

T.R.R. GOVERNMENT DEGREE COLLEGE KANDUKUR



1.1.1: Effective Curricular Planning and Delivery

Academic & Administrative Audit

Government of Andhra Pradesh
Commissionerate of Collegiate Education

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

Format-I (Institutional Data)

Zone : TU

District : Prakasam

AISHE CODE: 32822 : 2018

COLLEGE PROFILE

1	Name of the College	TRR Govt. Degree College	
	URL of Website	www.gdc.kandukur.com	
	email	www.gdc.kandukur@gmail.com	
	Phone number		
2	Name of the Principal, email & Mobile Number	D.VIJAYA SRI, devarakondakoppula@gmail.com 978062058	
3	Name of the Vice-Principal, email & Mobile Number	J. Usha Rani, usharanijada@gmail.com, 9490196274	
4	Name of the IQAC Coordinator, email & Mobile Number	Ch. Shankar Rao	
5	Year of Establishment & details of land available if any	1966 , 50 arc	
6	Affiliating University & College Code assigned by University	Acharya Nagarjuna University , 037.	
7	NIRF Rank	- No -	
8	Previous Grade of the College in Academic Audit	A Grade	
9	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	B Grade , Second cycle -2014, CGPA - 2.15	
10	Affiliation certificate (Permanent/Temporary)	Permanent	
11	UGC Recognition (2f & 12 B) (Scanned certificate is to be sent)	Yes , copy enclosed.	
12	College Working Hours (if shift system mention details of both shifts & give reasons for shift system)	10AM - 5 PM	

13	No. of Posts Sanctioned:	Regular Working Redeployed PIL Contract Guest	17 02 — 05 03	
14	Course wise & year wise Students strength particulars (Proforma enclosed)	Bsc : 56	BA: 52	BCom: 49

I-CURRICULAR ASPECTS

	Item	Status (Give Details, not just Yes/No)	Impression of Academic Advisor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Advisors
15	Implementation of Annual Institutional Plan	Implementing regularly.	Good. A	
16	Departmental Annual Curricular Plans	Maintained	Good A.	
17	Whether the above two circulated among Students?	Circulated	Good. A	circulation to be done through the possible means.
18	College Activity Register 2018-19	Maintained	Good. A	
19	College Calendar/College Magazine	Calender maintained	Satisfactory B.	college magazine to be maintained
20	Record of review of			
21	Add-on Courses (Department-wise) completed during 2017-18			Add-on courses to be started.
22	Add-on Courses (Department-wise) in 2018-19			
23	Coverage of Syllabus (Average Percentage)	100% Completed	Good - A.	
24	Teaching of Value added courses (Foundation Courses)		Good - A	
25	No. of New UG & PG Courses introduced in 2018-19	Two courses (MPC)(E) BZC(E)	Good - A.	
26	Maintenance of Student Attendance Registers including Biometric Attendance	Maintaining	Good - A.	
27	Whether feedback on curriculum was obtained from stake holders and analysed		D. Poor.	feed-back to be taken from the stake holders
28	Whether Online courses introduced	Introduced	No of Courses introduced:	4

II-TEACHING, LEARNING & EVALUATION

29	Student admissions Cut off marks and % of SC, ST, BC, minority and OC students admitted (Group wise) in 2018-19	Not Not required	D	Admissions should be improved and the college should reach a position to maintain admission cut-off marks
30	Social-economic status of students enrolled (Group wise and Year wise) in 2018-19	SC: 240 ST: 13 BC: 103, Minority: 22	Good - A	
31	Demand Ratio (Group wise)			
32	Percentage of differently abled students (Divyangjan) on roll	- NIL		
33	Percentage of full time teachers against sanctioned posts in 2018-19	1:0.58 57%	Satisfactory B.	
34	Student - Full time teacher ratio	23:1	Good - A.	
35	Student Profile as per prescribed reservation	Maintained	Good - A.	
36	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2018-19	90+90=180 30.	Good - A.	
37	The number of classes (per week) taken by the Principal	B.	Good - A.	
38	Teaching Diaries & Teaching Plans in Prescribed Formats	Maintained	Good - A.	
39	Use of ICT in teaching and learning	Using & Record maintained	Good - F.	
40	No. Of Virtual Classes presented	32 classes	Satisfactory - B.	
41	No. Of Virtual Classes attended	34		
42	Use of Digital Classes in Teaching Learning Process	Using regularly	Good - A.	
43	No. Of Mana TV lessons presented by Faculty	01	Satisfactory - B.	
44	No. Of lessons in LMS portal by Faculty (MOODLE)	- NIL -	D	
45	Use of ICT evaluation Tools (Plickers, Kahoot etc.)	Maintained	Satisfactory - B.	
46	No. Of Videos prepared / presented through Presentation tube	- NIL -	D.	
47	No of TOTs conducted on ICT tools in Teaching	01 01	Satisfactory - B.	

