



S.A.S. GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM, WEST GODAVARI DISTRICT-534411
(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
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ACADEMIC & ADMINISTRATIVE AUDIT (AAA)
REPORT
FOR THE ACADEMIC YEAR
2018-19

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
GOVT.OF ANDHRA PRADESH: VIJAYAWADA
Present: Smt. Sujata Sharma, IAS**

01/ APCCE/ Academic Audit/AC-03/2018-19,Dated: 12.02.2019

Sub: - Collegiate Education - Conduct of Academic Audit in Government and Private Aided Degree Colleges for the year 2018-19 – Certain Instructions issued - Regarding.

The Department of Collegiate Education has launched Academic Audit as a quality enhancement initiative with an objective to improve functional efficiency of the Colleges and promote accountability among the Teaching Staff. As part of this initiative about 250 Academic Advisors are identified to conduct Academic audit in 144 GDCs and 120 Private Aided Colleges in four phases during March 2019.

In view of the modified Guidelines for NAAC Accreditation 2018, certain changes are made in the Academic Audit Formats. In this connection a training for Academic Advisors will be conducted on 18.02.2019 & 19.02.2019, from 10.00 AM to 05.00 PM at SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA (SDMSMK), VIJAYAWADA, Krishna District. The Academic Advisors are directed to go through all the revised formats* and conduct the Academic Audit effectively by capturing all the relevant data from the colleges. The Academic Advisors are strictly instructed to audit the colleges with honesty, dedication and maturity in view of strengthening the colleges in all aspects, and this exercise should help the colleges to prepare in a better way for NAAC Accreditation, and NIRF. If any erroneous audit is reported in Academic Audit, it will be viewed very seriously and action will be initiated against on particular Academic Advisor and Principal concerned. Keeping in view of this, the Academic Audit shall be conducted efficiently, effectively and should be a benchmark keeping its recognition as a best practice by GOI.

In this context, the Academic Audit for the year 2018-19 has been scheduled in the month of February & March 2019. Format-I(Institutional Data) & Format-II(Lecturer Data) are to be filled by the Principal, Lecturers respectively, the soft & hard copies should be kept along with the institution after the Academic Audit is over. All the Academic Advisors are informed to conduct Academic Audit as per the dates mentioned in the schedule without any further modifications. Further, it is also instructed to send the soft copy of Format-III (Academic Advisors Report-AAR) by Academic advisors under acknowledgement to the CCE office through the mail.id tappal.col@ap.gov.in on the same day of conduct of Academic Audit. Also Criteria wise format (Annexure-I) and other formats (Copies enclosed) will be communicated via Google Spread Sheet on the date of Academic Audit and the details should be uploaded by Academic Advisor on the same day of conduct of Academic Audit. The Principals of the Colleges concerned have to submit the soft & hard copies of Format-IV (Action Taken Report-ATR) to this office through the mail.id tappal.col@ap.gov.in within a week days of the report to the undersigned. The hard and soft copies of all Formats (i.e., I, II, III, and IV) should be maintained and also to be placed on their colleges' website by the institution and they have to be submitted to this office whenever called for. The student satisfactory survey report should be compulsorily uploaded on their college websites before the conduct of academic audit without fail.

The Principals of the Colleges scheduled for the audit have to make all necessary arrangements by updating all the records and provide hospitality to Academic Advisers. **The presence of Principal and all other staff of the College is compulsory on the day of Academic Audit** (Except the Academic Advisors, who involved in Academic Audit of other colleges). The Academic Advisers are instructed to verify thoroughly whether the recommendations in the previous audit were carried out or not in the form of ATR? If not the reasons should be specified by the Advisors.

The RJDCes' are directed to attend the training programme and shall address the academic advisors in view of academic audit. Also they are further instructed to monitor the entire programme to be conducted effectively at their respective zones.

The Principals of Government and Private Aided Degree Colleges are directed to relieve the identified academic advisors to attend the training and for the conduct of academic audit, 2019 as per the schedule with strict instructions to conduct the Academic Audit effectively. The period of Training and Academic Audit shall be treated as ON DUTY. The schedule for academic audit will be communicated after completion of training programme.

