

Commissionerate of Collegiate Education, A.P
Academic & Administrative Audit of Degree Colleges

Format-I (Institutional Data)

Zone : II District : EAST GODAVARI

COLLEGE PROFILE				
1	Name of the College, URL of Website, email and Phone number	GOVERNMENT COLLEGE (A), RAJAMAHENDRAVARAM, www.gcrjy.ac.in, gcrjy.1853@gmail.com, 0883-2475732		
2	Name of the Principal, email & Mobile Number	Dr. R. DAVIDKUMAR SWAMY, academiccellgcrjy2015@gmail.com, 9948121713		
3	Name of the Vice-Principal, email & Mobile Number	K. ANJANEYULU, academiccellgcrjy2015@gmail.com, 9703897999		
4	Name of the IQAC Coordinator, email & Mobile Number	Dr. A. ALIMELU ANNAPURNA, behara.anu@gmail.com, 8978737858		
5	Year of Establishment & details of land available if any	1853, 46 acres		
6	Affiliating University & AISHE CODE	ADIKAVI NANNAYYA UNIVERSITY, C-24448		
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	III cycle - work in progress (70% complete)		
8	UGC Recognition (2f & 12 B)	Yes, 2f & 12B recognized		
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	10 am to 5 pm		
10	No. of Posts Sanctioned: 151	Regular Working: 131	Contract Working: 29	Guest Working: 56
11	Course wise & year wise Students strength particulars (Proforma enclosed)	enclosed		
I-CURRICULAR ASPECTS				
	Item	Status with documentary support (YES OR NO)	Impression of Academic Advisor along with grade A(Good)/ B (Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Advisors
12	Implementation of Annual Institutional Plan	Institutional Plan YES	Yes, being implemented in the CCE prescribed proforma- A	
13	Departmental Annual & Semester Wise Curricular Plans	Curricular Plans Department wise YES	Prepared by departments - A	
14	Whether the above two circulated among Students?	Circulation copies with dates YES	Yes, circulated - A	
15	College Activity Register 2017-18	Record of Activity Register YES	Yes, Maintained -- A	
16	College Calendar/College Magazine	Copy of Calendar & Magazine YES	Yes, prepared - A	
17	Add-on Courses (Department-wise) completed during 2016-17	List of Add On courses for 2016-17	- --	
18	Add-on Courses (Department-wise) in 2017-18	List of Add On courses for 2017-18	- 15 Certificate courses are runig A	It is advised to conduct few add on courses from the next academic year

19	Coverage of Syllabus (Average Percentage)	90-100 A YES /80-90 B YES /Less than 80 C	> 90% - A	It is suggested to explore reasons for not achieving cent per cent result and initiate measures towards achieving same
20	Teaching of Value added courses (HVPE & Foundation Courses & Cluster Electives)	Papers must be verified YES	Implimenting -- A	
21	No. of New UG & PG Courses introduced in 2017-18	List of courses in 2017-18 UG-7	7 UG Courses introduced - A	
22	Maintenance of Student Attendance Registers including Biometric Attendance	Both should be verified MAINTAINED	Yes, Maintained -- A	
23	Whether feedback on curriculum was obtained from stake holders and analysed	Analysis Report shall be verified, If not done suggest for it and should be complied by in ATR YES	Yes, Obtained -- A	
II-TEACHING, LEARNING & EVALUATION				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	Admission Registers YES	Maintaining -A	
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	Admission Registers YES	Maintaining -A	
26	Demand Ratio (Group wise)	Sanvctioned Seats against Applications Received- BA-270:59, BSC-620:3186, B.COM-280:1198	Huge demand is there for all courses - A	
27	Percentage of differently abled students (Divyangjan) on roll	13:3187 (0.41%)	0.41% -- A	
28	Percentage of full time teachers against sanctioned posts in 2017-18	List of Full Time Faculty YES	29.1% - D	A no.of 42 members are working against 151 sanctioned posits. It is recommended to explore possibilities for achieving atleast 75% of full time teachers in the college for effective teaching learning process.