48	Average daily attendance in the Biometric devices from last one month	60%	Satisfactory B.	
49	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	75%	Good - A.	
50	Co-Curricular Activities (College level)	Yes, Maintained	Good - A.	
51	Seminars / conferences / workshops organised in 2018-19	Nil - English	Satisfactory - B.	
52	Academic Competitions (College Level & Above)	Yes, Maintained	Satisfactory - B.	
53	Conduct of Internal Examinations-Internal assessment	Yes, Record Maintained	Good - A.	
54	Teacher wise result analysis (MARCH/APRIL -2018 & SEP/OCT/NOV- 2018)	Copy enclosed.	Good - A.	
55	Pass percentage of students (Group wise) in 2018-19	41% Copy enclosed	Satisfactory - B. Average - C	measures should be taken to improve the pass percentage of the students.
56	Percentage of students undertaking field projects / internships	50%	Good - A.	
57	Remedial Classes	Yes, maintaining.	Good - A.	
58	Conduct of Bridge course	Conducting.	Satisfactory - B.	
59	Feed back on Teachers by Students and its analysis	Yes, Maintaining	Good - A.	
60	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	Yes, Maintained.	Good - A.	
61	No of Mana TV Special Live Programmes by Faculty/Students	2 01	Average - C	
62	No. Of registrations on MOOCS platform : a) Teachers b) Students	Teachers - 19 Students - 6	Good - A.	
63	No. of course completion Certificates obtained by teachers through MOOCs platform	01	Average - C.	
64	No of course completion Certificates obtained by students through MOOCs platform	- NIL -	D.	Encourage the students to obtain course completion certificates through MOOCs.

65	Other ICT initiatives if any (Swayam, Swayam Prabha - DTH(Direct To Home), or Down loaded lessons)	- Yes - Maintained.	Good - A	
66	Students' Grievances/Redressal (Examination Cell) Report	.Yes, Maintaining.	Satisfactory B	
67	Automation details of Exam Cell	- NIL -	D.	
68	Student Satisfaction Survey	Yes..undertaken	Good D. . A	

III-RESEARCH, INNOVATIONS AND EXTENSION

69	Is the College a Recognized Research Centre	-NO -	D.	
70	Policy for Promotion of Research (A)		D.	
71	Institutional Seed money for Research		D.	
72	No. of Research Guides in the College	- No -	D	Ph.D holders multiply for guideship
73	No. of Research Scholars working for M.Phil & Ph. D	- NO -	D.	
74	Research Projects funded by Govt/Other Organisations	Major-1 Minor-1	Satisfactory - B	
75	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	Major - Completed	Satisfactory - B.	
76	Code of Ethics/ Plagiarism software	- NIL -	D.	
77	Research Papers/Chapters Published in 2018-19 (SCOPUS, Web of Science ,ISBN/ISSN, ICI)	10	Good - A	
78	Papers Presented in 2018-19 (International/ National/ State)	10	Satisfactory B	
80	Books Published in 2017-18 (Single Author/ Co Author)	01	Satisfactory - B.	
81	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State)	- NIL -	D.	National & State Seminars/ work shops are to be conducted
82	No. Of teachers registered in ORCID / VIDWAAN	23	Good - A.	
83	Bibliometrics details	-		
84	Consultancy Policy		D	

85	Record of Consultancy in 2018-19		D.	
86	Whether the Institution has created an ecosystem for innovation, Start ups including incubation centre and other initiatives for transfer of knowledge	Yes, Maintained	Satisfactory B.	
87	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	- NO -	D.	
88	Record of MoU's in 2018-19 (MoU's to be signed on stamped legal documents)	- NO -	D.	MoUs should be undertaken with the related organizations.
	Collaborations for Research/Faculty Exchange/ Student Exchange (Attach MoU's/Linkages)	- NO -	D.	
89	Record of Subject/Department Related Extension Activities	Yes, Dept wise	Good - A.	
90	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students	Yes - 05 ODF, WDC, AIDS Awareness Swachh Bharat	Good - A.	
91	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	ODF+, Gender bins, Blood donation, Clean & green, plantation	Good - A.	
92	Details of students participating in extension activities with Government Organisations, Non-Government Organisations, Gender Issues, UBA etc.	Maintaining registers for attending extension activities	Satisfactory - B	

IV. INFRASTRUCTURE AND LEARNING RESOURCES

94	Number of Class rooms, Labs and computing equipment	14, 7 labs, 50 computers	Good - A	
95	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	GIM, Volleyball, Handball Court, 50 acres Ground.	Good - A.	
96	Classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	ICT - 8 classrooms, 2 - Virtual classes.	Good - A	