S.No.	Date	Time	Venue	To whom
1	18.02.2019	10.00 AM to 05.00 PM	Sri Durga Malleswara Siddhartha Mahila Kalasala (SDMSMK), Opposite Murali Fortuner Park Hotel Vijayawada, Krishna District.	From 1 to 125 members in the list of Academic Advisors
2	19.02.2019	10.00 AM to 05.00 PM	Sri Durga Malleswara Siddhartha Mahila Kalasala (SDMSMK), Opposite Murali Fortuner Park Hotel Vijayawada, Krishna District. Vijayawada, Krishna District.	From 126 to 244 members in the list of Academic Advisors

(The Advisors should report by 09.30 AM on the day of training)

(Orders of Spl.CCE obtained in the Note file)

Sd/- Smt. Sujata Sharma, I.A.S.
Special Commissioner of Collegiate Education

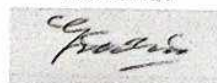
Enclosures:

1. Formats I,II,III,IV
2. List of Academic Advisors
3. Annexure for criteria and other related formats
4. List of Documents
5. Student satisfactory survey report

To

1. The Principals of Govt., & Private Aided Degree Colleges concerned
2. All the RJDCes for information

//Attested//



Academic Guidance Officer

Government of Andhra Pradesh Commissionerate of Collegiate Education

GUIDELINES TO THE ACADEMIC ADVISORS ON AAA

1. AAA PEER TEAM VISIT

AAA is about facilitation of excellence in higher educational institutions in the state by the stake holders of higher education primarily by teachers, management and community. Guided by the philosophy of mutual trust, the Peer Team has to carry out an AAA of Institutions objectively with greater focus on issues related to the outcome.

2. AAA STAGES

Stage – I: In the Pre visit stage the Peer Team should:

Understand the institution and its context of operation. Prepare the list of institutional documents to be reviewed, and the points for interaction with the various stakeholders. Prepare a draft report based on the AAA submitted (both the quantitative and qualitative report), and collate it according to the given format, keeping in mind the Criteria, Key Aspects and the Assessment-Indicator-Weightages and other guidelines. Complete all pre-visit preparation online if possible by searching the college website

Stage - II: During the Visit

For the purposeful AAA visit, it is imperative for the AAA team to be professional in their approach and courteous to the Teachers, Principal and Staff of host institutions. The peer team should ensure smooth conduct of AAA process and adequate interaction among AAA PTM while preparing first draft of AAA report. The team should conduct the visit and on the basis of evidences prepare the report. The thrust of visit should be outcome oriented and suggest what may be done. PTM should avoid any last minute changes in the visit schedule. During the visit AAA PTM should meet various constituents of the host institutions viz., students, teachers, administrative staff/non-teaching staff, management, alumni association, parent association, MOU partners, employers etc.

2

In the process of AAA, focus should be on the validation of the information provided in AAA on the basis of documents and evidences. AAA PT, however, has to go beyond validation and find out what was done by the institution to overcome weaknesses and challenges. The PTM may, in a cordial manner, ask questions for the reasons behind measures not undertaken and specify in the form of recommendations as what needs to be done on long and short term basis to the institution. The peer team must ensure the validation of factual data/information provided in AAA and ensure that the report is prepared valuing the inputs from all the members.

3. REPORT PREPARATION

Peer team would prepare as per the prescribed format. The report should be prepared accurately considering various criteria for AAA. The AAR is to be shared with the Principal of the institution. The Principal of the College may suggest any factual corrections, which may be incorporated by the Peer Team in consultation with other stakeholders. The Academic Advisors should sign on the last page of the report. After going through the report, if the Head of the Institution agrees with the report, he/she has to sign the report and affix the official institutional seal and date.

- 4. OTHER GUIDELINES** The Academic Advisors of the peer team shall speak at the Exit meeting.. Academic Advisors should submit all related papers to the ID college Principal and Office of CCE.

GUIDELINES TO THE INSTITUTIONS ON AAA

Academic and Administrative Audit (AAA) is to facilitate quality improvement through partnership. Therefore, the smooth conduct of a Peer Team Visit requires close coordination between the Peer Team and the Assessed Institution.

- I. Coordination of the Visit:** The Assessment visit will be coordinated by the Academic Advisors or peer team, supported by the concerned Academic Officer from the office of CCE.
- II. Before the Visit:** The institution should nominate a person, preferably the IQAC Coordinator of the Steering Committee, which prepared the institutional AAA Format – I for Institution (AAA), as a representative of the institution, the IQAC Coordinator and Principal of the college should interact with the Academic Advisors. The person so nominated should have:

- sufficient knowledge of the institution
- access to institutional data
- good will on the campus
- adequate knowledge on the Academic and Administrative Audit process

The nominated person should be in touch with CCE, the Academic Advisors and make necessary arrangements in advance, for hospitality, accommodation if warranted and logistics of the visit. Make arrangements to provide a room at the institution, with a computer, printer, necessary stationery and secretarial support. The sequence of visits to the departments and to the other facilities like Library, Gymkhana, Auditorium etc., may be planned well, to minimize the time for the visits.

