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** : **ASD Govt. Degree College for Women(A)**
   Address : Opp SIFT, Jagannaickpur, Kakinada, Pin:533002, Kakinada District, A.P
   URL of Website : **www.asdgdcw.ac.in**
   E- Mail : **jkcrjyec.asdkkd@gmail.com**
   Phone number : **9963786386**
2. **Vision & Mission** : Copy Enclosed
3. **Name of the Principal** : Dr.V.Anantha Lakshmi
   E-mail :ananthalakshmivadapalli@gmail.com
   Mobile Number : 9963786386
4. **Name of the Vice-Principal** : Smt.M.Suvarchala
   E-mail : suvarchalamallela@gmail.com
   Mobile Number : 9346512694
5. **Name of the IQAC Coordinator**: Smt.M.Vasantha Lakshmi
   E-mail : vasantha.m.zoologist@gmail.com
   Mobile Number : 8309677943
6. **Name of the Academic Coordinator** : Dr.K.Lavanya
   E-mail : lkandiraju@gmail.com
   Mobile Number : 7396469712
7. **Year of Establishment** : 1962
8. **UGC 2(f) and 12 B status** : Yes, Copy enclosed
   (Certificates to be verified)
9. **Autonomous status** : Yes, From 2015
10. **RUSA status** : RUSA Phase 1.0,Component -7,
11. **College land and Plan** : Own
    details /documents : Copy enclosed
12. **Affiliation status** :Temporary
    Permanent / temporary
    (Certificates to be verified) : Copy Enclosed
13. **AISHE Status – Document** : Copy enclosed

14.NAAC Status -

a) Previous NAAC Cycle : III Cycle
date and Month : September-2018

b) Date of Expiry : 1st November, 2023

c) Previous Grade and CGPA : B & 2.37
(Certificates to be verified)

15.Status of peer team recommendations

S. No	Recommendations made	Recommendations fulfilled
1.	Adequate infrastructure required with well furnished class rooms	1. Requested CCE for Permission to utilize accumulated special fee funds Rs.25,00,000for the renovation of library building 2.Construction of class rooms going on with MP funds Rs.5000000
2.	Green bio toilets, effective rainwater harvesting system for water storage and reuse needed	1.Pink toilets construction is going on with municipal funds 2.NADEP Compost Pit constructed in the college campus with Horticulture Restructured special fee funds
3.	PG courses in all streams required	Proposed to start more PG courses
4.	College can establish entrepreneurial development cell and incubator	Planning to establish an entrepreneur Development Cell
5.	Regular faculty recruitment	Regular faculty increased from 22 to 31 after NAAC accreditation
6.	Existing faculty to pursue Ph. D degree and upgrade undergraduate labs to research labs	2 lecturers obtained Ph.D degree, 2 lecturers have submitted and waiting for Viva Voce and 10 lecturers are pursuing Ph.D in different universities on part time basis.
7.	Mobilization of governmental resources to get research projects	2 lecturers have completed 2 Minor Research Projects
8.	More ICT facilities and whole campus can be made WI-FI enabled	6 WIFI connections with 100 Mbps speed is available in the campus
9.	College can apply for STAR COLLEGE scheme of department of biotechnology to strengthen their labs	Applied for STAR DBT scheme
10.	Transport facility must be arranged for student coming from far off areas	All the routes are well connected within a vicinity of 2 kms of the college

Commented [1]:

Action taken report to be attached

16.Previous Recommendations of Academic Audit of the CCE

No. of suggestions made	No of suggestions implemented
4 suggestions	4 implemented

Action taken report to be attached

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

18.ISO Certification: Year :2020-21 and 2021 – 22

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

1. Rotary Club Golden Jubilee Club Celebrations Club, Kakinada has awarded the college with a certificate for continuously organizing Blood grouping and Blood Donation Camps in the college since 15 yrs
2. All is Well,an NGO in Kakinada working for Environmental protection and plantation has awarded the college with an Appreciation Certificate for regular and active student participation in the NGO activities

PART-B

1. **No. of Programmes Offered by the College**
   a. Current Academic Year
   b. Last Two Years

