

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

**Format-II (Institutional Data Cum Academic Advisor's Grading), GOVERNMENT DEGREE COLLEGE, CHEEPURUPALLI**

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</b>	<b>Curricular Planning and Implementation</b>					
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 courses offered;  Grade B, if 40%-60% of modification in syllabi of all courses offered;  Grade C, if less than 40% modification in syllabi of all courses offered;	<b>Not Applicable for affiliated colleges</b>		
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	<b>Annual Institutional plan Maintained College and Departmental activities Register Maintained Teaching Dairy maintained</b>	<b>A</b>	
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 records are maintained  Grade B, if any four records are maintained  Grade C, if any two records are maintained	<b>Semwise curricular plans are distributed to students.2. All the Departments and IQAC maintains minutes 3. Extra curricular &amp; Co curricular Activity reports maintained</b>	<b>B</b>	<b>Suggested to MAP and attainment of PO's and CO's</b>
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>Nil</b>	<b>B</b>	<b>Suggested to start certificate and add on courses by all departments</b>
<b>B</b>	<b>Academic Flexibility &amp; Curriculaum Enrichment</b>					
5	Institution's contribution to enrichment of curriculum	1.Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 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>All the Departments are conducting seminars and awareness programmes i.e. gender parity and environment sustainability. Human values course itself incorporated in University syllabus.</b>	<b>A</b>	

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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>Moocs are not conducted till now. We are planning to conduct moocs courses atleast 50% departments during the next academic year 2023-24</b>	B	<b>Recommended to implement online course like swayam, Arpit for all Departments.</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 Grade B, if 60% - 90% syllabus is covered by the Departments Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	<b>100% Syllabus was completed Semesters.</b>	A	
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	During the Academic year 2020-21 we are introducing B.Com Computer Applications and M.Sc Organic Chemistry course in this college.	A	
<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 ; 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	Curricular Feed backs are collected from students and analyse the reports and Take steps for improvement.	A	
<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 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	100%	A	
2	Demand Ratio (Group wise) <b>(No. of applications received/ Sanctioned Seats)</b> (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	Applications are received more than sanctioned strength.	A	
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) <b>(Seats earmarked / Seats filled)</b>	Year wise, Category wise report of the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	Full fill as per norms.	A	
4	Socio-economic status of students enroled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	<b>Yes maintained</b>	A	
<b>B Catering to Student Diversity</b>						

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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	<b>All the departments are maintaining Slow and Advanced learners registers and various strategies are followed by different departments to assess the IQ levels of students for slow and advanced learners classification in the class.</b>	A	
6	Details of special programmes organized by the departments for advanced learners and slow learners	Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>Students seminars and Election are assigned to advanced learners where as Assignments on important questions allotted to slow learners.</b>	A	
7	Student - full time teacher ratio for the last 2 years <b>Total no. of students enrolled in the institution/ Total no. of full time teachers</b>	Consolidated Report validated by IQAC and verified by Principal	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	<b>32: 1 Ratio is maintained in this institution for the last two years.</b>	B	
<b>C</b>	<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 Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>Quiz competitions, Just a minute, field trips and group discussions are conducted as student centric methods.</b>	A	
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>More than 85% of the Departments are using ICT for ICT enabled classes.</b>	A	
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted	Reports by Committees concerned	Grade A, if all activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	Student induction programme, Gender sensitisation programmes are conducted. Human values itself incorporated in University Curriculum.	A	
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	Bridge course and remedial classes are conducted by all departments.	A	
12	Ratio of Final year students undertaking field trip or project or internships <b>(No.of students attending field trip or project/ Total No. of Final year students)</b>	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	Out of 252 students 83 students are taking field trip ( Less than 50%)	B	Steps to be taken to conduct field trips by all departments
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	Yes maintained as per Prescribed formats	A	

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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	Yes, Maintained	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	All the Departments are taking ICT Classes	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	Yes, LMS Presentations done by the Teaching faculty	A	Recommended to upload in CCE portal
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	50% Teachers are completed	B	Suggested the faculty to enroll in MOOCS courses
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	Yes Conducted	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)	No	C	Recommended to plan for conducting Academic and sports events.
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	5	A	
<b>D</b>	<b>Teacher Profile Quality</b>					
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	Yes Attendance registers are maintained as per prescribed format.	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	100%	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	40%	C	

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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)	Nil	C	Steps to be taken to organise National, International seminars and workshops.
25	Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	Grade A, if International and National events are attended (at least 5 per year) 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)	All Lecturers are attended for seminars	A	
<b>E Evaluation Process and Reforms</b>						
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	Yes maintained	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	Yes, Maintained	A	
28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% Students pass percentage is achieved	Yes	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	Yes, Maintained	A	
<b>F Student Performance and Learning Outcomes</b>						