The filled in Format – I for Institution should be sent to the mail of Academic Advisors in advance so that they can be acquainted with the details of the Academic & Administrative Audit of the College before their visit.

The following are Some of the Documents for the Perusal of the Academic Advisors should be made available with IQAC Coordinator
(These are only indicative and not exhaustive).

These may include the details of the Governing Body, Board of Management, Admissions, Academic Calendar, Academic linkages, Consultancy, Extension, Library committee, Research committee, Purchase procedures and other financial norms, etc.

■ Guidelines for the Grievance Redressal Cell and the Complaints Cell for addressing issues of sexual harassment of women at workplace.

■ Documents containing the current list of academic programmes, duration, fee structure etc.

■ Institutional annual Calendar.

■ Annual Reports of the past two years.

■ Master plan of the institution.

■ Records of student feedback.

■ Annual Budget.

■ MoU with collaborating agencies

■ Special recognition, grants, awards, etc.

■ Research projects sanctioned by external funding agencies.

▪ Student Satisfactory Survey Report

■ Any other documents as deemed necessary by the institution / Peer Team.

- Give adequate publicity about the visit of the Peer Team to the teachers, students and administrative staff.
- It is preferable to have the Peer Team visit the institution on regular working days
- Provide all the departments with the time-schedule of the visits
- Orient the departments on the purpose of the Peer Team visit. The team would be visiting the institution after a thorough study and analysis of the AAAR provided by the institution. The purpose of the visit is to validate the claims of the institution as detailed in its AAA Report, through interactions, inferences and checking relevant documents. Further, the Peer Team will look for evidences, to understand the “collective impact” of the faculty and the institutional ambience, on the educational experience and outcome of the students.

III. During the Visit:

1. The IQAC Coordinator is responsible for the coordination of the on-campus visit. Changes in the schedule, if any, are to be made in consultation with the Academic Advisors and Office of CCE
2. To facilitate free communication, it is requested, to avoid the presence of the Head of the Institution/ faculty members/ management representatives
3. It is requested that only the Principal or designated IQAC Coordinator should guide the team during the visit to the departments/ facilities.
4. All ceremonial activities should be replaced by introduction of the basic objectives of the visit and brief introduction of the matters. It should not exceed 15 min.
5. All the heads of departments/ units may be directed to cooperate with the visiting team, to adhere to the time-schedule. Faculty interactions in the departments may be participatory in nature.
6. The departments may submit additional documents (if any) to the Peer Team.
7. For interactions with students, about 30-40 students may be randomly drawn, to have representatives from different faculties, different socio-economic strata, and levels of study. It must also include representatives of NCC, NSS and various Co-curricular Clubs and Associations of the institution. All arrangements may be made for facilitating quick interactions.

IV. On the last day of the Visit:

1. Organization of an Exit meeting
 1. Welcome by the Head of the Institution
 2. Remarks by the Academic Advisors
 3. Handing over of the Academic & Administrative Audit Report (AAAR) to the Principal
 4. Vote of Thanks.

V. Arrange for the schedule of the exit meeting in consultation with the Peer Team /IQAC Coordinator, after the completion of the AAAR. This meeting shall be addressed only by Academic Advisors. The purpose of the 'Exit meet' is to share the Peer Team's perceptions and general observations about the institution, without disclosing the institutional point/grade. This is not an interactive session. A representative group of management, faculty, (Steering Committee members, Heads of Departments and others), students, parents and alumni may be invited.

VI. ATR should be submitted to ID College and office of CCE within 10 days after submission of Academic & Administrative Audit Report (AAAR) by Academic Advisors.

ANNEXURE

List of documents/files for documentary evidence

S.No	Key Indicator	List of files/documents
1	Curricular planning and Implementation	<ol style="list-style-type: none"> 1. Semester wise curriculum plan 2. Course Outcomes 3. Teaching Diary
2	Curriculum enrichment	<ol style="list-style-type: none"> 1. Additional inputs 2. Certificate/Diploma/Value added courses
3	Feedback system	Feedback on curriculum by students and other stake holders
4	Student enrolment and profile	<ol style="list-style-type: none"> 1. Student profiles
5	Catering to Student Diversity	<ol style="list-style-type: none"> 1. Analysis of students- grouping of students into slow, moderate and advanced learners 2. Remedial coaching 3. Assignments-Critical, innovative, text book and Internet based
6	Teaching-Learning process	<ol style="list-style-type: none"> 1. Teaching notes 2. Use of ICT in teaching and learning 3. Computer/Internet assisted learning 4. Student seminars 5. Conduct of Quiz/ Group discussion 6. Field trips 7. Student Study projects 8. Use of LMS

