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

Zone :     III                                              District : Guntur

| | COLLEGE PROFILE | | | |
|---|---|---|---|---|
| 1 | Name of the College, URL of Website, email and Phone number | S.G.K.GOVERNMENT DEGREE COLLEGE.,VINUKONDA., www.vinukondagdc.org.in., vinukonda.jkc@gmail.com ., 08646-273145, | | |
| 2 | Name of the Principal, email & Mobile Number | Smt.M.Niramala Devi., malenirmaladevi6@gmail.com.-9491185783 | | |
| 3 | Name of the Vice-Principal, email & Mobile Number | Dr..P.Sreenivasulu.,nivasshadow@gmail.com ,9494682690 | | |
| 4 | Name of the IQAC Coordinator, email & Mobile Number | Sri.K.StanleyPaul.,-stanleypaulkatikala@gmail.com-9959940656 | | |
| 5 | Year of Establishment & details of land available if any | 1980., & 37 Acres | | |
| 6 | Affiliating University & AISHE CODE: | AcharyaNagarjunaUniversity .,C - 42245- 2018 | | |
| 7 | NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited) | B' - Grade  - Cycle -2  2016 & 2.25 | | |
| 8 | UGC Recognition (2f & 12 B) | Yes  (2f & 12B) | | |
| 9 | College Working Hours( if shift system mention details of both shifts & give reasons for shift system) | 10:00 AM to 05:00 PM | | |
| 10 | No. of Posts Sanctioned: | Regular Working: | Contract Working: | Guest Working: |
| 11 | Course wise & year wise Students strength particulars ( Proforma enclosed) | Regular Working:1 0 +1 | Contract Working:4 | Guest Working:2 |

## I-CURRICULAR ASPECTS

| | Item | Recommendation/Suggestions by Academic | | Action Taken by the Principal |
|---|---|---|---|---|
| | | Grade | Recommendation | |
| 12 | Implementation of Annual Institutional Plan | B | | |
| 13 | Departmental Annual Curricular Plans | B | | |
| 14 | Whether the above two circulated among Students? | B | | |
| 15 | College Activity Register 2017-18 | B | | |
| 16 | College Calendar/College Magazine | C | | |
| 17 | Add-on Courses (Department-wise) completed during 2016-17 | C | Recommended to Start Add - on Courses by all Departments | All the Staff Members are instructed to Start the Add on Courses from the Next Academic Year |
| 18 | Add-on Courses (Department-wise) in 2017-18 | C | | |
| 19 | Coverage of Syllabus (Average Percentage) | A | | |
| 20 | Teaching of Value added courses (HVPE & Foundation Courses) | A | | |
| 21 | No. of New UG & PG Courses introduced in 2017-18 | C | Advised to Start New Courses | All the Staff Members are instructed to propose various combinations and Market oriented courses in their respectives groups |
| 22 | Maintenance of Student Attendance Registers | A | | |
| 23 | Whether feedback on curriculum was obtained from stake holders and analysed | A | | |

## II-TEACHING, LEARNING & EVALUATION

| | Item | Grade | Recommendation | Action Taken by the Principal |
|---|---|---|---|---|
| 24 | Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18 | A | | |

| | | | | |
|---|---|---|---|---|
| 25 | Social-economic status of students enroled(Group wise and Year wise) in 2017-18 | A | | |
| 26 | Demand Ratio (Group wise) | B | **It has to be Improved** | **All the Staff members are advised to improve Demand Ratio** |
| 27 | Percentage of differently abled students (Divyangjan) on roll | B | | |
| 28 | Percentage of full time teachers against sanctioned posts in 2017-18 | A | **One Permanent Lecturer in Physical Education and One Librarain are needed** | **To be filled by the CCE** |
| 29 | Student - Full time teacher ratio | B | | |
| | Student Profile as per prescribed reservation | | | |
| 30 | Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18 | A | | |
| 31 | Teaching Diaries & Teaching Plans in Prescribed Formats | A | | |
| 32 | Use of ICT in teaching and learning | B | **Has to be improved** | **All the Staff Members are instructed to use ICT in Teaching and Learning** |
| 33 | Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. | B | | |
| 34 | Co-Curricular Activities ( College level) | B | **Has to be improved** | **All the Staff Members are instructed to Conduct varoius Co - Curricular Activites in their respective Departments** |

