

**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 : PRAKASAM

COLLEGE PROFILE			
1	Name of the College, URL of Website, email and Phone number	YA Govt College (W), Chirala/www.yagdcwchirala.org/gdcwchirala@gmail.com/8074375845	
2	Name of the Principal, email & Mobile Number	Dr Ch. Ramanamma/chenna.ramani@gmail.com/9440945039	
3	Name of the Vice-Principal, email & Mobile Number	KMS Sailaja Rani/sasilajakare@gmail.com/9985091244	
4	Name of the IQAC Coordinator, email & Mobile Number	A V Ramana Rao/ramanarao46@gmail.com/9292058594	
5	Year of Establishment & details of land available if any	1966:: 5 acres	
6	Affiliating University & AISHE CODE:	Acharya Nagarjuna University, Guntur/C-32734	
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	B:: Cycle-2/2012:: 2.76	
8	UGC Recognition (2f & 12 B)	Recognised	
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	10am	5pm
10	No. of Posts Sanctioned:	Regular Working:17	Contract Working:02 Guest Working:09
11	Course wise & year wise Students strength particulars (Proforma enclosed)	A	
I-CURRICULAR ASPECTS			

	Item	Recommendation/Suggestions by Academic		Action Taken by the Principal
		Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A		
13	Departmental Annual Curricular Plans	A		
14	Whether the above two circulated among Students?	A		
15	College Activity Register 2017-18	A		
16	College Calendar/College Magazine	B		
17	Add-on Courses (Department-wise) completed during 2016-17	B	Suggested to start add-on courses at the department level	more add on courses will be stated in department level during the next acedamic level.
18	Add-on Courses (Department-wise) in 2017-18	B		
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	A		
22	Maintenance of Student Attendance Registers	A		
23	Whether feedback on curriculum was obtained from stake holders and analysed	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	B	Suggested to improve admissions	all efforts will made to improve the admissions for the next academic year
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	A		
26	Demand Ratio (Group wise)	A		

27	Percentage of differently abled students (Divyangjan) on roll	B	suggested to provide more facilities to Divyangjan	more facilities will be provided to Divyangjan
28	Percentage of full time teachers against sanctioned posts in 2017-18	B		
29	Student - Full time teacher ratio	B		
	Student Profile as per prescribed reservation	A		
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	A		
31	Teaching Diaries & Teaching Plans in Prescribed Formats	A		
32	Use of ICT in teaching and learning	A		
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	A		
34	Co-Curricular Activities (College level)	A		
35	Seminars/conferences/workshops organised in 2017-18	A		
36	Academic Competitions (College Level & Above)	A		
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	B		
41	Remedial Classes	A		

42	Conduct of Bridge course	A		
43	Feed back on Teachers by Students and its analysis	A		
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A		
	Students' Grievances/Redressal (Examination Cell) Report			
	Automation details of Exam Cell			
45	Is the College a Recognized Research Centre			
	Policy for Promotion of Research (A)			
	Institutional Seed money for Research	D	suggested to make efforts to encourage reserach and provide seed money as per UGC guidelines	teachers will be motivated to establish research centers by providing seed money
46	No. of Research Guides in the College			
47	No. of Research Scholars working for M.Phil & Ph. D			
	Rsearch Projects funded by Govt/Other Organisations	D	suggested to apply for research projects.	
48	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	D	Suggested to teachers to applyf or MRPs	Teachers will be suggested to undertake minor & major research projects to publish .
	Code of Ethics/ Plagiarism software	D	suggested to adopt software for plagiarism	Teacher will be suggested to adopt software for plagiarism
49	Research Papers/Chapters Published in 2018-19 (SCOPUS, Web of Science ,ISBN/ISSN, ICI) (International/ National)	B		
50	Papers Presented in 2017-18 (International/ National/ State)	B		

51	Books Published in 2017-18 (Single Author/ Co Author)	D	suggested to teachers to publish books	teachers will be suggested to publish more research papers in recognized journals.
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	B	Suggested to conduct seminars and workshops atleast at state level	all efforts will be made to conduct seminars, workshops at state level
	Bibliometrics details	D		
53	Record of Consultancy in 2018-19	B	Suggested to take part in consultancy work	teachers will be advised to take up consultancy works
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	D	suggested to make efforts for creating incubation center	motivating the science teachers to establish incubation centers
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	B	Suggested to concentrate more on IPR	special concentration will be made on IPR
	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents	A		
	Collaborations for Research/Faculty Exchange/Student Exchange (Attach MoUs/Linkages)	D	suggested to obtain MoUs for research collaboration.	teachers will be suggested to get MoUs with research collaboration
57	Record of Subject/Department Related Extension Activities	A		
	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students	A		

59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	A		
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	D	suggested to involve NGOs for extension activities.	all efforts will be made to utilize the services of NGOs for extension activities
61	Number of awards and recognition received for extension activities from Government/recognised bodies			
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.	A		
65	Budget allocated for infrastructure augmentation(CA certified statement)	A		
66	Library is automated using Integrated Library Management System	B		
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	B	Suggested to collect more rare books, manuscripts etc	efforts will made to collect more rare books, manuscripts.