		9. Involvement in development of LMS in the concerned subject
7	Teacher profile and quality	<ol style="list-style-type: none"> 1. Profile of the Teacher 2. Organization of Seminars/conferences/workshops and Participation in Seminars/conferences/workshops 3. Innovations in teaching and learning 4. Awards and recognition 5. Participation in short term courses/ restructuring of courses 6. e- Content /MOOCs
8	Evaluation process and reforms	<ol style="list-style-type: none"> 1. Formative and summative evaluation 2. Use of ICT in evaluation
9	Student Performance and Learning outcomes	<ol style="list-style-type: none"> 1. Programme Register 2. Comparison of group wise results with University results
10	Student satisfaction survey	<ol style="list-style-type: none"> 1. Student feedback on the quality of teaching learning process adopted by the teachers
11	Resource Mobilization for Research	<ol style="list-style-type: none"> 1. Minor and major research projects 2. Consultancy projects
12	Research Publications and Awards	<ol style="list-style-type: none"> 1. Publications in Journals/ Author of Books/ Author of Book Chapters 2. Awards in recognition of research work
13	Extension Activities	Involvement in activities related to community service
14	Collaboration	Collaboration with University/ Industry/NGO
15	Infrastructural facilities	Log Book to be verified

16	Student Support	1. Counseling of students as mentor/ class teacher 2. Remedial coaching 3. Bridge course for 1st year students 4. Progression Register
17	Student Progression	1. Number of students going for further studies 2. Number of students employed
18	Student Participation and activities	Encouraging students participation in social, cultural and leisure activities
19	Participation in Institutional Governance and Leadership	Participation in in Institutional Governance and Leadership as member of different committees and cells
20	Best Practices	List of Best practices followed with details

Student Satisfaction Survey

Name of the College:

Place:

AISHE CODE:

Name of the Teacher:	
Subject:	

Instructions to fill the questionnaire:

- All questions should be compulsorily attempted.
- Each question has five responses, choose the most appropriate one.
- The response to the qualitative question no. 21 is an opportunity to give suggestions or improvements (Kindly restrict your response to teaching learning process only).

Questionnaire

Question	Your Response
1. How much of the syllabus was covered by the teacher?	
4 – 85 to 100% 3 – 70 to 84% 2 – 55 to 69% 1 – 30 to 54% 0 – Below 30%	
2. How well did your teacher prepare for the classes?	
4 – Thoroughly 3 – Satisfactorily 2 – Poorly 1 – Indifferently 0 – Won't teach at all	
3. How well is the teacher able to communicate?	
4 – Always effective 3 – Sometimes effective 2 – Just satisfactorily 1 – Generally ineffective 0 – Very poor communication	
4. The teacher's approach to teaching can best be described as	
4 – Excellent 3 – Very good 2 – Good 1 – Fair 0 – Poor	

5. Fairness of the internal evaluation process by the teacher	
4 – Always fair 3 – Usually fair 2 – Sometimes unfair 1 – Usually unfair 0– Unfair	
6. Was your performance in assignments discussed with you?	
4 – Every time 3 – Usually 2 – Occasionally/Sometimes 1 – Rarely 0– Never	
7. The teacher takes active interest in arranging field visits for students.	
4 – Regularly 3 – Often 2 – Sometimes 1 – Rarely 0– Never	
8. The teaching process in the class room facilitates you in cognitive, social and emotional growth.	
4 – Significantly 3 – Very well 2 – Moderately 1 – Marginally 0– Not at all	
9. The teacher provides multiple opportunities to learn and grow.	
4 – Strongly agree 3 – Agree 2 – Neutral 1 – Disagree 0– Strongly disagree	
10. The teacher informs you about your expected competencies, course outcomes and programme outcomes.	
4 – Every time 3 – Usually 2– Occasionally/Sometimes 1 – Rarely 0– Never	
11. Your teacher does a necessary follow-up with an assigned task to you.	
4 – Every time 3 – Usually 2 – Occasionally/Sometimes 1 – Rarely 0 – Never	

