



**S.A.S. GOVERNMENT DEGREE COLLEGE**  
**NARAYANAPURAM, WEST GODAVARI DISTRICT-534406**  
(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)  
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## **ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT**

**2019-20**

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION  
GOVT. OF ANDHRA PRADESH: VIJAYAWADA  
PRESENT: SRI. M. M. NAYAK, I.A.S.

Proc. No.1/01/ APCCE/AAA/AC-03/2019-20

Dated: 12.03.2020

Sub: - Collegiate Education - Conduct of Academic & Administrative Audit in Government and Private Aided degree colleges of A.P. for the year 2019-20 – Orders Issued – Reg.

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The Department of Collegiate Education has launched Academic & Administrative Audit (AAA) as a quality enhancement initiative with an objective to improve functional efficiency of colleges and to promote accountability among the teaching staff.

In this connection, the Academic & Administrative Audit for the year 2019-20 is scheduled from 3rd April, 2020 to 7<sup>th</sup> April, 2020. The Academic Advisors are directed to go through all the revised formats, guidelines and conduct the Academic & Administrative Audit effectively by collecting all the relevant data from the colleges. The Format – I (College Profile) & Format -II (Institutional Data cum Academic Advisor's Grading) are to be filled by the Principal except Grading and Recommendations columns which are to be filled by academic advisor. Format-III is to be filled by faculty and handed over to academic advisors. Format - IV is Academic Advisor's Report (AAR) and Format - V is Action Taken Report (ATR) to be filled subsequently by the Principal. The hard and soft copies of all formats should be preserved and also to be placed on their respective college website by the institutions and are to be submitted to CCE Office whenever called for. The Student Satisfactory Survey (SSS) report should be compulsorily uploaded on their college website before the conduct of academic audit without fail.

The academic advisors are informed to conduct AAA as per the schedule without any deviation. Further, the principals and academic advisors are requested to send soft copies of all formats as **both MS Excel and Ink signed copy** after the completion of audit to the mail id: **cce.acadcell@gmail.com**. The academic advisors are strictly instructed to verify all records with material evidences thoroughly and conduct audit with honesty and dedication keeping in view of strengthening the colleges in all aspects. This exercise should help the colleges to prepare in a better way to obtain NAAC grade and NIRF ranking.

The Principals in view of the above are requested to make all necessary arrangements by updating all records and complete the audit process in coordination with academic advisors. **The presence of the principal and all other staff members of the college is compulsory on the day of audit.** The academic advisers are instructed to verify thoroughly whether the recommendations of the previous audit have been fulfilled or not with that of ATR of the previous year. If not, proper reasons need to be mentioned in AAR.

The Principals of Government and Private Aided degree colleges are here by directed to relieve the concerned academic advisors to conduct the AAA, 2020 effectively as per the schedule. The period of AAA shall be treated as **ON DUTY**. The academic advisors shall meet TA from the available funds after duly producing attendance certificate in the respective college.

\*\* Hard copies of I, II, IV & V formats should reach this office, latest by 20.04.2020 and soft copies of all formats are to be sent to the mail id: **cce.acadcell@gmail.com**. Video clippings of college name, best departments, labs, library, college campus, botanical garden, auditorium, best practices and exit meeting etc., with duration of 5 to 8mnts shall be sent through Google drive to the above mail id.

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

Sd/- Sri. M.M.NAYAK, I.A.S.  
Special Commissioner of Collegiate Education

Enclosures:

1. Formats (I to V)
2. Schedule
3. Guidelines
4. List of Documents
5. Student satisfactory survey report

To

1. The Principals of Govt. & Private Aided Degree Colleges

*Attested*  
*[Signature]*

**Government of Andhra Pradesh  
Commissionerate of Collegiate Education**

**Guidelines to the academic advisors on Academic & Administrative Audit  
2019-20:**

**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.

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 Academic & Administrative Audit 2019-20:**

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
2. Welcome by the Head of the Institution
3. Remarks by the Academic Advisors
4. Handing over of the Academic & Administrative Audit Report (AAAR) to the Principal
5. 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 Files/Documents for documentary evidence

S. No	Key Indicator	List of files/Documents
1	Curricular planning and Implementation	1. Semester wise curriculum plan 2. Course Outcomes 3. Teaching Diary
2	Curriculum enrichment	1. Additional inputs 2. Certificate/Value added courses (Syllabus, Resolutions, Model Certificate, Certificate Issue Register)
3	Feedback system	Feedback on curriculum by students and other stake holders, Analysis of feedback and follow up with University
4	Student enrolment and profile	Student profiles to be maintained by class counselors
5	Catering to Student Diversity	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	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	1. Profile of the Teacher 2. Organization of Seminars/conferences/ workshops and Participation in Seminars/conferences/workshops 3. Innovations in teaching and learning 4. List of Research Publications/Details of Paper presentations at seminars/workshops 5. STCs(Short Term Courses)/FDPs/ToTs attended/ToTs as resource persons 6. Awards and recognition 7. Participation in short term courses/ restructuring of courses 8. e- Content /MOOCs
8	Evaluation process and reforms	1. Formative and summative evaluation 2. Use of ICT in evaluation