Year	2019-20	2020-21	2021-22
Number of Programmes	12	15	12

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

Year	2019-20	2020-21	2021-22
Number of Value Added courses	05	02	11

3. **Details of teaching faculty**

No of posts	Sanctioned	Working	Vacancies
Regular	47	31	16
PTL	NIL	NIL	NIL
Contract		6	NA
Guest		10	NA
Total	47	47	NA

4. **Qualifications of teaching staff**

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular	14	5	12	21
PTL	NIL	NIL	NIL	NIL
Contract	05	1	-	1
Guest	8	1	01	1
Total	27	7	13	23

5. **Details of non- teaching faculty**

No of posts	Sanctioned	Working	Vacancies
37	37	29	08
Total	37	29	08

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
	398	342	286	444	393	342	445	395	361	53	397	366	486	401	386

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

Year	2020-21		
Programme wise	A	P	%
B.A	66	52	78.79
B.Com	125	111	88.8
B.SC	168	127	75.60
	359	290	80.78

8. **Teacher – student ratio (Current Year)**: 1:27(**48: 1300Academic year 2021-22)**

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

i. Total no of class rooms : 14
ii. Total no of laboratories : 11
iii. Total no of digital classrooms : 03
iv. Total no of virtual classrooms :03
v. Total no of ICT enabled classrooms :10
vi. Total no of studios : Nil
vii. Total no of Computers, Student & Computers Ratio : 60, 1300, 22:1
viii. Total no of printers : 15
ix. Total no of scanners : 04
x. Total no of Xerox facility : 03
xi. Total no of Wi-Fi routers : 06
xii. Internet Bandwidth : 100mbs
xiii. Seminar halls :1 Hall
xiv. Auditorium : NIL
xv. Details of sports facilities : Enclosed
xvi. Gymnasium (No of stations) : 9
xvii. Rooms for administration : 2

xviii.	Water – RO facility	: (2) Available
xix.	Toilets for staff (Men/Women/Differently abled)	: 08
xx.	Toilets for students (Men/Women/Differently abled)	: 21
xxi.	Divyangan friendly facilities (Ramps/Lifts/Softwares)	: Ramp
xxii.	No of fire extinguishers in the labs and corridors	:16
xxiii.	Solar energy details	: 5000
xxiv.	LEDs	: Lights available
xxv.	Green Audit Status :	: Green Audit available

xxvi. **Library** : Available

- No. of Books& Journals:34538(Books) & 24(Journals)
- Status of Automation :Partial
- E-journals: N-List Journals
- Nlist subscription: Yes
- Internet :Yes 60 Mbps

xxvii.	Women's waiting hall	: Available
xxviii.	Grievance Redressal Cell	: Available
xxix.	Health Centre	: Available
xxx.	ELL	: NIL
xxxi.	JKC Lab	: Available
xxxii.	Computer Labs	: 2 Available

10.**Research** :

- ❖ No of collaborations / Functional MoUs

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of collaborations / MoUs	02	05	01	NIL	10

- ❖ No of publications in UGC – CARE listed journals

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Publications		04	04	01	07

- ❖ No of start-ups

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

- ❖ No of patents

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

❖ No of Research Guides

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

❖ No of Research Scholars

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

❖ No of Major/ Minor Research Projects

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Major RPs	–	–	–	–	–
Number of Minor RPs	–	–	2 (Dr.K Yamuna &Dr.G. Anitha	–	–

❖ Incubation Centre/s: No

❖ Consultancy offered: No

Area	Organization (MoU)	Revenue Generated
NA	NA	NA

11. **Policies prepared and implemented** :

1. Research Policy
2. Consultancy Policy

12. **Extension activities**

a) No. of Extension activities in the Neighborhood for social and holistic development
6 extension activities are conducted by various departments during the year

b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC
26 extension activities conducted by NSS,NCC , Red Ribbon Club etc.,

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

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

1. On 25th November 2021, Mythreyi ASD Youth wing was inaugurated .In this platform the students were educated on the importance of proper disposal of e- waste and the hazards of e-waste to the environment and human health.

2. The students of the college are a part of NGO All Is Well which is actively involved in plantation and environmental protection in Kakinada. Every weekend students spend four hours in these activities and they are also maintaining a kitchen garden in hostel premises with the collaboration of this NGO.