12. The teacher illustrates the concepts through examples and applications.	
4 – Every time 3 – Usually 2 – Occasionally/Sometimes 1 – Rarely 0 – Never	
13. The teacher identifies your strengths and encourage you with providing right level of challenges.	
4 – Fully 3 – Reasonably 2 – Partially 1 – Slightly 0 – Unable to	
14. Teacher is able to identify your weaknesses and help you to overcome them.	
4 – Every time 3 – Usually 2 – Occasionally/Sometimes 1 – Rarely 0 – Never	
15. The teacher makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.	
4 – Strongly agree 3 – Agree 2 – Neutral 1 – Disagree 0 – Strongly disagree	
16. The teacher uses the student centric methods, such as experiential learning, participative learning and problem solving for enhancing learning experiences.	
4 – To a great extent 3 – Moderate 2 – Some what 1 – Very little 0 – Not at all	
17. The teacher encourages you to participate in extracurricular activities.	
4 – Strongly agree 3 – Agree 2 – Neutral 1 – Disagree 0 – Strongly disagree	
18. Efforts are made by the teacher to inculcate soft skills, life skills and employability skills to make you ready for the world of work.	
4 – To a great extent 3 – Moderate 2 – Some what 1 – Very little 0 – Not at all	

19. The teacher uses ICT tools such as LCD projector, Multimedia, etc. while teaching.	
4 – Above 90% 3 – 70 – 89% 2 – 50 – 69% 1 – 30 – 49% 0 – Below 29%	
20. The overall quality of teaching-learning process in the class is very good.	
4 – Strongly agree 3 – Agree 2 – Neutral 1 – Disagree 0 – Strongly disagree	
21. Give three observations/suggestions to improve the overall teaching – learning experience in the class with reference to the teacher.	
a)	
b)	
c)	

Government of Andhra Pradesh
Commissionerate of Collegiate Education, Vijayawada, AP
Academic audit : 2018-19

Academic & Administrative Audit Grade Matrix (For Academic Advisors & Principals)																	
S.No	Zone	District	Name Of The College	Names of the Advisors, College, place, District	Curricular Aspects	Teaching, Learning & Evaluation	Research , Innovation & Extension	Infrastructure & Learning Resources	Student Support & Progression	Governance & Leadership	Institutional Values	Best Practices	Overall Grade	Previous Recommendations by Academic Advisors	Action Taken by the Principal	Present Recommendations by Academic Advisors	Action Taken by the Principal
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Note: The Academic Advisors should upload the details(From B to Q) on the same day of the audit & the Principals should upload the ATR details (Column R only) in a week days
A Google Spread sheet will be communicated on the day of Audit

Government of Andhra Pradesh
Commissionerate of Collegiate Education

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

Format-I (Institutional Data)

Zone :

District :

AISHE CODE:

COLLEGE PROFILE			
1	Name of the College		
	URL of Website		
	email		
	Phone number		
2	Name of the Principal, email & Mobile Number		
3	Name of the Vice-Principal, email & Mobile Number		
4	Name of the IQAC Coordinator, email & Mobile Number		
5	Year of Establishment & details of land available if any		
6	Affiliating University & College Code assigned by University		
7	NIRF Rank		
8	Previous Grade of the College in Academic Audit		
9	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)		
10	Affiliation certificate (Permanent/Temporary)		
11	UGC Recognition (2f & 12 B) (Scanned certificate is to be sent)		
12	College Working Hours (if shift system mention details of both shifts & give reasons for shift system)		

13	No. of Posts Sanctioned:	Regular Working Redeployed PIL Contract Guest		
14	Course wise & year wise Students strength particulars (Proforma enclosed)			
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			
16	Departmental Annual Curricular Plans			
17	Whether the above two circulated among Students?			
18	College Activity Register 2018-19			
19	College Calendar/College Magazine			
20	Record of review of			
21	Add-on Courses (Department-wise) completed during 2017-18			
22	Add-on Courses (Department-wise) in 2018-19			
23	Coverage of Syllabus (Average Percentage)			
24	Teaching of Value added courses (Foundation Courses)			
25	No. of New UG & PG Courses introduced in 2018-19			
26	Maintenance of Student Attendance Registers including Biometric Attendance			
27	Whether feedback on curriculum was obtained from stake holders and analysed			

28	Whether Online courses introduced		No of Courses introduced:	
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			
30	Social-economic status of students enrolled(Group wise and Year wise) in 2018-19			
31	Demand Ratio (Group wise)			
32	Percentage of differently abled students (Divyangjan) on roll			
33	Percentage of full time teachers against sanctioned posts in 2018-19			
34	Student - Full time teacher ratio			
35	Student Profile as per prescribed reservation			
36	Number of days from the date of last semester-end/ year-end examination till the declaration of results in 2018-19			
37	The number of classes (per week) taken by the Principal			
38	Teaching Diaries & Teaching Plans in Prescribed Formats			
39	Use of ICT in teaching and learning			
40	No. Of Virtual Classes presented			
41	No. Of Virtual Classes attended			
42	Use of Digital Classes in Teaching Learning Process			
43	No. Of Mana TV lessons presented by Faculty			
44	No. Of lessons in LMS portal by Faculty (MOODLE)			