## ANNEXURE

9	Student Performance and Learning outcomes	1. Programme Register 2. Analysis of group /subject wise results
10	Student Satisfaction Survey(SSS)	1. Student feedback on the quality of teaching learning process adopted by the teachers. Feedback must be collected twice a year by IQAC per semester for every teacher. 2. It is also mandatory to fill online survey (SSS) of student feedback on teachers. The Principal and IQAC Coordinator must enable students to fill online survey. At least 20% students shall be made to fill online survey.
11	Resource Mobilization for Research	1. Minor and major research projects 2. Consultancy projects
12	Research Publications and Awards	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 1 <sup>st</sup> 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 Institutional Governance and Leadership as member of different committees and cells
20	Best Practices	List of Best practices followed with details

**National Assessment and Accreditation Council (NAAC)**  
**Student Satisfaction Survey**  
**Key Indicator - 2.7.1**  
**Under Criterion II of Teaching – Learning and Evaluation**

**Guidelines for Students**

NAAC (National Assessment and accreditation council) is conducting a Student Satisfaction Survey regarding Teaching – Learning and Evaluation, which will help to upgrade the quality in higher education. A student will have to respond to all the questions given in the following format with her/his sincere effort and thought. Her/his identity will not be revealed.

A) Please confirm this is the first and only time you answer this survey.

a) Yes  b) No

B) Age: C) College Name:

D) Gender: a) Female  b) Male  c) Transgender

E) What degree program are you pursuing now?

a) Bachelor's  b) Master's  c) MPhil   
d) Doctorate  e) Other: ( )

F) What subject area are you currently pursuing?

a) Arts  b) Commerce  c) Science   
d) Professional  e) Other: ( )

**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 student's opportunity to give suggestions or improvements; she/he can also mention weaknesses of the institute here. (Kindly restrict your response to teaching learning process only)

## **Criterion II – Teaching–Learning and Evaluation**

### **Student Satisfaction Survey on Teaching Learning Process**

**Following are questions for online student satisfaction survey regarding teaching learning process.**

1. How much of the syllabus was covered in the class?  
4 – 85 to 100%  
3 – 70 to 84%  
2 – 55 to 69%  
1 – 30 to 54%  
0 – Below 30%
2. How well did the teachers prepare for the classes?  
4 – Thoroughly  
3 – Satisfactorily  
2 – Poorly  
1 – Indifferently  
0 – Won't teach at all
3. How well were the teachers 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 teachers.

- 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 institute takes active interest in promoting internship, student exchange, field visits opportunities for students.

- 4 – Regularly
- 3 – Often
- 2 – Sometimes
- 1 – Rarely
- 0 – Never

8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

- 4 – Significantly
- 3 – Very well
- 2 – Moderately
- 1 – Marginally
- 0 – Not at all

9. The institution provides multiple opportunities to learn and grow.

- 4 – Strongly agree
- 3 – Agree
- 2 – Neutral
- 1 – Disagree
- 0 – Strongly disagree

10. Teachers inform you about your expected competencies, course outcomes and programme outcomes.

- 4 – Every time
- 3 – Usually
- 2 – Occasionally/Sometimes
- 1 – Rarely
- 0 – Never

11. Your mentor does a necessary follow-up with an assigned task to you.

- 4 – Every time
- 3 – Usually
- 2 – Occasionally/Sometimes
- 1 – Rarely
- 0 – I don't have a mentor

12. The teachers illustrate the concepts through examples and applications.

- 4 – Every time
- 3 – Usually
- 2 – Occasionally/Sometimes
- 1 – Rarely
- 0 – Never

13. The teachers identify your strengths and encourage you with providing right level of challenges.

- 4 – Fully
- 3 – Reasonably
- 2 – Partially
- 1 – Slightly
- 0 – Unable to

14. Teachers are 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 institution 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 institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.

- 4 – To a great extent
- 3 – Moderate
- 2 – Some what
- 1 – Very little
- 0 – Not at all

17. Teachers encourage you to participate in extracurricular activities.

- 4 – Strongly agree
- 3 – Agree
- 2 – Neutral
- 1 – Disagree
- 0 – Strongly disagree

18. Efforts are made by the institute/ teachers 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. What percentage of teachers use 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 your institute is very good.