13. **Feedback, Student Satisfaction Survey mechanism adopted** :

Feed back is collected through google forms on teachers ,curriculum and infrastructure which is consolidated ,analysed and appropriate action is taken by the principal

14. **Alumni Association – involvement and activities** :

Alumni association is registered on 31-03-2021and meetings are conducted with alumni on the Action plan of the alumni association. Opening of a bank account is under process

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

❖ Students

S.No	Name of the student	Class & Group	Achievement
1	K.Bharathi	III B.Com C.A	Winner of AP State Senior (W) Hockey Championship held at Guntur
2	D.Mary	III B.Sc MPC	Secured III place in ANUR Intercollegiate cum University Team selections held at Narayanapuram
3	V.D.Reshma P.Sravya	III B.Sc MPC I B.Sc MPC	Selected for Inter University at MG University ,Kottayam,Kerala
4	K.Bharathi	III B.Com CA	Selected for Inter University at Mangalore University,Mangalore
5	K.Ganga Surya Kumari	III BA HEP	Selected for Inter University at Kakathiya University,Warangal
6	J.Venkata Lakshmi	I B.Com CA	Selected for Inter University Judo Championship at zchatrapathi Sivaji Maharaj University,Baroda

❖ Staff

S.No	Name of the faculty	Department	Achievement
1	Smt.G.Prameela Rani	Physical Education	Participated in Republic Day Parade at New Delhi
2	Dr.K.Lavanya	Home Science	Awarded PhD from SPMVV,Tirupati
3	Dr.P.Sanjotha	English	Awarded PhD from Andhra University, Vishakapatnam
4	Smt.G.Prameela Rani	Physical Education	Submitted PhD thesis to Andhra University, Vishakapatnam
5	Smt.Y. Swarna Sri	English	Submitted PhD thesis to Andhra University,Vishakapatnam

16. **Total no of scholarships and free ships (Current Year)**: 1074 students
Total Amount in Rs:- Rs.3728869/-

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

Teaching	NIL
Non –Teaching	NIL

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

Training:

Year	2020-21	2021-22
Number of students registered	45	115
Number of students trained	45	115
a. from your GDC	45	115
b. from other colleges	0	0

Placements:

Year	2020-21	2021-22
No. of companies visited the campus	2	10
Number of students Placed	58	105
a. from your GDC	55	46
b. from other colleges	03	59

19. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	11	NA
b) B.Com	16	NA
c) B.Sc	18	NA

B. Employment (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	1	10
b) B.Com	19	17
c) B.Sc	27	52

C. Entrepreneurship (Programme wise)

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

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

A. Government :Rs.2,89,000/-
B. Non-governmental bodies
C. Individuals/ Philanthropists : NIL
D. CSR:300,000 from ONGC, Kakinada
E. Budget allocated for Infrastructure : Rs.1530000/
F. Expenditure for Books & Journals
Budget Sanctioned Rs. 1,34,090 ; Utilized Rs.51,935 /-

21. Governance and Leadership

- Institutional Perspective Plan (Next two years)
  1. Introduction of Skill oriented UG programmes
  2. New PG courses
  3. Renovation of Library and Physical Education building
  4. Conduct of Capacity Building Programmes for Teaching and Non-Teaching Staff
  5. To develop infrastructure facilities.

- No of policies developed by the Institution and details
  Research Policy and Consultancy Policy

22. Contribution of IQAC

- Incremental changes during the last two years
  - Organized a guest lecture on "Creation of MOOCs" on 1-02-2021 for the faculty to encourage the faculty to apply for MOOCs
  - Geared up the college for Autonomy Peer Team visit by making ready all the records of the last five years in all the departments
  - Motivated the faculty to refresh and update their domain knowledge as well as ICT Teaching methodologies by enrolling themselves for the Refresher Courses , Short Term Courses and Webinars organized by the reputed institutions in online mode
  - Encouraged the staff and students to contribute their services to the needy in the community affected severely due to Covid19 in the form of donations financially or food or any other kind as a part of Institutional responsibility towards the community
  - Guided the staff and students on the usage of Google Meet, Zoom and other online platforms for online teaching so as the academics are not disturbed and also to provide moral support for the students and counsel the students whose families are affected due to the pandemic

23. Best Practices of Institution

1. Step Up
2. Faculty Enrichment through Participation in Webinars during Covid-19 Pandemic

24. **Evaluative Reports of the Departments**: Available.

