

GOVERNMENT DEGREE COLLEGE FOR WOMEN :: SRIKALAHASTI

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*) |
|---|--|--|--|------------------------------------|--|---|
| <b>I-CURRICULAR ASPECTS</b>                     |  |  |  |                                    |  |   |
| <b>A 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><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                                  | B  | Satisfactory to be improved                           |
| 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                                  | B.   | to be improved  |
| 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                                  | B  | to be improved  |
| 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.   | to improve  |

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|---|--|--|--|------------------------------------|--|---|
| <b>I-CURRICULAR ASPECTS</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                                  | B  | <i>Satisfactory to be improved</i>                    |
| 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                                  | B.   | <i>to be improved</i>                                 |
| 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                                  | B  | <i>to be improved</i>                                 |
| 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.   | <i>to improve</i>                                     |

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|--|--|--|--|------------------------------------|--|---|
| <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                                  | B  |   |
| 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   | A                                  | B  |   |
| 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><br>Grade B, if 60% - 90% syllabus is covered by the Departments<br><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<br><br>Grade B, if only one programme is introduced<br><br>Grade C, if no programme is introduced  | C                                  | C.   |   |

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|---|--|--|--|------------------------------------|--|---|
| <b>C 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 (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                                  | B.   |   |
| <b>Overall Grade</b>                          |  |  |  |                                    |  |   |
| <b>II-TEACHING, LEARNING &amp; EVALUATION</b> |  |  |  |                                    |  |   |
| <b>A 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  | 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  | A                                  | B.   |   |
| 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<br>Grade B, if improperly maintained<br>Grade C, if not maintained  | A                                  | B.   |   |
| 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<br>Grade B, if improperly maintained<br>Grade C, if not maintained  | A                                  | 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<br>Grade B, if any two are presented<br>Grade C, if any one is presented   | A                                  | B  |   |
| 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  | 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*) |
|----------------------------------|---|---|--|------------------------------------|--|---|
| 7                                | Student - full time teacher ratio for the last 2 years<br>Total no. of students enrolled in the institution/<br>Total no. of full time teachers                   | 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.   |   |
| <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  | 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  | A                                  | B.   |   |
| 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  | 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<br>Grade B, if 50% Departments submit reports<br>Grade C, if <50% Departments submit reports | A                                  | B.   |   |
| 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  | A                                  | B.   |   |
| 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         | A                                  | B.   |   |

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|-------|---|---|--|------------------------------------|--|---|
| 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                                  | B.   |   |
| 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                                  | 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<br>Grade B, if 50% of the Teachers submit Certificates<br>Grade C, if <50% of the Teachers submit Certificates   | B                                  | C.   |   |
| 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                                  | B  |   |
| 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                                  | B.   |   |
| 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  |   |

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|----------------------------------|--|---|---|------------------------------------|--|---|
| <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 5per year)<br>Grade C, if District and College level events are organized ( at least 5per year) | A                                  | 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)<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                                  | B.   |   |

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|---|--|---|---|------------------------------------|--|---|
| <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  |   |
| 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  | C                                  | C  |   |
| 7   | The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneursip 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 | C                                  | C  |   |
| <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                                  | 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<br>Grade B, if 50% of Departments publish one book each<br>Grade C, if < 50% of Departments publish one book each  | A                                  | 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<br>Grade B, if 50% of Departments publish one paper each<br>Grade C, if < 50% of Departments publish one paper each   | A                                  | B  |   |



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|--------------------------------------|---|--|--|------------------------------------|--|---|
| <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<br>Grade B, if 1 Faculty member exchanged<br>Grade C, if no Faculty member exchanged   | A                                  | B  |   |
|                                      | B. Student Exchange   |  | Grade A, if more than 2 Students exchanged<br>Grade B, if 1 Student exchanged  | A                                  | B  |   |
|                                      | C. Internship   |  | Grade A, if more than 10 Students attended<br>Grade B, if 10 Students attended   | A                                  | B.   |   |
|                                      | D. Field trips  |  | Grade A, if all Departments conducted<br>Grade B, if 50% Departments conducted<br>Grade C, if below 50% Departments  | A                                  | B.   |   |
|                                      | E. OJTs   |  | Grade A, if more than 10 Students attended<br>Grade B, if 10 Students attended   | B                                  | B  |   |
| 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  |   |
| 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  | A                                  | B.   |   |
| <b>Overall Grade</b>                 |   |  |  |                                    |  |   |

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|--|--|--|---|------------------------------------|--|---|
| <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.   |   |
| 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                                  | B  |   |
| 3  | Daily usage of Library by teachers and students (percentage)   | Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal  | Grade A, if more than 60% Teachers and Students make use of Library<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                                  | B  |   |
| 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                                  | B.   |   |
| <b>Overall Grade</b>   |  |  |   |                                    |  |   |