4 –Strongly agree

3 – Agree

2 – Neutral

1 – Disagree

0 – Strongly disagree

21. Give three observation / suggestions to improve the overall teaching – learning experience in your institution.

a)

b)

c)

Government of Andhra Pradesh  
Commissionerate of Collegiate Education

Academic & Administrative Audit : 2019 - 20

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

S.No.	Item	Bench Marks	Status (Give Details in brief) to be presented by the Institute	Grade by Academic Advisor (AA*) (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
<b>I-CURRICULAR ASPECTS</b>					
1	Curriculum Design and Development ( For Autonomous Colleges)	<u>After 10 years of Autonomy</u> Grade A, if 60% or more variation in syllabi; Grade B, if 40%-60% of variation; Grade C, if less than 40% variation <u>Upto 5 years of autonomy</u> Grade A, if syllabi are changed at a rate of 10% per annum; Grade B, Less than 5% per annum; Grade C, if no change in syllabi			
2	Implementation of Annual Institutional Plan	Discretion of the AA*			
3	Departmental Annual Curricular Plans (effective curriculum delivery )	Discretion of the AA*			
4	Whether the above two circulated among Students?	Discretion of the AA*			
5	College Activity Register 2019-20 (Geotagged photos)	Discretion of the AA*			
6	College Calendar/College Magazine/ Handbook	Discretion of the AA*			
7	Record of review of Syllabus ( For autonomous colleges only )				
8	Add-on/Certificate Courses (Department-wise) completed during 2018-19	50% of the Departments have to offer			

9	Add-on/Certificate Courses (Department-wise) in 2019-20	Every year atleast two new certificate courses are to be introduced			
10	Coverage of Syllabus (Average Percentage)	Minimum 90% of syllabus to be completed by concerned faculty. The remaining may be allotted to students under independent learning component under supervision of the teacher.			
11	Teaching of Value added courses (Foundation Courses) (Curricular plans are to be maintained)				
12	No. of New UG & PG Courses introduced in 2019-20 (Proposals for need based market oriented courses to be submitted to CCE)	Those colleges who did not introduce any new programme in the last 5 years should have atleast applied this year to the Government with Market Oriented Course subjects.			
13	Maintenance of Student Attendance Registers including Biometric Attendance during 2019-20 (Average Biometric attendance of students)	>75% = A Grade, > 60 % = B, < 60% = C			
14	Maintenance of Staff Attendance Registers including Biometric attendance during 2019-20 (Average Biometric attendance of Staff)	>75% = A Grade, > 60 % = B, < 60% = C			
15	Average dropout rate of students during 2018-19 & 2019-20				
16	Use of Biometric app by faculty during 2019-20 (% of faculty using Biometric app)	>75% = A Grade, > 60 % = B, < 60% = C			
17	Whether feedback on curriculum was obtained from stake holders and analysed ( Stake holders (SH) are students, faculty, alumni, and parents)	Atleast faculty would have brainstormed, arrived at additional components or deletions in the curricula and communicated the same to the affiliating university ( Copy communicatd to be attached)			
18	Whether Online courses introduced ?				
<b>Overall Grade</b>					

## II-TEACHING, LEARNING & EVALUATION

19	Ratio of overall intake (admitted) by student sanctioned strength	90 - 100% = A, > 80 % = B, < 80% = C			
20	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2019-20	Discretion of the AA*			
21	Social-economic status of students enroled(Group wise and Year wise) in 2019-20	Discretion of the AA*			
22	Demand Ratio (Group wise) (no.of applications received/Sanctioned Seats) (Overal ratio)	$\geq 1.5 = A$ ; $> 1 = B$ $< 1 = C$			
23	Percentage of differently abled students (Divyangjan) on roll				
24	Percentage of full time teachers against sanctioned posts in 2019-20 (Regular+ Contract + Guest )	100% = A; > 90 % = B < 90% = C			
25	Student - Full time teacher ratio (Regular + Contract + Guest )	40:1			
26	Are the strengths and weaknesses of students arrived at the end of evaluation of CIE papers/ seminars discussed with students and suggest measures to surmount them?	Advisors to check concerned registers and award grade accordingly.			
27	Measures initiated for ensuring the element of transparency in CIE.				
28	Number of days from the date of last semester-end examination till the declaration of results in 2019-20	Discretion of the AA*			
29	The number of classes (per week) taken by the Principal	If 6, Grade A; 4-5, Grade B; C if less than 4			
30	Teaching Dianics & Teaching/Semester Plans in Prescribed Formats	If Teaching diary deviates from Teaching plan by 10%, Grade A; Grade B if the deviation is between 11 and 25%; If deviation is more than 25%, Grade C			