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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>Yes, Announced to all the students during the start of academic year</b>	B	<b>Suggested to conduct awareness programme on PO's and CO's and maintain the records by all departments</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>75% Departments attains Programme outcomes and Course out comes</b>	C	<b>Suggested to initiate attainment of PO's and CO's</b>
<b>G</b>						
<b>Student Satisfaction Survey</b>						
32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on 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	Yes maintained	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	<b>Yes, 82% Percentage of students participated in Student satisfactory survey.</b>	A	
<b>Overall Grade</b>						
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>						
<b>A</b>						
<b>Promotion of Research and Facilities</b>						
1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter 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	No	C	<b>Steps may be initiated to establish reasearh centre.</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 Research Guides	Less than 30%	C	<b>Suggested to apply for guideship</b>
3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	Nil	C	<b>Plan to apply guideship</b>
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	Nil	C	<b>Steps may be taken to apply projects like DBT,DST, IAS etc.</b>
<b>B</b>						
<b>Resource Mobilization for Research Purpose</b>						
5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 3 Lkh Grade B, if <3lkh Grade C, if there is no funding	Nil	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	Nil	C	

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7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurship Hub)	Report by Research Committee Coordinator, verified by the Principal	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established Grade C if no such centre is established till now.	Nil	C	
<b>C</b>	<b>Research Publicaton and Awards</b>					
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars )	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	50% Departments are submitted papers	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	Less than 50% Deptments are published books.	C	
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	Less than 50% Deptments are published .	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 upto 1; C if it is zero.	Nil	C	Steps to be taken to publish papers in SCOPUS, and WEB of Sciences.
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	Nil	C	
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)	Nil	C	
<b>D</b>	<b>Extension Activities</b>					
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	22 Activites are conducted during the academic year 2022-23	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	23 Activities are conducted	A	

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16	No. of Awards and Recognitions received for <b>Extension activities</b> from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	Nil	C	
17	Average percentage of students and their details participating in extension activities with Government/ Non-Government Organisations above mentioned (Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately)	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	More than 3 awards	A	
<b>E</b>	<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 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	Nil	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	Yes, Faculty members are allotted to other needy colleges three days per week.	A	
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	No	C	
	C. Internship		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	More than 10	A	
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	More than 10	A	
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	More than 10	A	
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	All Departments have functional MOUs	A	
21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Report validated by IQAC and verified by Principal	Grade A, if 2 workshops/seminars are conducted Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	Nil	C	Suggested to conduct IPR programmes in collaboration with IPR Chennai
<b>Overall Grade</b>						
<b>IV - INFRASTRUCTURE &amp; LEARNING RESOURCES (Not covered under format - I)</b>						
<b>A</b>	<b>Details of Library as a Learning Resource</b>					



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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	Nil	C	Try to install SOUL 3.0 software for library automation.
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga 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 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	Nil	C	Suggested to register in INFLIBINET
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	Less than 50% teachers and students are make use of Library due to lack of librarian.	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 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	Yes, Maintained	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	3 Lacks incurred to purchase Computers and Printers for IQAC equipment	A	
<b>Overall Grade</b>						
<b>V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)</b>						
<b>A Student Support</b>						
1	Percentage of Students benefited by scholarships & free ships for the last two years a) Government b) Institution c) Non - Governmental bodies d) Industries e) Individuals f) Philanthropists	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	Govt Institution Philanthropists	B	
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years a) Soft Skills b) Language and Communication Skills	Report 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	JKC Established in this institution, Yoga Classes are conducted	A	

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	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	More than 50% of students placed	A	
4	Student grievances Redressal mechanism, No. of grievances received & Redressed during last 2 years	1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal	Grade A, if all grievances are redressed as per the policy 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	Yes maintained	A	
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms outside the parent institution.	1. Department wise reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	Less than 30%	C	Suggested to improve students participation in all criteria.
6	The Institution has a transparent mechanism for timely redressal of: A. Sexual harassment B. Ragging	1. harrasment 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	Women empowerment conducted programmes for women protection and Anti ragging committee.	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	Yes maintained	A	
<b>B</b>	<b>Student Progression</b>					
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 available Grade C, if no record is maintained	Reports are only available	B	Try to maintain proofs for students progression to higher education.
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 available Grade C, if no record is maintained	we maintained records in JKC and proofs are available	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 available Grade C, if no record is maintained	Nil	C	Steps may be taken to conduct certificate courses for