29	Student - Full time teacher ratio	3187:131 (24:1)	24:1 - A	
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	23 days	A	
31	Teaching Diaries & Teaching Plans in Prescribed Formats	maintained	Maintaining -A	It is advised to incorporate and highlight the important activities such as field trips etc in the diary and ensure all the columns are filled up invariably with relevant information
32	Use of ICT in teaching and learning	ICT Log Books	Maintaining -A	
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	If Log Books are not maintained it should be advised to keep it by submission of ATR 100%	100% - A	It is recommended that 100% of faculty transact teaching learning business with ICT tools.
34	Co-Curricular Activities (College level)	Register of Co-Curricular Activities YES	Maintaining - A	
35	Seminars/conferences/workshops organised in 2017-18	Date wise list for 2017-18 YES	Maintaining -A	Some of the departments which did not organize any seminar, workshop etc., in the past two year period should explore possibility for the conduct of same in the next academic year.
36	Academic Competitions (College Level & Above)	Register must be available with IQAC YES	Maintaining -A	
37	Conduct of Internal Examinations-Internal assessment	Continuous & Comprehensive Assessment(CCA) Registers Department wise YES	Maintaining -A	It is suggested to be transparent and impartial and initiate reforms in CIE such as making available evaluated papers etc.,
38	Teacher wise result analysis (MARCH/APRIL -2017 & SEP/OCT/NOV- 2017)	Department should maintain this Register YES	Maintaining -A	
39	Pass percentage of students (Group wise) in 2017-18	Examination Cell Register YES	Maintaining -A	
40	Percentage of students undertaking field projects / internships	Departmental Register YES	Maintaining -A	
41	Remedial Classes	Remedial Coaching Register - Coursewise YES	Maintaining -A	

42	Conduct of Bridge course	Bridge Course register for newly admitted Students YES	Maintaining -A	
43	Feed back on Teachers by Students and its analysis	Analysis Report YES	Available with IQAC - A	
44	Student satisfaction survey- on Institution	IQAC should take this feedback YES	Available with IQAC - A	
III-RESEARCH, INNOVATIONS AND EXTENSION				
45	Is the College a Recognized Research Centre	Documentary evidence with amount received out of this consultancy YES	Yes -A	
46	No. of Research Guides in the College	List of Recognised Guides 16	16 -- A	
47	No. of Research Scholars working for M.Phil & Ph. D	List of Research Scholars 8	A	
48	Major/Minor/Other Research Projects	List of Projects for 2017-18 2	1 Major & 1 Minor - B	
49	Research Papers Published in 2017-18 (SCOPUS, Web of Science , ICI)	Number of Publications for 2017-18 22	22 ---A	
50	Papers Presented in 2017-18 (International/ National/ State)	Documentary evidence 136	136 - A	
51	Books Published in 2017-18 (Single Author/ Co Author)	Documentary evidence 14	14 books - A	
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	Documentary evidence International :1 National :3 State :2	A	
53	Record of Consultancy in 2017-18	Documentary evidence with amount received out of this consultancy NO	Nil -- C	
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	Linkages/Collaborations etc YES	Yes- A	
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Documentary Evidence AVAILABLE	A	
56	Record of MoUs in 2017-18	Memorandum of Understandings YES	A	




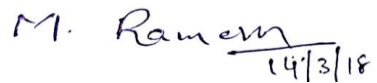
57	Record of Subject/Department Related Extension Activities	Record of Extension Activity Register YES	Maintaining -A	
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	List of Activities YES	Maintaining -A	
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	List out as per priority basis YES	Maintaining -A	
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, Unnat Bharat Abhiyaan etc	List of students participated and adopted villages if any YES AVAIBLE	Yes -A	
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	List of Awards Available	Students got prizes - A	
IV-INFRASTRUCTURE AND LEARNING RESOURCES				
62	Number of Class rooms, Labs and computing equipment	Classrooms/Labs separately in SFT Classroom:110/Lab:23/Computers:309	A	
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	Physical verification of all facilities including the utility of such facilities AVAILABLE	Verified - A	
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	Check the utility with Log Books VC-7 + DC3	Available - A	
65	Budget allocated for infrastructure augmentation	Budget in 2017-18 from all sources 2 Crores	2 Crores - A	
66	Library is automated using Integrated Library Management System & NDL	Check whether INFLIBNET licence is there and working YES	INFLIBNET working - A	
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	Check with Library Catalogues YES	Catalouges Verified -A	
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	Check Digital Library and Access to students 24 X 7 YES	Yes -A	
69	Expenditure for purchase of books and journals in 2017-18	Expenditure for 2017-18 2,66,421	Rs. 266421 - A	

70	Percentage per day usage of library by teachers and students including Logins for INFLIBNET	Check with User credentials of Staff & Students	20% - A (Students) 85% - A (Staff)	
71	Student-Computer ratio	Total number of Students against Total working Computers 10:1	10:1 -- A	
72	Wifi in the campus	Check whether total Wi Fi or Partial Wi Fi & whether extended to students YES	100 Mbps available - A	
73	Updation of IT facilities	Office Automation, Digital Classes, E-Office, Digital Library ALMOST COMPLETED YES	Campus equipped with IT facilities - A	
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	Expenditure Details for 2017-18 Rs 14,337,069	Rs 14,337,069 incurred - A	
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	Records showing procedures Established systems & procedures in vogue	Yes - A	
V-STUDENT SUPPORT AND PROGRESSION				
76	Average percentage of students benefited by scholarships by the Government in 2017-18	Scholarships Register 80%	80% - A	
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	Freeships & Endowment Prizes 1%	29 endowment prizes - A	
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	Coaching Register for Advanced Students 20%	Register maintained - A	
79	Average percentage of placement of outgoing students in 2017-18	Placements Register 5%	till date - 105 - A	
80	Student grievances Structure, redressal mechanism & Periodicity	Grievance Redressal Register MAINTAINED	Maintaining -A	
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	Registers for Career Guidance & Remedial Coaching MAINTAINED	Maintaining -A	
82	Percentage of student progression to higher education	Student Progression Register 50%	50% - A	