25. For Autonomous Colleges

A. Academic Council

- Last Academic Council meeting date: 22-10-2021
- Major decisions for enriching curriculum/Academics:
  - Resolved to enroll the students in SWAYAM MOOCS for updating the students in the contemporary developments in the subject domain

B. Controller of Examinations

❖ Examination reforms proposed and implemented: The Examination Cell is automated with the following provisions

1. Caste wise result analysis also generated in the examination soft ware
2. Group wise , paper wise generation of results are generated
3. Teacher wise analysis of the results is also generated
4. Part wise pass percentage of the total college will be generated
5. Year wise toppers both department wise , paper code wise, group and subject wise are directly generated
6. During the semester end examinations conducted in September 2020 ,if any student was unable to attend the examination, due to covid 19 positive cases,it was resolved to conduct reexamination which is otherwise not done

❖ CIA:25 marks are allotted out of which 15 marks are for mid examination,5 marks for assignment and 5 marks for seminar

❖ Mechanism for addressing grievances :After the declaration of results, sufficient time is given for students for applying for evaluation

❖ Mechanism for transparency in setting up of Question papers: Three sets of question paper setting is sent to various examiners from Degree Colleges in the state which is done confidentially. Out of the three sets, one set is randomly selected by the Chief Controller of Examinations. For internal examination, two sets of question papers are prepared by the course incharges out of which one set is selected by the CoE confidentially.

❖ Mechanism for appointing examiners: List of examiners is approved in BOS and Academic Council based on their experience and expertise

❖ Mechanism adopted to ensure the security of information: Various levels of security is maintained in the Answer booklets, Certificates etc.,

❖ CoE expenditure report with details: Enclosed

C. Board of Studies
- Mechanisms for updating curriculum:
  All the departments in their Boards of studies make 10-20 percent changes as admissible in the autonomy in the university syllabus
- Justification Reports for Curricular revamp

D. Governing Body
- Last G.B meeting date : 8 - 2-2020
- Major resolutions for administration :
  -Appointing security guards from private agency

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

Academic & Administrative Audit : 2020-21						
Format-II (Institutional Data Cum Academic Advisor's Grading)						
S.No.	**Item**	**Records to be verified**	**Bench Marks**	**Self assessment by the Institution**	**Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))**	**Recommendation/Suggestions by Academic Advisors (AA*)**
I-CURRICULAR ASPECTS						
A	**Curricular Planning and Implementation**					
1	Curriculum Design and Development (For Autonomous Colleges)	1. Departmental meeting Minutes 2. BoS Minutes 3. Academic Council Minutes 4. Copies of course wise curriculum	Grade A, if 60% and above modification in syllabi of all cources offered; Grade B, if 40%-60% of modification in syllabi of all cources offered; Grade C, if less than 40% modification in syllabi of all cources offered;	**B**	**B**	Even though the syllabus modified 20% only, Departmental Meeting minutes, BOS minutes, AC Minutes and Curriculum copies were placed before the AA team hence B is suggested

2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary	Grade A, if all the four records match with one another Grade B, if two records match with one another Grade C, if any two records match with each other	**A**	A	IQAC, Academic Cell team work is there in the college for the Implementation of the Annual Institutional plan. All the faculty submitted Teaching dairy/
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports	Grade A, if all the two records are maintained Grade B, if any four records are maintained Grade C, if any two records are maintained	**A**	A	Yes submitted by the department s and verified by the AA team
4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	**B**	B	It is observed some of the departments offered value added coursed however they were not placed on the record. On AA visit the same was observed hence assessed B grade

B	Academic Flexibility & Curriculaum Enrichment					
5	Institution's contribution to enrichment of curriculum	1.Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum	Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports	**B**	B	Scope to focus on the issues related to Girl students Progression to higher Education…
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	**B**	B	Suggested to focus on the MOCCS by the faculty and student as part of the Curriculum enrichment
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Grade A, if 90% and above syllabus is covered by the Departments Grade B, if 60% - 90% syllabus is covered by the Departments Grade C, if less than 40% -	**A**	A	Syllabus is being completed as per the semester curricular plans and completion of the syllabus as per the plans submitted