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*)
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 available Grade C, if no record is maintained	Nil	B	recommended to conduct competetive examinations coaching in the institution.
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	One company offered feedback	A	
<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 Grade B, if University and State level Grade C, if below State level	Three students got National, University and state level awards in sports	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 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	Students are involved in all committees of the institution.	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	Nil	C	Suggested to conduct sports and cultural activities.
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	50% students participate	B	
<b>D Alumni Engagement</b>						
17	Is there registered Alumni Association for the institution? If yes, year of registration and number	Registration certificate to be verified	Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered	Yes	A	
18	Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated	Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	Yes	B	
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	Yes	B	
<b>Overall Grade</b>						
<b>VI-GOVERNANCE AND LEADERSHIP</b>						
<b>Institutional Vision and Leadership</b>						
A						

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
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 Grade B, if the mechanism is in planning stage Grade C, if nothing is available	Yes maintained	A	
2	Explain the Institutional Practices like decentralization 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	Yes, Maintained	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	<b>Yes, Maintained</b>	<b>A</b>	
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Institution achieves Grade A occasionally Grade C, if the Institution achieves B & C grades	<b>A Grade</b>	<b>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 Grade B, if the applications are not disposed within the stipulated time Grade C, if record is not properly maintained	<b>All RTI issues are disposed</b>	<b>A</b>	
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	Yes, Heirarchy is maintained	A	
<b>Institutional e - governance</b>						
7	Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	3 components are existst	A	
	a) Administration					
	b) Finance and Accounts					
	c) Student Admissions and support					
	d) Examinations					
<b>Faculty Empowerment Strategies</b>						
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	No funding	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	Nil	C	Suggested to conduct faculty development programmes through DRC
10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	Above 75% Staff attended	A	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
11	Details of performance appraisal system designed by institution for Teaching and non- teaching staff	ASAR reports	Grade A, if more than 75% teachers are accredited at "Good" grade Grade B, if more than 50 % teachers are accredited at "Good" grade Grade C, if less than 50% teachers are accredited at "Good" grade	All the teaching faculty are submitted ASAR Reports	A	
<b>D</b>	<b>Financial Management and Resource Mobilization</b>					
12	Institutional mechanism for internal and external financial audits	1. Internal Audit Committee 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	Yes both internal and external audits are conducted	A	
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Principal	Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received	Nearly 5 Lakhs are received from Philanthropists.	A	
<b>E</b>	<b>Internal Quality Assurance System</b>					
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 IQAC for promoting quality culture per year	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	All Records are maintained	A	
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	Participated in NIRF	B	
<b>Overall Grade</b>						
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>						
<b>A</b>	<b>Activities that teach values of the Institution</b>					
1	Details of Activities by the Institution for <b>A) Promotion of gender equality and sensitization</b> 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	Yes, Programmes are conducted	A	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
	<b>B) Environmental consciousness and sustainability</b> 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	Green Campus	A	
	<b>C) Waste Management</b> a)Solid waste management b)Liquid waste management c)Lab Waste management d)E-waste management	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	Solid waste management and lab waste management strategies are maintained	B	Suggested to dig one soak pit.
	<b>D) Water Conservation</b> 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	No	B	Suggested to dig one soak pit at Drinking water premises.
	<b>E) Green campus initiatives</b> 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</b> a)Ramps b)Railings c)Scribe for examination d)Provision of lift/Wheel chairs e) Alternative arrangements for Divvangan	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	Scribe, Ramps and railing are present	B	
<b>B</b>	<b>Initiatives for inculcating values</b>					
2	<b>Cross cutting issues and value initiatives</b> 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	Reports are maintained	A	
	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	Included in University curriculum	A	
	c) Code of conduct for students and teachers	Approved Policy & Report on implementation with details validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	Yes Maintained per guidelines	A	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
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	Activities are conducted and registers are maintained	A	
C	Best Practices	Record of two best/innovative practices by the institution		1. Green Campus, 2. No vehicle day on Third Friday of every month in this institution.	A	
i.		i) Departmental Best Practices Report in 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	
ii.						
D	<b>Institutional Distinctiveness</b>					
	Explain how distinct is your Institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words	Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available	Both Boys and Girls hostels are located within the campus.	A	
<b>Overall Grade</b>					A	
College Grade - A						

Name & Signature of the Principal :

*[Signature]*  
16-11-23.  
**PRINCIPAL**  
**GOVT. DEGREE COLLEGE**  
**CHEEPURUPALLI-536120**  
**ANAPARTI NAGAR**  
**VIJANAGARAM DIST. A. P.**

Name & Signature of the Vice-Principal :

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

Name & Signatures of the Academic Advisors

1  
2  
3

*[Signature]* 16/11/2023  
(S. Padmanabhi)  
Lecturer in Physics; GCW(A), SRIKAKULAM.  
*[Signature]* (RAVI BABU-S)  
Lect. in Zoology, GDCCM, Srikakulam

*[Signature]*  
16/11/23.

**(M. RAMESH KUMAR**  
**vice principal)**