97	Women's Waiting Hall	Yes, available		
98	No. Of Toilets : i) Staff - a) Men b) Women; ii) Students - a) Men b) Women c) Differently abled	Men - 11 Women - 4 Students - Men - 24 Women - 10	Good - A.	
99	Budget allocated for infrastructure augmentation (CA certified statement)	Rs 9,45,000 /-	Good - A.	
100	Library is automated using Integrated Library Management System & NDL	- NO - yet to be done	D.	
101	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	yes, available	B. Satisfactory	
102	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases (Give website URL) nlist-int-lib-net-ac.in	yes, list - membership	Satisfactory B.	
103	Expenditure for purchase of books and journals in 2018-19 (CA Certified statement)	1.90 lakhs under SC, ST BB.	Good - A	
104	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	staff: 60% students 40%	Good - A.	
105	IT Facilities a) English Language Lab b) JKC Lab c) Computer Labs d) APSSDC Lab e) Student Computer Ratio f) Wi-fi enabled campus e) Media Centre / Studio	Ⓐ Yes, available Ⓑ Yes, available Ⓒ Yes available Ⓓ Yes available Ⓔ 1:2 Ⓐ Yes Ⓣ - Yes	Good - A.	
	Bandwidth of Internet Connections with details	100 mbps.		
106	AMC details if any		- D.	
107	Insurances covered for infrastructure if any		D.	

108	Expenditure incurred on a) Newly established b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component		D.	
110	Established Systems & Procedures for maintenance of Classrooms, Labs and academic support facilities	?	D.	

V-STUDENT SUPPORT AND PROGRESSION

111	Average percentage of students benefited by scholarships by the Government in 2018-19	100%	Good - A	
112	Average percentage of students benefited by scholarships by the Institution in 2018-19	— NIL —	D.	more donations are to be collected for this purpose.
113	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2018-19	60%	Satisfactory B.	
114	Average percentage of placement of outgoing students in 2018-19	10%	Poor - D.	skill development & job oriented training required.
115	Student grievances Structure, redressal mechanism & Periodicity	Caretaking mechanism is adopted.	Good - A	
116	Number of capability enhancement and development schemes conducted (like Training for Competitive Exams, Career Guidance, Remedial coaching etc.,)	Conducted, 90%	Good - A	
117	Percentage of student progression to higher education	30%	Satisfactory - B	
118	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLJET, GATE, Civil services, state government etc.,)	— NIL —	D.	In addition to subject teaching the teaching faculty must create awareness among the students in these areas.
119	Number of awards/medals for outstanding performance in sports/cultural activities	Sports - 14	Good - A.	

120	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Yes	Satisfactory B.	
121	Records of significant achievements in Sports & Games	Yes	Good - A.	
122	Number of sports and cultural activities / competitions organised in the Institution in 2018-19	04	Good - A.	
123	Feed back from Employees on Online Web Job Portal, APSSDC (AP State Skill Development Corporation), SSC (Skill Sector Council)	-NIL-	D.	
124	Alumni contribution in 2018-19 (In Rs) (CA audited statement)	70000/-	Good - A.	
125	Number of Alumni Association / Chapters meetings held in 2018-19	01	Satisfactory-B.	
126	Number of industries identified & mapped locally for Internships/Placements	4	Satisfactory-B	
127	MOU - SSC Organisations		D	
128	Maintenance of JKC facilities & records	Maintained	Good - A	
129	Record of Student trained and placed in JKC	Maintained	Good - A.	
130	Record of Anti Ragging cell	Yes Maintained	Good - A.	
131	Record of Women Empowerment Cell (WEC)	Yes Maintained	Good - A.	
	No. of Times reviewed ?			
	No. of activities conducted ?	06		
132	Record of Internal Complaints Committee (ICC)	Yes, Maintained	Good - A.	
	Committees constituted or not ?		Action Taken:	
	No. of Times reviewed ?	01	Satisfactory-B.	
	No. of Complaints filed ?	01		
133	Maintenance of drinking water (R.O.Plant)	Yes, Maintained	Good - A.	
134	Maintenance of sanitation	Yes	Good - A	

135	Number of awards and recognition received for extension activities from Government/ recognised bodies	—	D.	
136	No. of Executive Development Programms (EDP) conducted		2	

VI-GOVERNANCE AND LEADERSHIP

137	Staff Council Register			
138	Functioning of Committees in Administration (Minutes of meetings)	Yes, Maintained	Good - A	
139	Awards/Achievements	Yes, Maintained	Good - A.	
140	Use of ICT in Governance	—	D.	
141	Implementation of CFMS / PFMS	Yes	Satisfactory - B	
142	Number of RTI issues addressed	Yes, Implementing	Good - A	
143	Perspective/Strategic plan and deployment documents	Short term goals long term goals	Satisfactory - B.	
144	Organizational structure of the Institution	Yes	Good - A.	
145	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	Yes	Good - A.	
146	Percentage of teachers provided with seed money financial support to attend conferences / workshops and towards membership fee of professional bodies in 2018-19	—	D.	
147	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2018-19	Yes. 02	Satisfactory - B.	