31	Use of ICT in teaching and learning (% of teachers using ICT)	< 90% = C		
32	Usage of Virtual classes (Minimum 2 classes per subject per month)	6 VCs/week = A; 4-6 VCs/week =B; < 4 VCs/week = C		
33	No. of Virtual Classes presented by faculty (Overall classes per month)	10 or above VCs = A; > 5 VCs = B < 5 VCs = C		
34	No. of Virtual Classes attended by students (Overall classes per month)	< 5 VCs = C		
35	Usage of Digital Classes in Teaching Learning Process	6 DCs/week = A; 4-6 DCs/week =B; < 4 DCs/week = C		
36	No. of Mana TV lessons presented by Faculty	If atleast two lessons by the college- Grade A; Grade B if 1 lesson is presented; C if none presented		
37	No. of lessons in LMS portal by Faculty			
38	Use of ICT evaluation Tools (Plickers, Kahoot etc.)	Usage by faculty > 80% = A; > 60% = B; < 60 % = C		
39	No. of Videos prepared / presented through Presentation tube	If pedagogy is carried out with atleast 4 videos a mont, Grade A; Grade B if 2-4 videos : C upto 0-2 Videos		
40	No. of TOTs conducted on ICT tools in Teaching			
41	Usage of ICT for effective teaching with Learning Management Systems (LMS)/ E-learning resources etc. (Student Registrations)	> 80% = A > 50% = B < 50 % = C		
42	Co-Curricular Activities (Academic) ( Student Seminars/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	All activities - A Any 3 = B < 2 = C		
43	Academic Competitions (College Level & Above : Quizzes, debates/eloquence, essay writing, Inter collegiate seminars etc.,)	All activities - A Any 3 = B < 2 = C		
44	National/ International/ Regional Seminars/conferences/workshops organised in 2019-20	> 4 = A > 2 = B < 2 = C		

45	Seminars/conferences/workshops attended in 2019-20 (Overall Staff Attended)	> 10 = A; > 5 = B < 5 = C			
46	Record of Continuous Internal Evaluation (CIE) - Conduct of Internal Examinations-Internal assessment	Discretion of the AA*			
47	Teacher wise result analysis (MARCH/APRIL -2019 & SEP/OCT/NOV- 2019)	> 80% = A; > 70% = B; < 60 % = C			
48	Pass percentage of students (Group wise) in 2019-20	> 80% = A; > 70% = B; < 70 % = C			
<b>SCOPE FOR PARTICIPIATIVE / EXPERIENTIAL LEARNING</b>					
49	Is class teaching - learning process, especially theory teaching , aided by practical/ demonstrative equipment/ charts/ live skits etc?				
50	Ratio of students undertaking field trip or project or internships (No.of students attending field trip or project/ Total No. of Final year students)	> 0.8 = A > 0.7 = B < 0.6 = C			
51	No. of Remedial Classes taken for slow learners (Subject Wise/Semester) ( Classes/Subject/Sem)	25 = A; >20 = B; < 20 = C			
52	Conduct of Bridge course/SIP (Student Induction Programme) (Ice Breaking/Campus Familiarisation/Conduct of Bridge Course/Value Education/Gender Sensitisation/Peer Influence etc.,)	All activities = A Any 5 = B < 5 = C			
<b>QUALITY OF TEACHING - LEARNING PROCESS</b>					
53	Record of Feed back and analysis on Teachers by Students	If Feedback taken, analysed, action taken -A; If feedback taken but not analysed - Grade B; C if feednot taken at all.			
54	How many number of faculty members have been counselled by IQAC for deficiencies in pedagogical skills and measures suggested there upon for circumventing them ( case wise)				

55	Had the students been explained the programme outcomes, Programme Specific outcomes and Course outcomes by the concerned departments and the methods to attain them? Provide details				
56	Is there mechanism for handling classes of faculty on leave such as deputing another available faculty for handling classes of a faculty member who is on leave for a day ( Class adjustment mechanism)/ guiding students to library or JKC ?				
57	Has the institution categorised students into slow and advanced learners basing on the assessment of their learning abilities? If so, procedure adopted in categorisation	A- if categorised basing on the learning levels and pertinent pedagogical skills/ programmes are employed for each category B - only categorised but no suitable programmes are employed C - no such procedure exists in the institution			
58	Student satisfaction survey (SSS) -Feed back on teaching and learning process by Students and analysis of feed back (% of Students)	100% = A > 80% to 100% = B < 80 % = C			
59	No. Of registrations on MOOCS platform : Students	> 70% = A; > 50% = B; < 50 % = C			
60	No. Of registrations on MOOCS platform : Teachers	> 80% = A; > 70% = B < 70 % = C			
61	No of course completion Certificates obtained by students through MOOCs platform (ARPIT, MIT, Coursera etc.,)	> 50% = A > 40% = B < 40 % = C			
62	No. of course completion Certificates obtained by teachers through MOOCs platform (ARPIT, MIT, Coursera etc.,)	> 80% = A > 70% = B < 70 % = C			
63	Other ICT initiatives if any ( Swayam, Swayam Prabha - DTH( Direct To Home), or Down loaded lessons)	Discretion of the AA*			
<b>Overall Grade</b>					

### III-RESEARCH, INNOVATIONS AND EXTENSION

64	Is the College a Recognized Research Centre			
65	No. of Research Guides in the College			
66	No. of Research Scholars working for M.Phil & Ph. D			
67	Major/Minor/Other Research Projects a) Completed in this year b) ongoing			
68	Grants received from Government and non-governmental agencies for research projects/ endowments in the institution for 2018-19 & 2019-20			
69	Research Papers Published in 2018-19 & 2019-20 (SCOPUS, Web of Science, ICI )			
70	Papers Presented in 2018-19 & 2019-20 (International/ National/ State )			
71	Books Published in 2018-19 & 2019-20 ( Single Author/Co Author)			
72	Has the institution floated special purpose vehicles such as Centre for Innovation, Research Promotion Council etc for promoting culture of research, critical thinking, innovation etc.?			
73	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.			
74	Details of encouragement extended to faculty and students who wish to undergo capacity building courses in research such as summer research programmes, training programmes etc., offered by research or academic institutions in the country.			