| 35 | Seminars/conferences/workshops organised in 2017-18 | C | Informed to Conduct | All the Staff Members are advised to submit Proposals to UGC- CERO |
|----|------|---|------|------|
| 36 | Academic Competitions ( College Level & Above) | B | | |
| 37 | Conduct of Internal Examinations-Internal assessment | A | | |
| 38 | Teacher wise result analysis (MARCH/APRIL - 2017 & SEP/OCT/NOV- 2017) | A | | |
| 39 | Pass percentage of students (Group wise) in 2017-18 | A | | |
| 40 | Percentage of students undertaking field projects / internships | A | | |
| 41 | Remedial Classes | B | Suggested to Mainatain Record as per CCE | All the Staff Member are instructed to maintain Remedial Class Record in CCE Format |
| 42 | Conduct of Bridge course | B | | |
| 43 | Feed back on Teachers by Students and its analysis | B | Suggested to Mainatain ATR | All the Staff Members are insructed to take Feed back from Students in prescribed fronmat periodically |
| 44 | Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis | B | Suggested to Upload in the College Website | All the Staff Members are instructed to Collect Student Satisfication Survey Feed backs and submit to the IQAC for Uploading in to College Website |
| | Students' Grievances/Redressal (Examination Cell) Report | | | |
| | Automation details of Exam Cell | | | |
| **III-RESEARCH, INNOVATIONS AND EXTENSION** | | | | |

| 54 | Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge | C | | |
|----|----|----|----|----|
| 55 | Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices | C | | |
| | Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents | B | | |
| | Collaborations for Research/Faculty Exchange/Student Exchange (Attach MoUs/Linkages) | | | |
| 57 | Record of Subject/Department Related Extension Activities | B | | |
| | Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students | A | | |
| 59 | Number of extension programmes conducted in colloboration with Community/NGOs thrigh NSS/NCC/Red Cross/YRC etc., | B | | |
| 60 | Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc | B | | |

| | | | | |
|---|---|---|---|---|
| 61 | Number of awards and recognition received for extension activities from Government/ recognised bodies | C | | |
| **IV-INFRASTRUCTURE AND LEARNING RESOURCES** | | | | |
| 62 | Number of Class rooms, Labs and computing equipment | B | | |
| 63 | Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities | B | | |
| 64 | classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc. | C | **Suggetsted for LCD and ICT Rooms** | **All Staff Members are instructed to Uttilize the Virtual Class Room and ICT rooms** |
| 65 | Budget allocated for infrastructure augmentation(CA certified statement) | C | | |
| 66 | Library is automated using Integrated Library Management System | C | **Suggested to go for Library Automation** | **Allready Library automation is under Process with Collabaration of Quallin Software Solution ,Hyderabad.** |
| 67 | Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment | C | | |
| 68 | Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases(Give website URL) | C | | |
| 69 | Expenditure for purchase of books and journals in 2017-18(CA Certified statement) | B | | |
| 70 | Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST | B | | |
| 71 | Student-Computer ratio | C | | |
| 72 | Wifi in the campus | C | | |

| | | | | |
|---|---|---|---|---|
| 73 | Updation of IT facilties<br>a) English Language Lab<br>b) JKC Lab<br>c) Computer Labs<br>d) APSSDC Lab<br>e) Student Computer Ratio<br>f) Wi-fi enabled campus<br> e) Media Centre / Studio | B | | |
| | Bandwidth of Internet Connections with details | 2 mbps | | |
| 74 | Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component | B | | |
| 75 | Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc | B | **Established Systems & Procedures for maintenance of Classrooms,Labs and academic support facilities** | |
| **V-STUDENT SUPPORT AND PROGRESSION** |