148	Percentage of teachers attended professional development programs(Faculty Development Programme, Orientation Program, Refresher Course, Short Term Course, Post Doctoral Fellowship etc.) in 2018-19	04 10%	Satisfactory. B	
149	No. Of faculty undergone / attended: FDP, PDF, OC, RC, Short Term Course, other Trainings if any.	04	Satisfactory. B	
150	Funds / Grants received from non-government bodies, individuals, philanthropists in 2018-19	—	D	
151	Average number of quality initiatives by IQAC for promoting quality culture per year		D	IQAC should undertake quality improvement prog. in teaching.
152	Participation in NIRF-2018, If participated mention rank below 200	Yes, participated.	Satisfactory-B.	
153	IQAC activities & maintenance of records, (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	Yes, Maintaining	Good-A.	
154	Decentralisation and Participative Management Procedure		D.	
155	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	Yes, Implementing	Good-A.	
156	Teachers attending OC /RC/FDP	01	Satisfactory-B.	
157	Performance appraisal system for Teaching and Non-Teaching Staff		Satisfactory-B.	
158	Strategies for Mobilisation of Funds	Identifying the donors & collecting the donations		
159	Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)		D.	

VII-INSTITUTIONAL VALUES AND BEST PRACTICES

160	Social Responsibility: Programs such as Nava Nirmana Deeksha, Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc.	Yes, Conducting & participating students	Good - A.	
161	Gender Equity Promotion Programmes and facilities to address gender Sensitivity	Yes, conducting	Good - A.	
162	Green Practices (plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,)	Yes plastic free campus	Good - A.	
163	Percentage of power requirement of the Institution met by the renewable energy sources (solar panels)	Yes, 80%	Good - A.	
164	Waste Management steps taken	Yes, Compost preparation	Satisfactory - B.	
165	Rain water harvesting structures and utilization in the campus	Blue, green dustbins Yes	Satisfactory - B.	
166	Facilities for Differently abled (Divyangjan) (ramp, railings scribe for examination etc.,)	Yes, separate toilets	Good - A.	
167	Record of best/innovative practices by the institution	1. clubs & forum WDC environmental awareness skill empowerment cell Yes field trips Guest lect.	Good - A.	
168	College Activity Register 2018-19 & Hard Copy of AQAR 2017-18 (should be available with the Principal & Placed in College Website)	Yes	Satisfactory - B.	
	The number of classes (per week) taken by the Principal	15	Good - A.	
169	Research projects/Publications/ study material developed in 2018-19 by the Institution (Should be available in college website)	- No -	D.	subject-wise study material must be prepared for the benefit of the students.
170	Initiatives taken to engage and contribute to local community	- Awareness prog - NSS, ODF, WDC, Swachh Bharat	Good - A.	
171	Code of Conduct Book for Principal/Staff/Non Teaching and Students	- Students are only in uniforms	Satisfactory - B.	

172	Display of Core Values	Yes, Displaying ^{by} boards	Good - A.	
173	Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights	Yes, Conducting Awareness prog.	Good - A.	
174	Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course	Yes	Good - A.	
175	Institutional and Departmental Best Practices		Good - A.	

College Grading -

Name & Signature of the Principal with date

Dr. J. Usha Rani
Lecturer in Hindi
Name & Signature of the Vice-Principal with date

Name, Address, Contact No. & Signatures of Academic Advisors

- 1 D. RAMAKRISHNA REDDY
GDC, KANIGI RI, PRAKASAM DH
- 2 G. VENKATESWARLU
VRS BYRN. College - CHIRALA

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

Government of Andhra Pradesh
Commissionerate of Collegiate Education
Academic & Administrative Audit of Degree Colleges (2018-19)
Format- IV for submission of Action Taken Report by Principal of the College (ATR)

Zone : III

District :Praksam

COLLEGE PROFILE				
1	Name of the College, URL of Website, email and Phone number	TRR Govt Degree College,Kandukur.Prakasam (Dt). www.gdckandukur.com gdckandukur@gmail.com 08598-223546		
2	Name of the Principal, email & Mobile Number	D.Vijaya Sri/ devarakondakoppulu@gmail.com / 7780620587		
3	Name of the Vice-Principal, email & Mobile Number	Dr.J.Usha Rani / usharanijada@gmail.com / 9490196274		
4	Name of the IQAC Coordinator, email & Mobile Number	Dr.Ch.Sankar Rao/shankarrao786@gmail.com/ 7702438308		
5	Year of Establishment & details of land available if any	1966 / 50 acres		
6	Affiliating University & AISHE CODE:	Acharya Nagarjuna University/ 037		
-	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	B Grade/ IInd Cycle/ 2014. CGPA- 2.15		
8	UGC Recognition (2f & 12 B)	PERMANENT		
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	10.00 AM to5.00PM		
10	No. of Posts Sanctioned:	Regular Working:17	Contract Working:05	Redeployed-02 Guest Working-03
11	Course wise & year wise Students strength particulars / Proforma enclosed)	B Sc-56	B A-52	B Com-49
I-CURRICULAR ASPECTS				
	Item	Recommendation/Suggestions by Academic Advisors A(Good)/		Action Taken by the Principal
		Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A		
13	Departmental Annual Curricular Plans	A		
14	Whether the above two circulated among Students?	A	Circulation to be done through possible means	
15	College Activity Register 2018-19 & Hard Copy of AQAR 2017-18 (should be available with the Principal)	A		
16	College Calendar/ College Magazine	B	College Magazine To Be Maintained	we do it in the next academic year