75	National/ International/ Regional Seminars/conferences/Trainings/workshops organised in 2019-20	> 4 = A > 2 = B < 2 = C			
<b>QUALITY OF TEACHING - LEARNING PROCESS</b>					
76	Record of Feed back and analysis on Teachers by Students	Discretion of the AIf A* If Feedback taken, analysed, action taken -A; If feedback taken but not analysed - Grade B; C if feednot taken at all.			
77	% of teachers registered in ORCID /VIDWAAN				
78	No.of teachers with h-index	Grade A if more than h-index is 2; Grade B if it is upto1; C if it is zero.			
79	Record of Consultancy in 2019-20				
80	Whether the Institution has created an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entreprenuership Hub)	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; C if no such centre is established till now.			
81	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices				
82	Record of MoUs in 2019-20 (Industry/Universities/Institutions/State or Central Govt. Agencies like Pharma labs, Horticulture, Coffe Board, TISS, IFLU, etc.,)	$\geq 2 = A$ , $< 2 = B$ , Efforts intiated = C			
83	Record of Subject/Department Related Extension Activities				
84	a) Number of extension programmes conducted in the neighbourhood community to sensitize the students	$\geq 5 = A$ , $3 = B$ , $\leq 2 = C$			

85	b) Number of extension programmes conducted in collaboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/Gender Issues etc.,	$\geq 7 = A, 5 \text{ to } 6 = B, \leq = C$			
86	Number of awards and recognition received for extension activities from Government/ recognised bodies				
87	c) Details of students participating in extension activities with Government Organisations, Non-Government Organisations, Gender Issues, Unnat bharath Abhiyaan (UBA) etc.	Discretion of the AA*			
	<b>Overall Grade</b>				
<b>IV - INFRASTRUCTURE &amp; LEARNING RESOURCES</b>					
88	Number of Class rooms, Labs				
89	No. of functional computers in the college for students (Usage details)	Discretion of the AA*			
90	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	Discretion of the AA*			
91	Did the Dept.of Physical Education conduct any training or certificate courses like Yoga etc?				
92	Is the Gymnasium as well as its equipment, if existing, is being extended to outside community such as for candidates preparing for physical fitness testing examinations?				
93	Frequency of conduct of institution level, District level and Statelevel sports meet by the Dept. of Physical Education.				
94	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	Discretion of the AA*			

95	No. of Virtual Class rooms present (Functional/Non-Functional)				
96	Is internet functional in the VC:				
97	No. of Digital Class rooms in Teaching Learning Process (Functional/Non-Functional)				
98	Do all digital class rooms have internet facility?				
99	Women Waiting Hall (Mandatory) (Basic Requirements: Room/Rooms with all required amenities like Drinking water, Chairs, Rest Tables, Curtains, Toilet Running Water, etc.,)	Discretion of the AA*			
100	No. Of Toilets : i) Staff - a) Men b) Women; ii) Students - a) Men b) Women c) Differently abled	Discretion of the AA*			
101	Budget allocated for infrastructure augmentation				
102	Library is automated using Integrated Library Management System & NDL (Mandatory)				
103	Percentage per day usage of library by teachers and students	> 80% = A; > 70% = B; < 70 % = C			
104	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment (Mandatory)	Discretion of the AA*			
105	Does college has e-Journals, e-books, e-Shodh Sindhu, Shodhganga membership Databases & Remote access to e-resources (Mandatory)	Any 4 or more of the above = A Any 3 of the above = B Any 2 of the above = C			
106	Expenditure for purchase of books and journals in 2019-20 (Budget incurred/Budget Sanctioned)				
107	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	> 80% = A > 70% = B < 70 % = C			
108	Are there computer systems with internet facility for stakeholders in the library?				