			60% and above syllabus is covered by the Departments			

8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	B	B	Introduced market oriented course Aquaculture and Horticulture
C						
9	Collection , Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ; 2. Analysis 3. Action Taken Reports (BoS Minutes to be compared and verified in the case of Autonomous Colleges)	Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	A	A	Centralized collection of Feed Back is there suggested to get Feedback at teacher level itself-self appraisal
Overall Grade					B	
II-TEACHING, LEARNING & EVALUATION						
A	**Student Enrolment and Profile**					
1	Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office Consolidated Report from the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	A	A	Admissions are Good and all the sanctioned seats are filled in all the courses

2	Demand Ratio (Group wise) **(No.of applications received/ Sanctioned Seats)** (Overall ratio)	Year wise report of the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	A	A	Demand ratio is 1:2
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) **(Seats earmarked / Seats filled)**	Year wise, Category wise report of the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	Admissions are made as per the reservation guide lines of the Government of Andhra Pradesh
4	Socio-economic status of students enroled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	**A**	A	Details are with IQAC
B	**Catering to Student Diversity**					
5	Institutional mechanism for assessing the learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	**A**	A	Faculty members focusing on the Conduct of Remedial classes and registers are maintained by each faculty
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%	**A**	A	Different programs were organized Like seminar, Quiz GD to advanced learners

			Departments submit reports			
7	Student - full time teacher ratio for the last 2 years **Total no. of students enrolled in the institution/** **Total no. of full time teachers**	Consolidated Report validated by IQAC and verified by Principal	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	**A**	A	1: 25
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	**B**	B	
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturer wise 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/Managi	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	

	ng Peer pressure conducted					

11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
12	Ratio of Final year students undertaking field trip or project or internships **(No.of students attending field trip or project/ Total No. of Final year students)**	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
14	Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.,) Lesson plans should reflect ICT based planning in teaching	Department wise ICT usage reports	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	

15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	B	B	
17	No. of Teachers completed courses on MOOCS platform/ARPIT, MIT, Coursera etc.,	Course completion certificates by Departments	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	B	B	
18	Co-Curricular Activities (Academic) (Student Seminars/Quizzes, debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	A	A	

19	Academic, Cultural & Sports events organized (International/ National/ State/ District/ Inter Collegiate/ College Level	Reports by Departments and Committees validated by IQAC	Grade A, if International and National events are organized (at least 5) Grade B, if State level events are organized (at least 5) Grade C, if District and College level events are organized (at least 5)	A	A	
20	The number of classes (per week) engaged by the Principal	Lesson Plans and Teaching Diary by Principals	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only classes are engaged	**A**	A	
D	**Teacher Profile Quality**					
21	Staff Attendance	Staff Attendance Registers &TLP Records (Current Year)	Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	A	A	

22	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest)	Consolidated Report from the Principal	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	**A**	A	
23	Full time teachers with Ph.D	Consolidated Report from the Principal	Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D	**B**	B	
24	National/ International/ Regional Seminars/conferences /workshops organised in the last two years	Reports by Departments validated by IQAC	Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5per year) Grade C, if District and College level events are organized (at least 5per year)	B	B	
25	Seminars/conferences /workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5per year) Grade C, if District and College level events are attended (at least 5per year)	A	A	

E	Evaluation Process and Reforms					
26	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	**A**	A	
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	

28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% fStudents pass percentage is achieved	A	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	
F						
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	**B**	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 Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated	**B**	B	

G	**Student Satisfaction Survey**					
32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	A	A	
33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated	**A**	A	
Overall Grade					**A**	
III-RESEARCH, INNOVATIONS AND EXTENSION						
A	**Promotion of Research and Facilities**					
1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	B	B	
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	C	C	

			Research Guides			
3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	C	C	
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Grade A, if MRP submitted Grade B, if MRPis pending Grade C, if there is no Research Project	C	C	
B	**Resource Mobilization for Research Purpose**					
5	Grants received from Govt & Non Govt Agencies for Research projects /endoments in the last two years	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 3 Lkh Grade B, if <3lkh Grade C, if there is no funding	C	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	B	B	

7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entreprenuership Hub)	Report by Research Committee Coordinator, verified by the Principal	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established Grade C if no such centre is established till now.	B	B	
C	**Research Publicaton and Awards**					
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	B	B	
9	Books Published for the last two years (Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	B	B	