17	Add on Courses (Department wise) completed during 2017-18	A		
18	Add on Courses (Department wise) in 2018-19	B	Add on courses to be started	
19	Coverage of Syllabus (Average Percentage)	A		
20	Teaching of Value added courses (HVPE & Foundation Courses)	A		
21	No. of New UG & PG Courses introduced in 2018-19	A		
22	Maintenance of Student Attendance Registers	A		
23	Whether feedback on curriculum was obtained from stake holders and analysed	C	Feed back to be taken from the stake holders	Yes
II-TEACHING, LEARNING & EVALUATION				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2018-19	D	admissions should be improved and college should reach a position to maintain admission cutoff mark	we shall implement proper steps to achieve the mark
25	Social-economic status of students enroled(Group wise and Year wise) in 2018-19	A		
26	Demand Ratio (Group wise)			
27	Percentage of differently abled students (Divyangjan) on roll	...		
28	Percentage of full time teachers against sanctioned posts in 2018-19	B		
29	Student - Full time teacher ratio	A		
	Student Profile as per prescribed reservation	A		
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2018-19	A		
31	Teaching Diaries & Teaching Plans in Prescribed Formats	A		
32	Use of ICT in teaching and learning	A		
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	A		
34	Co-Curricular Activities (College level)	A		
35	Seminars/conferences/workshops organised in 2017-18	B		
36	Academic Competitions (College Level & Above)	B		

37	Conduct of Internal Examinations Internal assessment	A		
38	Teacher wise result analysis (MARCH/APRIL- 2018 & SEP/OCT- NOV- 2018)	A		
39	Pass percentage of students (Group wise) in 2018-19	C	Measures should be taken to improve the pass percentage of the students	Yes ,we take the proper steps to improve the Pass percentage
40	Percentage of students undertaking field projects / internships	A		
41	Remedial Classes	A		
42	Conduct of Bridge course	B		
43	Feed back on Teachers by Students and its analysis	A		
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A		
	Students' Grievances/Redressal (Examination Cell) Report	B		
	Automation details of Exam Cell	D		
III-RESEARCH, INNOVATIONS AND EXTENSION				
45	Is the College a Recognized Research Centre	D		
	Policy for Promotion of Research (A)	D		
	Institutional Seed money for Research	D		
46	No. of Research Guides in the College	D		
47	No. of Research Scholars working for M.Phil & Ph. D	D		
	Research Projects funded by Govt/Other Organisations	D		
48	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	B		
	Code of Ethics/ Plagiarism software	D		
49	Research Papers/Chapters Published in 2018-19 (SCOPUS, Web of Science ,ISBN/ISSN, ICI) (International/ National)	A		
50	Papers Presented in 2018-19 (International/ National/ State)	B		
51	Books Published in 2018-19(Single Author/ Co Author)	B		

52	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State)	C	National,State seminars and workshops are to be conducted	Yes ,we will conduct seminars,workshops,training programmes
	Bibliometrics details			
53	Record of Consultancy in 2018-19	B		
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	B		
55	Whether the institution conducted workshop/ seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	D		
	Record of MoU's in 2018-19 (MoU's to be signed on stamped legal documents)	D	MoU's should be undertaken with the related organisations	take steps to undertake MoU's
	Collaborations for Research/ Faculty Exchange/ Student Exchange (Attach MoU's/Linkages)	D		
57	Record of Subject/Department Related Extension Activities	A		
	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students	A		
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	A		
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	A		
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	D		
IV-INFRASTRUCTURE AND LEARNING RESOURCES				
62	Number of Class rooms, Labs and computing equipment	A		
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A		

64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	A		
65	Budget allocated for infrastructure augmentation(CA certified statement)	A		
66	Library is automated using Integrated Library Management System	D		
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	B		
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases(Give website URL)	B		
69	Expenditure for purchase of books and journals in 2018-19(CA Certified statement)	A		
70	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	A		
71	Student-Computer ratio	B		
72	Wifi in the campus	A		
73	Updation of IT facilities a) English Language Lab b) JKC Lab c) Computer Labs d) APSSDC Lab e) Student Computer Ratio f) Wi-fi enabled campus e) Media Centre / Studio	A		
	Bandwidth of Internet Connections with details	A		
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	A		
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc			
V-STUDENT SUPPORT AND PROGRESSION				
76	Average percentage of students benefited by scholarships by the Government in 2018-19	A		