45	Use of ICT evaluation Tools (Plickers, Kahoot etc.)			
46	No. Of Videos prepared / presented through Presentation tube			
47	No of TOTs conducted on ICT tools in Teaching			
48	Average daily attendance in the Biometric devices from last one month			
49	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.			
50	Co-Curricular Activities (College level)			
51	Seminars/conferences/workshops organised in 2018-19			
52	Academic Competitions (College Level & Above)			
53	Conduct of Internal Examinations-Internal assessment			
54	Teacher wise result analysis (MARCH/APRIL -2018 & SEP/OCT/NOV- 2018)			
55	Pass percentage of students (Group wise) in 2018-19			
56	Percentage of students undertaking field projects / internships			
57	Remedial Classes			
58	Conduct of Bridge course			
59	Feed back on Teachers by Students and its analysis			
60	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis			
61	No of Mana TV Special Live Programmes by Faculty/Students			

62	No. Of registrations on MOOCS platform : a) Teachers b) Students			
63	No. of course completion Certificates obtained by teachers through MOOCs platform			
64	No of course completion Certificates obtained by students through MOOCs platform			
65	Other ICT initiatives if any (Swayam, Swayam Prabha - DTH(Direct To Home), or Down loaded lessons)			
66	Students' Grievances/Redressal (Examination Cell) Report			
67	Automation details of Exam Cell			
68	Student Satisfaction Survey			
III-RESEARCH, INNOVATIONS AND EXTENSION				
69	Is the College a Recognized Research Centre			
70	Policy for Promotion of Research (A)			
71	Institutional Seed money for Research			
72	No. of Research Guides in the College			
73	No. of Research Scholars working for M.Phil & Ph. D			
74	Rsearch Projects funded by Govt/Other Organisations			
75	Major/Minor/Other Research Projects a) Completed in this year b) ongoing			
76	Code of Ethics/ Plagiarism software			
77	Research Papers/Chapters Published in 2018-19 (SCOPUS, Web of Science ,ISBN/ISSN, ICI)			
78	Papers Presented in 2018-19 (International/ National/ State)			
80	Books Published in 2017-18 (Single Author/ Co Author)			

81	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State)			
82	No. Of teachers registered in ORCID / VIDWAAN			
83	Bibliometrics details			
84	Consultancy Policy			
85	Record of Consultancy in 2018-19			
86	Whether the Institution has created an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge			
87	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices			
88	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents			
	Collaborations for Research/Faculty Exchange/ Student Exchange (Attach MoUs/Linkages)			
89	Record of Subject/Department Related Extension Activities			
90	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students			
91	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,			

92	Details of students participating in extension activities with Government Organisations, Non-Government Organisations, Gender Issues, UBA etc.			
IV. INFRASTRUCTURE AND LEARNING RESOURCES				
94	Number of Class rooms, Labs and computing equipment			
95	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities			
96	Classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.			
97	Women's Waiting Hall			
98	No. Of Toilets : i) Staff - a) Men b) Women; ii) Students - a) Men b) Women c) Differently abled			
99	Budget allocated for infrastructure augmentation (CA certified statement)			
100	Library is automated using Integrated Library Management System & NDL			
101	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment			
102	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases (Give website URL)			
103	Expenditure for purchase of books and journals in 2018-19 (CA Certified statement)			

104	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST			
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			
	Bandwidth of Internet Connections with details			
106	AMC details if any			
107	Insurances covered for infrastructure if any			
108	Expenditure incurred on a) Newly established b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component			
110	Established Systems & Procedures for maintenance of Classrooms, Labs and academic support facilities	?		
V-STUDENT SUPPORT AND PROGRESSION				
111	Average percentage of students benefited by scholarships by the Government in 2018-19			
112	Average percentage of students benefited by scholarships by the Institution in 2018-19			
113	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2018-19			

114	Average percentage of placement of outgoing students in 2018-19			
115	Student grievances Structure, redressal mechanism & Periodicity			
116	Number of capability enhancement and development schemes conducted (like Training for Competitive Exams, Career Guidance, Remedial coaching etc.,)			
117	Percentage of student progression to higher education			
118	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)			
119	Number of awards/medals for outstanding performance in sports/cultural activities			
120	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution			
121	Records of significant achievements in Sports & Games			
122	Number of sports and cultural activities / competitions organised in the Institution in 2018-19			
123	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)			
124	Alumni contribution in 2018-19 (In Rs) (CA audited statement)			