83	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)	Evidence of Hall tickets OR Result copies NET-1 SLET-1/2 Student	B	
84	Number of awards/medals for outstanding performance in sports/cultural activities	Award Letters or Certificates 14 MEDALS ATHLETICS 5 MEDALS	AVAILABLE - A	
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Record of their activities and contributions. List of Student leaders or CRs etc YES	Student committees formed and active -A	
86	Records of significant achievements in Sports & Games	Award Letters or Certificates YES	Maintaining -A	
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	Games & Sports Register activities conducted and record maintained	Activities conducted and recorded - A	
88	Alumni contribution in 2017-18 (In Rs)	Annual Audited Statements NIL		
89	Number of Alumni Association /Chapters meetings held in 2017-18	Contribution to Institution 2 APRIL:20 JUNE:07	2 College wise - A	
90	Maintenance of JKC facilities & records	Log Books & Registers MAINTAINED	Maintaining -A	
91	Record of Student trained and placed in JKC	Register of Trainings & Placements MAINTAINED	A	
92	Record of Anti Ragging cell	Grievance Redressal Register MAINTAINED	Maintaining -A	
93	Maintenance of drinking water	Check whether RO water is provided MAINTAINED	RO Plants Maintained -A	
94	Maintenance of sanitation	Campus Cleanliness & Hygeinic conditions MAINTAINED	Maintaining -A	

VI-GOVERNANCE AND LEADERSHIP					
97	Staff Council Register	Record of Minutes	YES	Available -A	
98	Functioning of Committees in Administration (Minutes of meetings)	Registers for various committees	YES	Available - A	
99	Awards/Achievements	Documented Evidence	YES	Yes - A	
100	Use of ICT in Governance	Log Books & Registers	YES	Yes - A	
101	Perspective/Strategic plan and deployment of Strategies	Short term & Long term Vision & Goals YES		Yes - A	
102	Organizational structure of the Institution	Organogram YES		available - A	
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	Office Automation, Digital Classes, E-Office, Digital Library & Online Student Admission Management YES		Yes - A	
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	If yes Audited accounts NO		Nil -- C	The college may provide financial assistance to the faculty to attend conferences etc.
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	List of Faculty & Staff attended LMS, E-GOVERNANCE-2		A	
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	Number of Staff attended against total staff 10:131		25% - A	
107	Orientation Program, Refresher Course, Short Term Course attended by the faculty	List of participants AVAILABLE		50 members - A	
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	Audited Statements NIL		Rs 8 Lakhs(CPDC funds) -- A	
109	Average number of quality initiatives by IQAC for promoting quality culture per year	Name of quality initiative by IQAC & No.of Participants. IQAC Register		Maintaining -A	
110	Participation in NIRF-2017	If Yes Previous Year Rank 101-151 BAND		Rank Band 101-150 - A	
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	All IQAC Registers MAINTAINED		Maintaining -A	

VII-INSTITUTIONAL VALUES AND BEST PRACTICES

112	Percentage of power requirement of the Institution met by the renewable energy sources	Solar Energy Consumption & Difference in Conventional Power Bill	50 Kwp plant installed 40%-A	
113	Waste Management steps taken	Description of efforts towards waste management on campus	Vermi compost unit installed - A	
114	Rain water harvesting structures and utilization in the campus	Description of efforts towards rain water harvesting	Being implemented - B	
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	Photographic and videographic Evidence	ramps under process, scribes available - A	
116	Green Practices(plastic free campus, green landscaping, LED Lighting etc.,)	Number of LED bulbs in Campus	on an average 5 LED bulbs available in eah room - A	
117	Record of best/innovative practices by the institution	Details of two best practices successfully implemented by the Institution	Records available - A	
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 (should be available with the Principal & Placed in College Website)	Updated Register Physical Copy & Digitally available in College Website	maintaining - A	
119	The number of classes(per week) taken by the Principal	Time Table Copy	2 classes per week - A	
120	Research projects/Publications/ study material developed in 2017-18 by the Institution(Should be available in college website)	Project Award Letters & Digital Version Placed in College Website	2 projects on hand, 136 publications, 14 books published - A	
College Grading - A				
	Signature of the Vice-Principal			
			Signatures of Academic Advisors	
	Signature of the Principal		1	
	3		2	