--	Average percentage of students benefited by scholarships by the Institution in 2018-19	D	More donations are to be collected for this purpose	Yes we are planning
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2018-19	B		
79	Average percentage of placement of outgoing students in 2018-19	A		
80	Student grievances redressal mechanism	A		
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.)	A		
82	Percentage of student progression to higher education	B		
83	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.)	...		
84	Number of awards/medals for outstanding performance in sports/cultural activities	A		
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	B		
86	Records of significant achievements in Sports & Games	A		
87	Number of sports and cultural activities / competitions organised in the Institution in 2018-19	A		
88	Alumni contribution in 2018-19 (In Rs) (CA audited statement)	A		
89	Number of Alumni Association / Chapters meetings held in 2018-19	B		
90	Maintenance of JKC facilities & records	A		
91	Record of Student trained and placed in JKC	A		
92	Record of Anti Ragging cell	A		
93	Maintenance of drinking water	A		
94	Maintenance of sanitation	A		

VI-GOVERNANCE AND LEADERSHIP

97	Staff Council Register	A		
98	Functioning of Committees in Administration (Minutes of meetings)	A		
99	Awards/ Achievements	D		
100	Use of ICT in Governance	B		
101	Perspective/ Strategic plan and deployment documents	B		
102	Organizational structure of the Institution	A		
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	A		
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2018-19	D		
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2018-19	B		
106	Percentage of teachers attended professional development programs (Orientation Program, Refresher Course, Short Term Course etc.) in 2018-19	B		
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	B		
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2018-19	B		
109	Average number of quality initiatives by IQAC for promoting quality culture per year	B	Iqac should undertake quality improvement programmes in teaching	Yes we will improve quality initiatives
110	Participation in NIRF-2018	B		
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A		
	Decentralisation and Participative Management Procedure	A		

1	Infrastructure facilities (Library, IT, Learning and teaching, Laboratories, etc.) placed and equipped in accordance with the latest requirements	A		
2	Library providing 24 x 7 access	B		
3	Online remote learning system for Teaching and Learning staff	B		
4	Percentage of the allocation of funds	B		
5	Grants / Funds received from non-government bodies and stakeholders (CIS) within statement	—		

VII-INSTITUTIONAL VALUES AND BEST PRACTICES

1	Social Responsibility: Programs such as VVA, National Service Scheme (NSS), State Skills Training Scheme (SSTS), AICTE / Government / Institutions / Vendor / Mentor, etc.	A		
2	Gender Equity Promotion Programmes and facilities to address gender Sensitivity	A		
3	Green Practices: plastic free campus, botanical garden, green house, green landscaping, LED lighting etc.,	A		
4	Percentage of power requirement of the Institution met by the renewable energy sources solar panels	A		
5	Waste Management plans taken	B		
6	Rain water harvesting schemes and utilization at the campus	B		
7	Facilities for Differently abled (Differently-abled, ramp, toilet for accessibility etc.,)	A		
8	Adapted of best and various practices by the institution	A		
9	1. Latest version Report 2013-14 & Hand Book of 2017-18 2. It shall be available with the Principal	A		
10	The number of the copy per volume issued to the Principal	A		
11	University programs / Institutions / study material developed in 2013-14 for the Institution	D	subjectwise study material must be improved for the benefit of the students	2

Display of Core Values	A		
Activities to increase consciousness about National Identities and symbols / Fundamental Duties and	A		
Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course	A		
Institutional and Departmental Best Practices	A		

Signature of the Vice-Principal

Name

Date

Signature of the Principal

Name

Date

[Handwritten Signature]
28/2/19
D. VIJAYA SRI
28/2/19

PRINCIPAL

T.R.R. GOVT. DEGREE COLLEGE

NAAC Accredited B+

KANDUKUR - 523 105, Prakasam Dist.

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

S.No	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
I-CURRICULAR ASPECTS						
A	Curricular Planning and Implementation					
1	Curriculum Design and Development (For Autonomous Colleges)	1. Departmental meeting Minutes 2. BoS Minutes 3. Academic Council Minutes 4. Copies of course wise curriculum	Grade A, if 60% and above modification in syllabi of all 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;	Not applicable	N.A	
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary	Grade A, if all the four records match with one another Grade B, if two records match with one another Grade C, if any two records match with each other	A	A	
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports	Grade A, if all the two records are maintained Grade B, if any four records are maintained Grade C, if any two records are maintained	A	A	
4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	B	B	

Academic Flexibility & Curriculaum Enrichment

5	Institution's contribution to enrichment of curriculum	1.Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum	Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports	A	A	
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	A	A	
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	A	A	
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	A	A	

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

	Details of special programmes organized by the departments for advanced learners and slow learners	Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
7	Student - full time teacher ratio for the last 2 years Total no. of students enrolled in the institution/ Total no. of full time teachers	Consolidated Report validated by IQAC and verified by Principal	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A	A	
C	Teaching Learning Process					
8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted	Reports by Committees concerned	Grade A, if all activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	A	A	
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
12	Ratio of Final year students undertaking field trip or project or internships (No. of students attending field trip or project/ Total No. of Final year students)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	