| | | | | |
|---|---|---|---|---|
| 76 | Average percentage of students benefited by scholarships by the Government in 2017-18 | B | | |
| 77 | Average percentage of students benefited by scholarships by the Instituition in 2017-18 | C | | |
| 78 | Average percentage of students benefited by guidance for competitive examinations and c areer counseling offered by the institution in 2017-18 | A | | |
| 79 | Average percentage of placement of outgoing students in 2017-18 | B | | |
| 80 | Student grievances redressal mechanism | B | | |

| 81 | Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,) | B | | |
|----|---|---|---|---|
| 82 | Percentage of student progression to higher education | B | | |
| 83 | Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,) | C | | |
| 84 | Number of awards/medals for outstanding performance in sports/cultural activities | C | | |
| 85 | Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution | B | | |
| 86 | Records of significant achievements in Sports & Games | C | | |
| 87 | Number of sports and cultural activities / competitions organised in the Institution in 2017-18 | C | **Suggested to Oragnise Sport Meet** | **Incharge of Physical Education Department is advised to Conduct Sport Meets** |
| 88 | Alumni contribution in 2017-18 (In Rs) (CA audited statement) | C | | |
| 89 | Number of Alumni Association /Chapters meetings held in 2017-18 | C | | |
| 90 | Maintenance of JKC facilities & records | B | | |
| 91 | Record of Student trained and placed in JKC | B | | |
| 92 | Record of Anti Ragging cell | B | | |
| 93 | Maintenance of drinking water | C | **Suggest to install RO Plant** | **All ready Proposals submitte to CCE for Release of Budget to establish RO Plant** |

| 94 | Maintenance of sanitation | C | | |
|---|---|---|---|---|
| **VI-GOVERNANCE AND LEADERSHIP** | | | |
| 97 | Staff Council Register | B | | |
| 98 | Functioning of Committees in Administration ( Minutes of meetings) | B | | |
| 99 | Awards/Achievements | C | **Suggested to Apply** | **All Staff Members are instructed to apply various Academic Awards** |
| 100 | Use of ICT in Governance | B | | |
| 101 | Perspective/Strategic plan and deployment documents | C | | |
| 102 | Organizational structure of the Institution | B | | |
| 103 | Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination | C | | |
| 104 | Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18 | C | | |
| 105 | Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18 | C | | |
| 106 | Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.,) in 2017-18 | B | | |
| 107 | Orientation Program, Refresher Course, Short Term Courses attended by the faculty | B | | |

| 108 | Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18 | C | | |
|---|---|---|---|---|
| 109 | Average number of quality initiatives by IQAC for promoting quality culture per year | C | | |
| 110 | Participation in NIRF-2017 | B | | |
| 111 | IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc) | B | | |
| | Decentralisation and Participative Management Procedure | | | |
| | Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination | | | |
| | Teachers attending OC /RC/FDP | | | |
| | Performance appraisal system for Teaching and Non-Teaching Staff | | | |
| | Strategies for Mobilisation of Funds | | | |
| | Funds /Grants received from non-government bodies and philanthropists (CA Audited statement) | | | |
| VII-INSTITUTIONAL VALUES AND BEST PRACTICES | | | | |
| | **Social Responsibility:** **P**rograms such asNava Nirmana Deeksha,Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc. | | | |