10	No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science, ICI) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	B	B	
11	No.of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A if more than h-index is 2; Grade B if it is upto1; C if it is zero.	C	C	
12	No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book/ Chapter Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter	B	B	
13	Awards and Achievments for Research during the last two years	Report validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	

D	Extension Activities					
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
15	Number of extension programmes conducted in colloboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WEC etc.,	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
16	No. of Awards and Recognitions rceived for **Extension activities** from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	A	A	
17	Average percentage of students and their details of extension activities with Government/ NGOs above mentioned Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately)	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	A	A	

E	Consultancy and Collaboration					
18	Areas of Consultancy offered and Amount generated (during the last 2 years)	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Audited Statements	Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy	C	C	
19	Details of collaborations/linkages for					
	A. Faculty Exchange	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged	A	A	
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	B	B	
	C. Internship		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	C	C	

	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A	A	
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	C	C	
20	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below. 50% Departments have functional MOUs	B	B	
21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Report validated by IQAC and verified by Principal	Grade A, if 2 workshops/seminars are conducted Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	B	B	
Overall Grade					B	

IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)						
A	**Details of Library as a Learning Resource**					
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	B	B	
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resourses validated by IQAC and verified by Principal	Grade A, if All the Teachers and Students make use of the e- resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	C	C	
3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal	Grade A, if more than 60% Teachers and Students make use of Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	A	A	

B	**IT Infrastructure**					
4	Details of procedures for maintianing and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex)	1. Infrastructure procurement and maintenance policy approved by the Principal 2. Report showing the expenditure towards repairs, maintenance and upgradation	Grade A, if Policy and Report are maintained Grade B, if only Policy or Report is maintained Grade C, if nothing is available	A	A	
5	Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment,sports, Auditorium & seminar halls etc.) excluding salary component	1. Finance Committee Meeting Minutes 2. Report validated by IQAC and verified by Principal	Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available	A	A	
Overall Grade					A	
V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)						
A	**Student Support**					
1	Percentage of Students benefited by scholarships & free ships for the last two years	Office Report validated by IQAC and verified by Principal	Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies	A	A	
	a) Government					
	b) Institution					

	c) Non - Governmental bodies					
	d) Industries					
	e) Individuals					
	f) Philanthropists					
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	Roport by JKC and Physical Education Department validated by IQAC and verified by Principal	Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered	A	A	
	a) Soft Skills					
	b) Language and Communication Skills					
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)					
	d) ICT/ Computer Skills					
3	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1.Records by the JKC and Departments 2. Proof of employment	Grade A, if more than 50% of students placed Grade B, if 30% of students placed Grade C, if less than 30% of students placed	C	C	

4	Student grievances Redressal mechanism , No. of grievances received & Redressed during last 2 years	1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal	Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy	A	A	
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research plafroms out side the parent institution.	1. Department wise reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	B	B	
6	The Institution has a transparent mechanism for timely redressal of: A.Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harrassment 2. Committee(s) Report(s) about grievance redressal 3.Proofs and Meeting Minutes	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A	A	

7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A	A	
B	**Student Progression**					
8	Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained	A	A	
9	Students' Progression to Employment	1. Department wise Reports with proof of Joining 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained	A	A	
10	Students' Progression to Entrepreneurship	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained	B	B	

11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100)	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained	C	C	
12	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)	Feed back consolidated Report from JKC	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	B	B	
C	**Student Participation and Activities**					
13	No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)	Consolidated Reports by the Committees, validated by IQAC & verified by Principal	Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level	A	A	
	a) University Level					
	b) State Level					
	c) National Level					
	d) International Level					