	Planning Diaries & Teaching Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
14	Use of ICT in teaching learning and evaluation (Plickers, Kahoot, Web Quest etc.) Lesson plans should reflect ICT based planning in teaching	Department wise ICT usage reports	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	
15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	B	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 Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	A	A	
18	Co-Curricular Activities (Academic) (Student Seminars/Quizzes, debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	A	A	
19	Academic, Cultural & Sports events organized (International/ National/ State/ District/ Inter Collegiate/ College Level)	Reports by Departments and Committees validated by IQAC	Grade A, if International and National events are organized (at least 5) Grade B, if State level events are organized (at least 5) Grade C, if District and College level events are organized (at least 5)	A	A	

Number of classes (per engaged by the Principal		Lesson Plans and Teaching Diary by Principals	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only classes are engaged	A	A	
Teacher Profile Quality						
21	Staff Attendance	Staff Attendance Registers & TLP Records (Current Year)	Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	A	A	
22	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest)	Consolidated Report from the Principal	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	A	A	
23	Full time teachers with Ph.D	Consolidated Report from the Principal	Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D	A	A	
24	National/ International/ Regional Seminars/conferences/worksh ops organised in the last two years	Reports by Departments validated by IQAC	Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5per year) Grade C, if District and College level events are organized (at least 5per year)	B	B	
25	Seminars/conferences/worksh ops 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)	B	B	

Evaluation Process and Reforms

26	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	
28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% fStudents pass percentage is achieved	A	A	

Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports	Grade A, if 100% Teachers maintain all records Grade B, if 75% Teachers maintain all records Grade C, if <75% Teachers maintain all records	A	A	

F

Student Performance and Learning Outcomes

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 along with the notification of announcement and the signatures of students	Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records	A	A	
31	Evaluation of attainment of Programme Outcomes and Course Outcomes	Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability	Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated	A	A	

G

Student Satisfaction Survey

32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	A	A	
33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated	A	A	
Overall Grade					A	

III-RESEARCH, INNOVATIONS AND EXTENSION

A

Promotion of Research and Facilities

1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	C	C	
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	C	C	

4	scholars working for	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	C	C	
	Major/ Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Grade A, if MRP submitted Grade B, if MRP is pending Grade C, if there is no Research Project	C	C	
B						
Resource Mobilization for Research Purpose						
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	A	A	
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	C	C	
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.	A	A	
C						
Research Publication and Awards						
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	A	A	
9	Books Published for the last two years (Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	B	B	

	papers published per year 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	A	A	
11	No. of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A if more than h-index is 2; Grade B if it is upto 1; C if it is zero.	B	B	
12	No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book/ Chapter Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter	B	B	
13	Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	
D						
Extension Activities						
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
15	Number of extension programmes conducted in collaboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WEC etc.,	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
16	No. of Awards and Recognitions received for Extension activities from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	B	B	
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)	B	B	

Consultancy and Collaboration

18	Areas of Consultancy offered and Amount generated (during the last 2 years)	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Audited Statements	Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy	C	C	
19	Details of collaborations/linkages for					
	A. Faculty Exchange	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged	A	A	
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	B	B	
	C. Internship		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	C	C	
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	B	B	
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	C	C	
20	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional MOUs	B	B	
21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Report validated by IQAC and verified by Principal	Grade A, if 2 workshops/seminars are conducted Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	B	B	
Overall Grade					B	

IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)

A	Details of Library as a Learning Resource					
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	A	A	
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	A	A	
3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal	Grade A, if more than 60% Teachers and Students make use of Library 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	B	B	
B	IT Infrastructure					
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	A	A	

Expenditure incurred for the last two years on :
a) New Infrastructure Facility
b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component

1. Finance Committee Meeting Minutes
2. Report validated by IQAC and verified by Principal

Grade A, if Minutes and Report are maintained
Grade B, if only Minutes or Report is maintained
Grade C, if nothing is available

A

A

Overall Grade

A

V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)

A

Student Support

1	Percentage of Students benefited by scholarships & free ships for the last two years	Office Report validated by IQAC and verified by Principal	Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies	A	A	
	a) Government					
	b) Institution					
	c) Non - Governmental bodies					
	d) Industries					
	e) Individuals					
	f) Philanthropists					
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	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	A	A	
	a) Soft Skills					
	b) Language and Communication Skills					
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)					
	d) ICT/ Computer Skills					
3	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1. Records by the JKC and Departments 2. Proof of employment	Grade A, if more than 50% of students placed Grade B, if 30% of students placed Grade C, if less than 30% of students placed	A	A	