125	Number of Alumni Association /Chapters meetings held in 2018-19			
126	Number of industries identified & mapped locally for Internships/Placements			
127	MOU - SSC Organisations			
128	Maintenance of JKC facilities & records			
129	Record of Student trained and placed in JKC			
130	Record of Anti Ragging cell			
131	Record of Women Empowerment Cell (WEC) No.of Times reviewed ? No.of activities conducted ?			
132	Record of Internal Complaints Committee(ICC) Committees constituted or not ? No.of Times reviewed ? No.of Complaints filed ?		Action Taken:	
133	Maintenance of drinking water (R.O.Plant)			
134	Maintenance of sanitation			
135	Number of awards and recognition received for extension activities from Government/ recognised bodies			
136	No.of Executive Development Programms (EDP) conducted			
VI-GOVERNANCE AND LEADERSHIP				
137	Staff Council Register			
138	Functioning of Committees in Administration (Minutes of meetings)			
139	Awards/Achievements			
140	Use of ICT in Governance			
141	Implementation of CFMS / PFMS			
142	Number of RTI issues addressed			

143	Perspective/Strategic plan and deployment documents			
144	Organizational structure of the Institution			
145	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination			
146	Percentage of teachers provided with seed money financial support to attend conferences / workshops and towards membership fee of professional bodies in 2018-19			
147	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2018-19			
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			
149	No. Of faculty undergone / attended: FDP, PDF, OC, RC, Short Term Course, other Trainings if any.			
150	Funds / Grants received from non-government bodies, individuals, philanthropists in 2018-19			
151	Average number of quality initiatives by IQAC for promoting quality culture per year			
152	Participation in NIRF-2018, If participated mention rank below 200			

153	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)			
154	Decentralisation and Participative Management Procedure			
155	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination			
156	Teachers attending OC /RC/FDP			
157	Performance appraisal system for Teaching and Non-Teaching Staff			
158	Strategies for Mobilisation of Funds			
159	Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)			
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.			
161	Gender Equity Promotion Programmes and facilities to address gender Sensitivity			
162	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.)			
163	Percentage of power requirement of the Institution met by the renewable energy sources (solar panels)			
164	Waste Management steps taken			

165	Rain water harvesting structures and utilization in the campus			
166	Facilities for Differently abled (Divyangjan) (ramp, railings scribe for examination etc.,)			
167	Record of best/innovative practices by the institution			
168	College Activity Register 2018-19 & Hard Copy of AQAR 2017-18 (should be available with the Principal & Placed in College Website)			
	The number of classes(per week) taken by the Principal			
169	Research projects/Publications/ study material developed in 2018-19 by the Institution(Should be available in college website)			
170	Initiatives taken to engage and contribute to local community			
171	Code of Conduct Book for Principal/Staff/Non Teaching and Students			
172	Display of Core Values			
173	Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights			
174	Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course			
175	Institutional and Departmental Best Practices			
	College Grading -			

		Name, Address, Contact No. & Signatures of Academic Advisors
	Name & Signature of the Principal with date	1
		2
	Name & Signature of the Vice-Principal with date	3

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

Annexure I

Commissionerate of Collegiate Education, A.P., Vijayawada Academic, Administrative and Development Performance Indicators (AADPI) for Principals of Govt. / Pvt. Aided Degree Colleges in the State for the Academic Year 2018-19

Criteria	Max Score	Self Assessment	Assessment by RJDCE
Academic Governance: (170 Marks)			
1. Students enrolment during the academic year 2018-19. • 5 Marks for the enrolment to the extent of full intake capacity of the College • 5 Marks for progress (in comparison to previous year) towards full intake capacity.	10		
2. Preparation of institutional curricular plan and effective implementation of the same • 4 Marks for preparation of the plan • 6 Marks for effective implementation of the plan	10		
3. Students' pass percentage of the Institution where he served during the last year. (Half a mark (1/2) for every one percentage of increase over the preceding year Ex: 10% = 5marks)	10		
4. Effective conduct of internal examinations: Record of marks and analysis of the teacher wise performance and initiating suitable activity to improve performance.	5		
5. Facilitating development and usage of innovative teaching and learning practices by the teachers.	5		
6. Conduct of academic activities such as seminars, symposia workshops etc., International -3, National level-2, State level-1 (Max:10)	10		
7. Encouragement extended to the faculty for undertaking Research activity at institution. No. of papers published in recognized and reputed journals, Books authored and published by the teachers working under him/her during the last two years. (each Book-2, paper published-1, Max-20)	20		
8. No. of proposals submitted to the UGC for under taking MRP by the teaching staff during the last one year. (Each MRP Proposal-1, Max:10)	10		
9. Consultancy Services offered and income generated for the institution. 5 Marks for each consultancy service	10		