| | | | | |
|---|---|---|---|---|
| | **Gender Equity Promotion Programmes and facilities to address gender Sensitivity** | | | |
| | Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,) | | | |
| 112 | Percentage of power requirement of the Institution met by the renewable energy sources(solar panels) | C | Suggested to go for Solar Energy | All Staff Members are instructed to go for Solar Energy in their Departments |
| 113 | Waste Management steps taken | C | | |
| 114 | Rain water harvesting structures and utilization in the campus | B | | |
| 115 | Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,) | B | | |
| 117 | Record of best/innovative practices by the institution | C | | |
| 118 | College Activity Register 2018-19 & Hard Copy of AQAR 2016-17 ( should be available with the Principal) | B | | |
| 119 | The number of classes(per week) taken by the Principal | 18 | | |
| 120 | Research projects/Publications/ study material developed in 2018-19 by the Principal | C | | |
| | Initiatives taken to engage and contribute to local community | | | |
| | Code of Conduct Book for Principal/Staff/Non Teaching and Students | | | |
| | Display of Core Values | | | |

| | | | |
|---|---|---|---|
| Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights | | | |
| Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course | | | |
| Institutional and Departmental Best Practices | | | |

## College Grading - B

14/3/19

**Signature of the Vice-Principal**

Name    P. SREENIVASULU

Date      14/3/19

M. Nirmala Devi

**Signature of the Principal**

Name   M. NIRMALA DEVI

Date     14-3-2019

PRINCIPAL (FAC)
SGK Govt. Degree Col!---
VINUKONDA-5226.

## Government of Andhra Pradesh
### Academic & Administrative Audit of Degree Colleges (2020-21)
### Format - IV : Action Taken Report (To be filled by the Principal)

**Name of the College, Place, District:**

| S.No. | Criteria | Recommendations by AA* | Action Taken by Principal for 2019-20 year Audit Suggestions |
|---|---|---|---|
| I | CURRICULAR ASPECTS | To implement certificate course/ addon course from every department | |
| II | TEACHING, LEARNING & EVALUATION | | |
| III | RESEARCH, INNOVATIONS AND EXTENSION | To organize seminar from each department and To publish at least one paper | |
| IV | INFRASTRUCTURE & LEARNING RESOURCES | To complete Library Automation | |
| V | STUDENT SUPPORT AND PROGRESSION | | |
| VI | GOVERNANCE AND LEADERSHIP | | |
| VII | INSTITUTIONAL VALUES AND BEST PRACTICES | | |
| VIII | 2019 - 20 AAA RECOMMENDATIONS | 1) To improve admissions<br>2) To start new courses<br>3) One permanent Lecturer in Physical Education and one libraian are needed<br>4) To improve ICT teaching and learning<br>5) To organize seminars<br>6) Maintain Records for Remedial teaching<br>7) Upload SSS, Analysis & ATR in college website<br>8) To install RO Plant | 1) Admissons improved more than 70%<br>2) Strted two new courses (B.Sc (M.S.Cs) & B.A (O.E.P)) w.e.f 2020-21<br>3) Posted Physical Director and Librarian<br>4) Improved ICT teaching and Learning<br>5) Organised national Webinars<br>6) Maintained Remedial coaching Registers<br>7) Uploaded the same in college website<br>8) Installed RO Plant |
| | No. of Policies framed by the College: | ´6 | |
| | No. of Reports submitted by Committees: | 6 | |
| | IS ACTION TAKEN AS PER THE RECOMMENDATIONS? | Yes | |
| | IF NOT, STATE THE REASONS? | | |
| IX | NAAC STATUS / STEPS TO BE TAKEN FOR BETTER NAAC GRADE | B Grade,<br>To complete automation of Library & Registration of Alumi association | |
| X | NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE | Participated | |
| XI | SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE | To establish college attached Hostel's | |
| XII | IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE | To develop Infrastructure | |
| XIII | SUGGESTIONS TO RESOLVE | To implemnt the directions of academic audit team 2020-21 | |
| XIV | FEED BACK | GOOD | |

AA* : Academic Advisor. *K.SAINI Vasaraso*. 27/8/22   Dr. D. NAGARAJU   Nagaraju

Dr. G. Gowri   Gowri 27/8/22

27.8.2022   A.A

Name & Signature of the Vice - Principal

Date:

K.V-S. KOTESWARA RAO   27/08/22

K.V-S. KOTESWARA RAO