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

	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	C	C	
11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/T OFEL/ 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	A	A	
12	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)	Feed back consolidated Report from JKC	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	B	B	
C	Student Participation and Activities					
13	No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/ University levels only)	Consolidated Reports by the Committees, validated by IQAC & verified by Principal	Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level	A	A	
	a) University Level					
	b) State Level					
	c) National Level					
	d) International Level					
14	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1. Committees List 2. Student Council Report	Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists	A	A	
15	Number of sports and cultural activities / competitions organised in the Institution for the last 2 years	Committee reports validated by IQAC and verified by Principal	Grade A, if 5 events/ competitions organized at national level Grade B, if 5 events/ competitions organized at State level Grade C, if events at district level	A	A	

Participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100	Committee reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	B	B	
D	Alumni Engagement				
17 Is there registered Alumni Association for the institution? If yes, year of registration and number	Registration certificate to be verified	Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered	A	A	
18 Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated	Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	A	A	
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	A	A	
Overall Grade				A	

VI-GOVERNANCE AND LEADERSHIP

Institutional Vision and Leadership

VI-GOVERNANCE AND LEADERSHIP						
A	Institutional Vision and Leadership					
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	B	B	
2	Explain the Institutional Practices like de-centralization and participative management to show case effective leadership	1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only committees are constituted	A	A	
3	Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council	Grade A, if Staff Council meets regularly and implements resolutions through meetings Grade B, if Staff Council resolutions properly recorded Grade C, if Staff Council is formed	A	A	
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Institution achieves Grade A occasionally Grade C, if the Institution achieves B & C grades	A	A	

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	A	A		
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only heirarchy is presented Grade C, if Organogram is not prepared	A	A		
B							
7	Implementation of e - governance in	Institutional e - governance					
	a) Administration	Softwares and records to be verified Consolidated report by Principal	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	A			
	b) Finance and Accounts						
	c) Student Admissions and support					A	
	d) Examinations						
C							
Faculty Empowerment Strategies							
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	C	C		
9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized Grade C, if less than 3 programmes are organized	A	A		

10	Details of teachers undergoing online/offline faculty development programmes during the last two years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	A	A	
11	Details of performance appraisal system designed by institution for Teaching and non-teaching staff	ASAR reports	Grade A, if more than 75% teachers are accredited at "Good" grade Grade B, if more than 50 % teachers are accredited at "Good" grade Grade C, if less than 50% teachers are accredited at "Good" grade	A	A	
D	Financial Management and Resource Mobilization					
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	A	A	
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Principal	Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received	A	A	

Internal Quality Assurance System

14	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by 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	B	B	
15	Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.	Grade A, if ranked Grade B, if participated Grade C, if not participated	B	B	
Overall Grade					A	
VII-INSTITUTIONAL VALUES AND BEST PRACTICES						
A	Activities that teach values of the Institution					
1	Details of Activities by the Institution for A) Promotion of gender equality and sensitization a) Safety and security b) Counselling c) Common Rooms for women students d) Details about sensitization activities	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	A	A	
	B) Environmental consciousness and sustainability a) Solar energy, b) Sensor-based energy conservation, c) Use of LED bulbs/ power efficient equipment					
		Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	

waste management waste management Waste management 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	A	A	
D) Water Conservation a) Rain water harvesting b) Borewell / Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	
E) Green campus initiatives a) Plastic free campus (Ban on the use of Plastics) b) Botanical garden c) Green house d) Green landscaping e) Green audit f) Battery vehicles	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	A	A	
F) Divyangyan friendly barrier-free environment a) Ramps b) Railings c) Scribe for examination d) Provision of lift/Wheel chairs e) Alternative arrangements for Divyangyan	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	B	B	
B	Initiatives for inculcating values				
Cross cutting issues and value initiatives a) Tolerance and harmony against several diversities i) Cultural ii) Regional iii) Linguistic iv) Communal v) Socio - Economic	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	A	A	

	Constitutional values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	
	c) Code of 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	A	A	
	d) Celebration of National and International commemorative days and festivals	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	
3	Sensitization of students and employees of the Institution to the constitutional obligations/awareness programmes on Constitutional values a) Liberty, Equality, Fraternity, Justice b) Fundamental rights and duties c) Responsibilities of citizenship.	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	
C	Best Practices	Record of two best/innovative practices by the institution				
	i.	i) Departmental Best Practices Report in the NAAC prescribed format	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	
	ii.	ii) Institutional Best Practice Report in the NAAC prescribed format				

D	Institutional Distinctiveness				
Explain how distinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words (Enclosed seperately)	Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available	A	A	
Overall Grade				A	
College Grade - "A"					

Name & Signature of the Principal :

(Dr. M. RAVIN KUMAR)

T.R.R. Govt. Degree College
MADHUR - 523109
Machilipatnam Dist.

Name & Signature of the Vice-Principal :

(Dr. Yedukentaly. Narendra)

Name & Signatures of the Academic Advisors

1

(B. Sreenivasa Rao)

2

(Dr. K.V. KRISHNAMACHAN)

3

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