109	Is there reprographic facility in the library?	System with internet facility: A; Grade B if only systems are present: C if no computers are available at all for stake holders.			
110	IT Facilities (Functional): a) English Language Lab; b) JKC Lab; c) Computer Labs; d) APSSDC Lab (Exception for colleges without APSSDC) Lab); e) Wi-fi enabled campus (Mandatory)	Grade A- if any four are available; B grade - if Any two are available; C grade if none is available			
111	Expenditure incurred on a) New Infrastructure Facility (2019-20) b) maintenance of facilities (Classrooms, Equipment,sports, Auditorium & seminar halls etc.) excluding salary component				
112	AMC ( Annual Maintenance Cost)details, if any				
113	Insurances covered for infrastructure, if any				
114	Established Systems & Procedures				
<b>Overall Grade</b>					
<b>V-STUDENT SUPPORT AND PROGRESSION</b>					
115	Percentage of students benefited by scholarships by the Government in 2019-20				
116	Percentage of students benefited by scholarships by the Institution in 2019-20				
117	Percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2019-20 (Mandatory for Final Years)				
118	Percentage of placement of outgoing students in 2018-19 (Only Final Years)	40% to 50 % = A; 30% to 50% = B < 30% = C			
119	Student grievances Structure, Redressal mechanism & Periodicity (Copy enclosed for better understanding)	Discretion of the AA*			

120	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching, SIP, Youth Parliament etc.,)				
121	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms out side the parent institution.				
122	Percentage of student progression to higher education	40% to 50 % = A; 30% to 50% = B; < 30% = C			
123	Number of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.,)				
124	Number of awards/medals for outstanding performance in sports/cultural activities				
125	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Discretion of the AA*			
126	Records of significant achievements in Sports & Games				
127	Number of sports and cultural activities / competitions organised in the Institution in 2019-20				
128	Feed back from Employees on Online Web Job Portal, APSSDC ( AP State Skill Development Corporation), SSC ( Skill Sector Council)				
129	Is there registered Alumni Association for the institution?	A - if Alumni Association is registered and active; B - Association is registered C- if Association is not formed at all			
130	Alumni contribution in 2019-20 (In Rs)				
131	Number of Alumni Association /Chapters meetings held in 2019-20				
132	Number of industries identified & mapped locally for Internships/Placements				

133	MOU - Skill Sector Council (SSC) Organisations				
134	Maintenance of JKC facilities & Records	Discretion of the AA*			
135	Record of Student trained and placed in JKC	Discretion of the AA*			
136	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases: Implementation of guidelines of statutory/regulatory bodies; Organisation wide awareness and undertakings on policies with zero tolerance; Mechanisms for submission of online/offline students' grievances; Timely redressal of the grievances through appropriate committees	All Four (4) = A Any 3 = B ≤ 2 = C			
137	Record of Anti Ragging cell (Measures taken by ARC in brief)	Discretion of the AA*			
138	Record of Women Empowerment Cell (WEC)- No.of Times reviewed, No.of activities conducted	Discretion of the AA*			
139	Record of Internal Complaints Committee(ICC) - No.of Times reviewed ? No.of Complaints received ?	Discretion of the AA*		Action Taken:	
140	Maintenance of drinking water (R.O.Plan)	Discretion of the AA*			
141	Maintenance of sanitation	Discretion of the AA*			
142	No.of Executive Development Programms (EDP) conducted				
<b>Overall Grade</b>					

#### VI-GOVERNANCE AND LEADERSHIP

143	Staff Council Register				
144	Functioning of Committees in Administration (Minutes of meetings)	Discretion of the AA*			

145	Is student representation reflected in administration committees?	A - if all committees have students as members B- if atleast 5 committees have student representation If no committee has student participation	C			
146	Awards/Achievements					
147	Use of ICT in Governance					
148	Implementation of CFMS / PFMS					
149	Number of RTI issues addressed					
150	Perspective/Strategic plan and deployment documents					
151	Organizational structure of the Institution					
152	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination Implementation of e-governance in areas of operation: 1. Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4. Examination	All four (4) = A Any 3 = B ≤ 2 = C				
153	Percentage of teachers provided with seed money financial support to attend conferences / workshops and towards membership fee of professional bodies in 2019-20					
154	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2019-20					
155	Percentage of teachers attended professional development programs(Faculty Development Programme, Orientation Program, Refresher Course, Short Term Course, Post Doctoral Fellowship etc.,) in 2019-20					
156	No. of faculty undergone/attended: FDP, PDF, OC,RC, Short Term Course, other Trainings if any.					

157	Funds / Grants received from non-government bodies, individuals, philanthropists in 2019-20				
158	Number of IQAC meetings held during 2019-20	A- if 3 meetings are held @one per quarter B- if 1 - 2 meetings are held C- if no IQAC meeting is held			
159	Average number of quality initiatives by IQAC for promoting quality culture per year				
160	Participation in NIRF-2019, Mention rank, if below 200				
161	IQAC activities & maintenance of records,(Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	Discretion of the AA*			
<b>Overall Grade</b>					