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|---|---|--|--|------------------------------------|--|---|
| <b>V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)</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<br>Grade B, if benefit offered by any 3 bodies<br>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                                  | B  |   |
|   | 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<br>Grade B, if 30% of students placed<br>Grade C, if less than 30% of students placed   | A                                  | B.   |   |
| 4   | Student grievances Redressal mechanism, No. of grievances received & Redressed during last 2 years  | 1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal | Grade A, if all grievances are redressed as per the policy<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                                  | B.   |   |

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|---|--|--|--|------------------------------------|--|---|
| 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                                  | B.   |   |
| 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                                  | 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                                  | B.   |   |
|   | 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<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    | A                                  | B.   |   |
| 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                                  | 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*) |
|------------------------------|---|--|---|------------------------------------|--|---|
| 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<br>Grade B, if 30% of Students participate<br>Grade C, if less than 30% of Students participate | C                                  | 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                                  | B  |   |
| 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                                  | 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<br>Grade B, if only reports are available<br>Grade C, if no record is maintained           | A                                  | B  |   |
| 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                                  | B  |   |
| 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           | 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>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   | B                                  | B  |   |
| 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  |   |
| 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  |   |
| <b>Overall Grade</b>                       |  |   |  |                                    |  |   |
| <b>VI-GOVERNANCE AND LEADERSHIP</b>        |  |   |  |                                    |  |   |
| <b>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  | A                                  | B  |   |
| 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   | A                                  | B  |   |
| 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                                       | A                                  | B  |   |
| 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            | A                                  | B  |   |
| 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 | A                                  | B  |   |

| S.N<br>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                                       | 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                                  | 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                                  | B  |   |
|   | a) Administration  |   |  |                                    |  |   |
|   | b) Finance and Accounts  |   |  |                                    |  |   |
|   | c) Student Admissions and support  |   |  |                                    |  |   |
|   | d) Examinations  |   |  |                                    |  |   |
| <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<br>Grade B, if more than 50% staff are funded<br>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<br>Grade B, if more than 3 programmes are organized<br>Grade C, if less than 3 programmes are organized   | C                                  | C  |   |
| 10                                      | Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Develeopment 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                                  | 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 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                                  | B.   |   |

| Sl. 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>D</b><br><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<br>Grade C, if no audit record is maintained                         | A                                  | 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  |   |
| <b>E</b><br><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                                  | 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   | A                                  | B  |   |
| <b>Overall Grade</b>  |  |  |  |                                    |  |   |
| <b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>                |  |  |  |                                    |  |   |
| <b>Activities that teach values of the Institution</b>            |  |  |  |                                    |  |   |
| A   | Details of Activities by the Institution for   |  |  |                                    |  |   |



|   | 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*) |
|---|---|---|------------------------------------|--|---|
| 1<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>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                                  | B  |   |
| <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<br>Grade B, if any 3 are present<br>Grade C, if any 2 or below      | A                                  | B  |   |
| <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<br>Grade B, if any one is present<br>Grade C, if nothing is present | A                                  | B  |   |
| <b>E) Green campus initiatives</b><br>a) Plastic free campus (Ban on the use of 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 and activities validated by IQAC and verified by 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      | A                                  | B  |   |

|          | 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*) |
|----------|---|--|---|--|---|
|          | F) Divyangan friendly barrier - free environment<br>a) Ramps<br>b) Railings<br>c) Scribe for examination<br>d) Provision of lift/Wheel chairs<br>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<br>Grade B, if any 3 are present<br>Grade C, if any 2 or below      | A  | B   |
| <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<br>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<br>Grade B, if any 4 are present<br>Grade C, if any 3 or below      | A  | 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<br>Grade B, if any 2 are present<br>Grade C, if any one is present  | A  | B   |
|          | 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<br>Grade B, if any one is present<br>Grade C, if nothing is present | A  | B   |
|          | 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  | B   |
| 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  | B   |

| 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 Best Practices</b>  | Record of two best/innovative practices by the institution           |  |                                    | <b>B</b>   |   |
| i.   | i) Departmental Best Practices 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                                  |  |   |
| ii.  | ii) Institutional Best Practice Report in the NAAC prescribed format |  |                                    |  |   |
| <b>D</b>   | <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                                  | <b>B</b>   |   |
| <b>Overall Grade</b>   |  |  |                                    |  |   |
| <b>College Grade -</b>   |  |  |                                    |  |   |

Name & Signature of the Principal :

*[Signature]* 26.8.22  
**PRINCIPAL**  
 GOVT. DEGREE COLLEGE (W)  
 SRIKALAHASTI

Name & Signature of the Vice-Principal :

Name & Signatures of the Academic Advisors

1 *[Signature]* 26/8/22  
 2 *[Signature]*  
 3 *[Signature]* 26/8/22

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