to apply for awards

IV-INFRASTRUCTURE AND LEARNING RESOURCES

64	Number of Class rooms, Labs and computing equipment	B	Infrastructure must be increased	Help will be sought by CCE
65	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A		

66	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	B	Infrastructure must be increased	"
67	Budget allocated for infrastructure augmentation	D		"
68	Library is automated using Integrated Library Management System	B		"
69	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	D	recommended to collect rare books	Librarian will be not advised
70	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	A		
71	Expenditure for purchase of books and journals in 2017-18	A		
72	Percentage per day usage of library by teachers and students	B	recommended to improve the useage of library	"
73	Student-Computer ratio	A		
74	Wifi in the campus	A		
75	Updation of IT facilities			
76	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component			
77	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				

78	Average percentage of students benefited by scholarships by the Government in 2017-18	A		
79	Average percentage of students benefited by scholarships by the Institution in 2017-18	B		Scholarsh
80	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	A		
81	Average percentage of placement of outgoing students in 2017-18	A		
82	Student grievances redressal mechanism	A		
83	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.)	A		
84	Percentage of student progression to higher education	B	to improve the student progression	steps may be taken
85	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.)	D		steps to encourage students to take these examinations
86	Number of awards/medals for outstanding performance in sports/cultural activities	D		with steps will be taken to encourage
87	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	A		

88	Records of significant achievements in Sports & Games	D	to improve the student progression	will take steps to improve
89	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	A		
90	Alumni contribution in 2017-18 (In Rs)	A		
91	Number of Alumni Association / Chapters meetings held in 2017-18	A		
92	Maintenance of JKC facilities & records	A		
93	Record of Student trained and placed in JKC	A		
94	Record of Anti Ragging cell	A		
95	Maintenance of drinking water	D	recommended to maintain RO plant	Alumni has requested to install RO in the college
96	Maintenance of sanitation	A		
VI-GOVERNANCE AND LEADERSHIP				
97	Staff Council Register	maintained	A	will be maintained
98	Functioning of Committees in Administration (Minutes of meetings)	actively functioning	D	
99	Awards/Achievements	nil	A	
100	Use of ICT in Governance	partially used	B	e-office will be established
101	Perspective/Strategic plan and deployment documents	Documents maintained by the office	A	
102	Organizational structure of the Institution	Given separately		
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	implemented	A	

104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	nil	D	Will encourage such workshops
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	Nil	D	Will Organise such programs
106	Percentage of teachers attended professional development programs (Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	20%	B	Teachers will be encouraged to attend courses
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	5	A	
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	nil	D	recommended to approach for Non Government organisation -
109	Average number of quality initiatives by IQAC for promoting quality culture per year	one	A	
110	Participation in NIRF-2017	Participated not received rank below 200	B	To improve the rank

111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	maintained	A	
VII-INSTITUTIONAL VALUES AND BEST PRACTICES				
112	Percentage of power requirement of the Institution met by the renewable energy sources	nil	D	will continue to enhance steps to be taken will take steps
113	Waste Management steps taken	nil	D	
114	Rain water harvesting structures and utilization in the campus	Maintained	A	
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.)	nil	D	will be mandatory
116	Green Practices(plastic free campus, green landscaping etc.,)	LED lighting partially	B	Solar plant will be installed
117	Record of best/innovative practices by the institution	NIL		
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 (should be available with the Principal & placed in Website	maintained	A	
119	The number of classes(per week) taken by the Principal	8	A	

Research projects/Publications/ study material developed in 2017-18 by the College	nil	D	will prefer to publish in the recommended to publish research papers - project & publication
College Grading -			

Name & Signature of the Principal with date

Signatures of Academic Advisors

G. Narayana Rao, Lect. in Com.

[Signature] 26.02.2019

Dr. LHR. GDC Mylm. 944049059

Name & Signature of the Vice-Principal with date

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P.B. S. S. S.

25.02.2019

P.B. Sandhya Devi, HOD Physics
KBN Degree College V.C.

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