#### **VII-INSTITUTIONAL VALUES AND BEST PRACTICES**

162	Gender Equity: Specific facilities provided for women in terms of: Safety and security, Counselling, Common Rooms, Any other relevant information	Discretion of the AA*			
163	The Institution has facilities for alternate sources of energy and energy conservation measures: (Solar energy, Sensor-based energy conservation, Use of LED bulbs/ power efficient equipment)	Discretion of the AA*			
164	Waste Management strategy adopted in the college: (Solid waste management, Liquid waste management, Lab Waste management, E-waste management)	Discretion of the AA*			
165	Water conservation facilities available in the Institution: (Rain water harvesting, Borewell /Open well recharge)	Discretion of the AA*			
166	Green campus initiatives: Plastic free campus, Ban on the use of Plastics, botanical garden, green house, green landscaping, etc.,	Discretion of the AA*			
167	Facilities for Differently abled (Divyangjan) (ramp, railings scribe for examination etc.,)	Discretion of the AA*			

168	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities.				
169	Details of conduct of certificate courses on Life skills/ awareness programmes on provisions of the Constitution of India.				
170	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard: The Code of Conduct is displayed on the website; Institution organizes professional ethics programmes for students; teachers, administrators and other staff.				
171	Record of best/innovative practices by the institution				
172	College Activity Register 2019-20 & Hard Copy of AQAR 2019-20 (should be available with the Principal & Placed in College Website )	A- if last year AQAR is submitted to NAAC online and accepted by NAAC and hosted on website; B- if AQAR is avialble but not submitted to NAAC; C- if AQAR is not at all prepared			
173	Research projects/Publications/ study material developed in 2019-20 by the Institution(Should be available in college website )				

**Overall Grade**

**College Grade -**

**Name & Signature of the Principal :**

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

1

2

3

**Name & Signature of the Vice-Principal :**

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

**Format-III: Academic Advisor's Report (AAR)**

**Observations and Suggestions for obtaining higher NAAC Grade**

Name of the College, Place, District :

Date of Audit conducted:

S.No.	CRITERIA	Overall Grade by Academic Advisor (AA*)	Observations	Recommendations
I	CURRICULAR ASPECTS			
II	TEACHING, LEARNING & EVALUATION			
III	RESEARCH, INNOVATIONS AND EXTENSION			
IV	INFRASTRUCTURE & LEARNING RESOURCES			
V	STUDENT SUPPORT AND PROGRESSION			
VI	GOVERNANCE AND LEADERSHIP			
VII	INSTITUTIONAL VALUES AND BEST PRACTICES			
Academic Audit Grade in 2019-20				
Academic Audit Grade in 2018-19				
NAAC grade in the previous cycle				

Name & Signature of the Academic Advisors

- 1)
- 2)
- 3)

Date:

Name & Signature of the Principal

Date:

**Format - IV : Action Taken Report (To be filled by the Principal)**

Name of the College, Place, District: Date of Audit conducted:			
S.No.	CRITERIA	Recommendations By AA*	Action Taken
I	CURRICULAR ASPECTS		
II	TEACHING, LEARNING & EVALUATION		
III	RESEARCH, INNOVATIONS AND EXTENSION		
IV	INFRASTRUCTURE & LEARNING RESOURCES		
V	STUDENT SUPPORT AND PROGRESSION		
VI	GOVERNANCE AND LEADERSHIP		
VII	INSTITUTIONAL VALUES AND BEST PRACTICES		

Name & Signature of the Vice - Principal  
Date:

Name & Signature of the Principal  
Date:

Zone:

District:

Name of the College and Address								
Name of the Lecturer								
Name of the Subject								
Date of Joining in Degree College/Date of Joining in the present Institution						Date of Retirement:		
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading

#### I-CURRICULAR ASPECTS

1	Curricular planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	1. Semester Wise curriculum plan/ Course Objectives & Outcomes	5 for Autonomous 10 for Non Autonomous	5 OR 10	20			
		2. Teaching Diary	5 for Autonomous 10 for Non Autonomous	5 OR 10				
		3. Active Participation in BOS	Only for Autonomous Colleges	10				
2	Curriculum enrichment	1. Additional inputs		20	30			
		2. Certificate/Diploma /Value added courses /MOOCs Certificate		10				
3	Feedback system	Feedback on Curriculum by Students		10	20			
		Other stakeholders like Parents/Alumni/ Industry/Cross National Faculty)		10				

II-TEACHING, LEARNING & EVALUATION							
4	Student Profile	Collection and Maintenance of Student profiles( 10 Points )		10	10		
5	Catering to Student Diversity	1. Analysis of Students- grouping of students into Slow, Moderate and Advanced learners		10	30		
		2. Remedial coaching		10			
		3. Assignments-Critical, Innovative, text book and Internet based		10			
6	Teaching-Learning Process	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 10. RBPTs(Research based pedagogical Tools)	* Maximum grade of 3 could be given to those faculty who have done more than 5 parameters and thereafter.	50	50		
7	Teacher Profile and Quality	1. Organization of Seminars/conferences/workshops 2. 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 Development /MOOCs (Massive Open Online Courses)	* Maximum grade of 3 could be given to those faculty who have done more than 4 parameters and thereafter.	40	40		