68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases(Give website URL)	B		
69	Expenditure for purchase of books and journals in 2017-18(CA Certified statement)	A		
70	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	A		
71	Student-Computer ratio	B	Suggested to purchase more computer systems for the benefit of students	efforts will be made to purchase more computer systems for the benefit of students for the next academic year
72	Wifi in the campus	B		
73	Updation of IT facilities a) English Language Lab b) JKC Lab c) Computer Labs d) APSSDC Lab e) Student Computer Ratio f) Wi-fi enabled campus e) Media Centre / Studio	A	Suggested to update IT facilities as frequently as possible	IT facilities will be updated as frequently as possible
	Bandwidth of Internet Connections with details	A		
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	A		
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	D	suggested to establish congenial procedures for maintaining support facilities	all efforts will be made to improve the congenial procedures for maintaining support facilities
V-STUDENT SUPPORT AND PROGRESSION				

76	Average percentage of students benefited by scholarships by the Government in 2017-18	A		
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	B		
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	D	suggested to make efforts towards offering guidance for competitive exams	teachers will be suggested to extend their services more to guide the students for competitive exams
79	Average percentage of placement of outgoing students in 2017-18	B	suggested to make efforts to improve placements of outgoing students	all efforts will be made to improve the placements of outgoing students.
80	Student grievances redressal mechanism	B		
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	A		
82	Percentage of student progression to higher education	B	Suggested to make efforts to improve progression of students into higher studies	all measures will be taken for better student progress for higher studies
83	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.,)	D	suggested to make efforts toward offering guidance for state/national exams	teachers will be suggested to motivate and guide the students to attend the National Exams
84	Number of awards/medals for outstanding performance in sports/cultural activities	B		
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	B	advised to put efforts on bringing out the best of students in sports events	all efforts will be made to bring out the students in sports and games

87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	B		
88	Alumni contribution in 2017-18 (In Rs) (CA audited statement)	A		
89	Number of Alumni Association / Chapters meetings held in 2017-18	B		
90	Maintenance of JKC facilities & records	A		
91	Record of Student trained and placed in JKC	A		
92	Record of Anti Ragging cell	A		
93	Maintenance of drinking water	A		
94	Maintenance of sanitation	A		
VI-GOVERNANCE AND LEADERSHIP				
97	Staff Council Register	A		
98	Functioning of Committees in Administration (Minutes of meetings)	A		
99	Awards/Achievements	B		
100	Use of ICT in Governance	A		
101	Perspective/Strategic plan and deployment documents	B		
102	Organizational structure of the Institution	A		
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	A		
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	D	suggested to correspond with professional bodies to provide seed money for paying teachers	all efforts will be made to arrange the seed money for the teachers

105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	B		
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	A		
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	A		
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	D	suggested to make efforts to involve NGOs to raise funds for the institutional development	all efforts will be made to involve the NGOs to raise funds for the development of the institution
109	Average number of quality initiatives by IQAC for promoting quality culture per year	B		
110	Participation in NIRF-2017			
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A		
	Decentralisation and Participative Management Procedure	A		
	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	B		
	Strategies for Mobilisation of Funds	A		

	Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)			
VII-INSTITUTIONAL VALUES AND BEST PRACTICES				
	Social Responsibility: Programs such as Nava Nirmana Deeksha, Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc.	A		
	Gender Equity Promotion Programmes and facilities to address gender Sensitivity	B		
	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,)	B		
112	Percentage of power requirement of the Institution met by the renewable energy sources(solar panels)	B		
113	Waste Management steps taken	A		
114	Rain water harvesting structures and utilization in the campus	B		
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	A		
117	Record of best/innovative practices by the institution	A		
118	College Activity Register 2018-19 & Hard Copy of AQAR 2016-17 (should be available with the Principal)	A		
119	The number of classes(per week) taken by the Principal			

120	Research projects/Publications/ study material developed in 2018-19 by the Principal	B		
	Initiatives taken to engage and contribute to local community	B		
	Code of Conduct Book for Principal/Staff/Non Teaching and Students	A		
	Display of Core Values			
	Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights	B		
	Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course	B		
	Institutional and Departmental Best Practices	A		
College Grading - A				

K.M.S SAILAJA RANI

K.M.S. Sailaja Rani

Signature of the Vice-Principal

Name: K.M.S.SailajaRani

Date : 05-03-2019

Dr. Ch. Ramanamma

Signature of the Principal

Name : Dr.Ch.Ramanamma

Date : 05-03-2019

Principal

Y.A. Govt. Degree College for Women
CHIRALA, Prakasam Dist., (A.P.)