14	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1. Committees List 2. Student Council Report	Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists	A	A	
15	Number of sports and cultural activities / competitions organised in the Institution for the last 2 years	Committee reports validated by IQAC and verified by Principal	Grade A, if 5 events/ competitions organized at national level Grade B, if 5 events/ competitions organized at State level Grade C. if events at district level	A	A	
16	Percentage of Student participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100	Committee reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	B	B	
D	**Alumni Engagement**					
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	B	B	

			registered			
18	Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated	Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	C	C	
19	Number of Alumni Association Chapters / meetings held during the last 2 years	1. Meeting minutes 2. Consolidated reports	Grade A, if 4 and above Grade B, if 2 and above Grade C, if one and below	B	B	
Overall Grade					A	
VI-GOVERNANCE AND LEADERSHIP						
A	**Institutional Vision and Leadership**					
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 Grade B, if the mechanism is in planning stage Grade C, if nothing is available	A	A	
2	Explain the Insitutional Practices like de-centralization and participative management to show case effective leadership	1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only committees are constituted	A	A	

3	Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council	Grade A, if Staff Council meets regularly and implements resolutions through meetings Grade B, if Staff Council resolutions properly recorded Grade C, if Staff Council is formed	**A**	A	
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Insitution achieves Grade A ocassionally 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 Grade B, if the applicatons are not disposed within the stipulated time Grade C, if record is not properly maintained	**A**	A	
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only heirarchy is presented Grade C, if Organogram is not prepared	A	A	

B	**Institutional e - governance**					
7	Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	A	A	
	a) Administration					
	b) Finance and Accounts					
	c) Student Admissions and support					
	d) Examinations					
C	**Faculty Empowerment Strategies**					
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	C	C	
9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized Grade C, if less than 3 programmes are organized	B	B	

10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Develelopment 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	B	B	
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 accreditated at "Good" grade Grade B, if more than 50 % teachers are accreditated at "Good" grade Grade C, if less than 50% teachers are accreditated at "Good" grade	B	B	
D	**Financial Management and Resource Mobilization**					
12	Institutional mechanism for internal and external financial audits	1. Internal AuditCommittee constitution Circular 2. Financial Audit Reports	Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained	A	A	

13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by 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	
E	**Internal Quality Assurance System**					
14	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted	Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C,if any 3 records or below are maintained	A	A	

	IQAC for promoting quality culture per year					
15	Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.	Grade A, if ranked Grade B, if participated Grade C, if not participated	B	B	
Overall Grade					A	
VII-INSTITUTIONAL VALUES AND BEST PRACTICES						
A	**Activities that teach valules of the Institution**					
1	Details of Activities by the Institution for **A) Promotion of gender equality and sensitiztion** a)Safety and security b)Counselling c)Common Rooms for women students d)Details about sensitization activities	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	A	A	

	B) Environmental consciousness and sustainability a)Solar energy, b)Sensor-based energy conservation, c)Use of LED bulbs/ power efficient equipment	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	
	C) Waste Management a)Solid waste management b)Liquid waste management c)Lab Waste d)E-waste	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	B	B	
	D) Water Conservation a) Rain water harvesting b)Borewell /Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	B	B	

	E) Green campus initiatives a)Plastic free campus(Ban on the use of Plastics) b)Botanical garden c)Green house d)Green landscaping e)Green audit f)Battery vehicles	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	B	B	
	F) Divyangan friendly barrier - free environment a)Ramps b)Railings c)Scribe for examination d)Provision of lift/Wheel chairs e) Alternative arrangements for Divyangan	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	B	B	

B	Initiatives for inculcating values					
2	**Cross cutting issues and value initiatives** a) Tolerance and harmony against several diversities i)Cultural ii) Regional iii)Linguistic iv) Communal v)Socio - Economic	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	B	B	
	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	
	c) Code of 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 Grade B, if any one is present 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 Grade B, if any one is present 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 a)Liberty, Equality, Fraternity, Justice b)Fundamental rights and duties 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 Grade B, if any 2 are present Grade C, if any one is present	**B**	B	
C	**Best Practices**	Record of two best/innovative practices by the institution		YES		
	i.	i) Departmental Best Practices Reportin the NAAC prescribed format ii) Institutional Best Practice Report in the NAAC prescribed format	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	
	ii.					
D	**Institutional Distinctiveness**					
	Explain how disctinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words	Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is	A	A	

			available			
Overall Grade					B	
College Grade -A						
	Name & Signature of the Principal :			**Name & Signatures of the Academic Advisors**		
				1		
	Name & Signature of the Vice-Principal :			2		
				3		
				4		
Note: This format is to be filled by the Principal and submitted to the Academic Audit Team.						

I- B
II- A
III- B
IV- A
V- A
VI- A
VII- B