8	Evaluation Process and Reforms	1. Formative and Summative Evaluation (Plickers, Kahoot etc.)	* Examination Reforms and Innovations taken up at Individual level w.r.t the Internal evaluation	10	30				
		2. Use of ICT like MOODLE, EDMODO and LMS in evaluation		10					
		3. Marks Register & Result Analysis		10					
9	Student Performance and Learning Outcomes	1. Programme Outcomes		10	30				
		2. Attainment of Programme Outcomes		10					
		3. Average pass percentage of Students		10					
10	Student Satisfaction Survey	Student feedback on the quality of Teaching Learning process adopted by the teachers	*IQAC Coordinator should take the feedback and the record must be kept ready for verification	20	20				
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
11	Resource Mobilization for Research	1. Minor Research Project	For Current Year only (Either Ongoing OR Completed)	5	20				
		2. Major Research Projects		10					
		3. Consultancy Projects		5					
12	Research Publications and Awards	1. Publications in Journals/ Author of Books/ Author of Book Chapters	* A maximum of 3 publications in Scopus/Web of Science/ICI or UGC approved journals	10	20				
		2. Research Guidance/Awards in recognition of research work		5					
		3. Registrations in Vidwan/Orcid etc.		5					
13	Extension Activities	Involvement in activities related to community service	* A maximum of 3 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc	20	20				
14	MoUs /Collaborations	Collaboration with University/ Industry/NGO/ Any other Agency		20	20				

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES							
15	Physical facilities	Infrastructural facilities in the Department/Colleges	Utilization of the facilities in the College/Department to be evaluated. Not on the availability of the facilities. Register should be maintained.	20	20		
V- ROLE IN STUDENT SUPPORT AND PROGRESSION							
16	Student Support	1. Counseling of students as Mentor/ Class teacher 2. Remedial coaching 3. Bridge course for 1st year students 4. Any other Study Material / Guidance 5. Freeships or Scholarships 6. Parent Teacher Meetings	* Participation and efforts made atleast for 3 of the parameters can be graded as 3.	30	30		
VI- ROLE IN INSTITUTIONAL GOVERNANCE							
19	Participation in Institutional Governance and Leadership	Participation in Institutional Governance and Leadership as member of different committees and cells		30	30		
VII - BEST PRACTICES							
20	Best Practices	List of the Individual faculty members Best practices followed with details		20	20		
Total Grade points					500		
Name & Signature of the Principal				Name & Signatures of the Academic advisors			
				1)			
				2)			
				3)			

**Government of Andhra Pradesh**  
**Commissionerate of Collegiate Education**  
**Academic & Administrative Audit of Degree Colleges (2019-20)**  
**Format - IV : Academic Advisor's Report (AAR)**

Name of the College, Place, District : Date of AAA conducted :							
S.No.	Criteria	Overall Grade	Observations	Recommendations	2018-19 AAA Grade	2019-20 AAA Grade	Overall report about the college
I	CURRICULAR ASPECTS						
II	TEACHING, LEARNING & EVALUATION						
III	RESEARCH, INNOVATIONS AND EXTENSION						
IV	INFRASTRUCTURE & LEARNING RESOURCES						
V	STUDENT SUPPORT AND PROGRESSION						
VI	GOVERNANCE AND LEADERSHIP						
VII	INSTITUTIONAL VALUES AND BEST PRACTICES						
VIII	2018-19 AAA RECOMMENDATIONS						
	IS ACTION TAKEN BY THE PRINCIPAL AS PER THE RECOMMENDATIONS ?						
	IF NOT, STATE THE REASONS ?						
IX	NAAC GRADE IN PREVIOUS CYCLE						
X	NIRF RANK/STATUS						
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE						
XII	FEED BACK						

Name & Signature of the Academic Advisors

- 1)
- 2)
- 3)

Name & Signature of the Principal

Government of Andhra Pradesh  
Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2019-20)

Format - V : Action Taken Report (To be filled by the Principal)

Name of the College, Place, District:

Date of Audit conducted:

S.No.	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS		
II	TEACHING, LEARNING & EVALUATION		
III	RESEARCH, INNOVATIONS AND EXTENSION		
IV	INFRASTRUCTURE & LEARNING RESOURCES		
V	STUDENT SUPPORT AND PROGRESSION		
VI	GOVERNANCE AND LEADERSHIP		
VII	INSTITUTIONAL VALUES AND BEST PRACTICES		
VIII	2018-19 AAA RECOMMENDATIONS IS ACTION TAKEN AS PER THE RECOMMENDATIONS ? IF NOT, STATE THE REASONS ?		
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE		
X	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE		
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE		
XII	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE		
XIII	SUGGESTIONS TO RESOLVE		
XIV	FEED BACK		
	AA* : Academic Advisor		
	Name & Signature of the Vice - Principal		
	Date:		