Criteria	Max Score	Self Assessment	Assessment by RJDCE
10. MOUs which facilitate students' growth and employment with industries (2 marks for each MOU, Max -10)	10		
11. Providing access to learning resources: i. Library timings off the college working hours ii. New books purchased iii. Average number of books issued to students iv. Access to e-learning resources v. Internet connectivity. (2 Marks for each)	10		
12. Organizing events related to Sports, Cultural Literary during the year 2018-19. (One mark for one event organized)	10		
13. Institutional-level mechanism for feedback from students and staff • Collection of Feedback (3 Marks) • Analysis (3 Marks) • Initiating action (4 Marks)	10		
14. Community extension services organized through N.S.S, N.C.C, Consumer Clubs, Red Ribban Club, etc., (one mark for each event organized)	10		
15. Introduction of need based Certificate Courses during the year 2018-19. (5 Marks for one course) Minus marks for non implementation	10		
16. Effective implementation of Foundation Courses • Human Values and Professional Ethics (4 Marks) • Science and Civilization (2 Marks) • Indian Heritage and Culture (2 Marks) • Environmental Sciences (2 Marks) Minus marks for non implementation	10		
17. Effective implementation of faculty forum. Regular conduct of activities on faculty forum (One mark for one programme)	10		

Criteria	Max Score	Self Assessment	Assessment by RJDCE
II. Student Support Services (50 Marks)			
1. Coaching for employment, Career Counselling and No. of students trained in Job skills and placed during the last two years. (2 Marks for conducting one related programme)	10		
2. Coaching conducted for helping students to appear for entrance examination to seek admission into P.G Courses (2 Marks for coaching in one subject)	10		
3. Mechanism established at college for facilitating students to apply for various welfare schemes like online scholarships, online admissions, Bus passes, etc. (5 Marks for each)	10		
4. Any other activity initiated and implemented for the benefit of the student community on the campus and off the campus	10		
5. Functioning of JKC: Conduct of training activity to provide employable skills to students. (5 Marks for one full batch of students)	10		
III. Administration & Resource Mobilization (50 Marks)			
1. Budget proposals submitted to various agencies i.e., UGC, State Government and Other funding agencies DST/CSIR/DBT/ICSSR/Min of social Justice, company affairs etc. (2 Marks for each proposal)	10		
2. Initiatives for generating resources for the development of the institution other than regular funding agencies Alumni, Philanthropists and other sources. (2 Marks for each resource)	10		
3. Percentage of utilization of Budget sanctioned under all sources. (1 mark for 10% of utilization Ex: 50% =5marks)	10		
4. Timely submission of information to ID College/RJDCE/CCE	10		
5. Addressing student grievances through establishment of various platforms like WEC etc. Record of grievances (5 Marks) Redress of grievances (5 Marks)	10		

Criteria	Max Score	Self Assessment	Assessment by RJDCE
IV. Quality Enhancement and Sustenance (30 Marks)			
1. Assessment and Accreditation of the institution by NAAC under his/her leadership (Grade-A-10, B-7, C-5 and D-Nil)	10		
2. IQAC: Preparation of action plan (2 Marks), conduct of activities (2 Marks), Maintenance of records (2 Marks) and preparation and timely submission of annual IQAC Reports to NAAC (4 Marks).	10		
3. Academic Audit: Implementation of suggestions/remarks made by the Audit team. (6 Marks) Uploading the Academic Audit Report and ATR in College website. (4 Marks)	10		

Note: All the information furnished above should be substantiated by documentary evidences.

List of Enclosures:

- 1.
- 2.
- 3.

Signature of the RJDCE

Signature of the Principal

Name:

College:

District:

Zone:

Abstract of Score:

Criteria	Max Score	Self Assessment	Assessment by RJDCE
I. Academic Governance	170		
II. Student Support Services	50		
III. Administration & Resource Mobilization	50		
IV. Quality Enhancement and Sustenance	30		
Total	300		

Declaration by the Principal:

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Principal

Certification by the RJDCE

I hereby certify that the substantiating evidence and information furnished by the incumbent and found true.

Signature of the RJDCE