

**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 : I

District : VISAKHAPATNAM

COLLEGE PROFILE

1	Name of the College, URL of Website, email and Phone number	Govt. Degree College Narsipatnam		
2	Name of the Principal, email & Mobile Number	Dr. P. Venkata Rao venkatraopaidi@gmail.com 9440590190		
3	Name of the Vice-Principal, email & Mobile Number	B. Sankara Raju Sr. badabagni@gmail.com 9440508511		
4	Name of the IQAC Coordinator, email & Mobile Number	G. Srinivasa Rao srinivas@gmail.com 9990812640		
5	Year of Establishment & details of land available if any	1984 4.97 acres		
6	Affiliating University & AISHE CODE:	Andhra University C-24160		
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	B second cycle 2015 CGPA- 2.16		
8	UGC Recognition (2f & 12 B)	enclosed (2f and 12B granted)		
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	10 AM to 5 P.M.		
10	No. of Posts Sanctioned:	Regular Working: 7	Contract Working: 3	Guest Working: 2
11	Course wise & year wise Students strength particulars (Proforma enclosed)	enclosed		

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	-	College magazine to be prepared	Under the chairmanship of P. Lakshmi college magazine committee was constituted
17	Add-on Courses (Department-wise) completed during 2016-17	-	Add on course to be started	From the Dep of Commerce GST course to be implemented
18	Add-on Courses (Department-wise) in 2017-18	-	Add on course to be started departmental wise	Committee was taken for all staff members to start add on courses next year
19	Coverage of Syllabus (Average Percentage)	100%		
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	B		Student attendance registers were updated
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	C	Students of merit should be motivated for going into the degree college	Campaigns for admission in different Jinnir colleges
25	Social-economic status of students enrolled(Group wise and Year wise) in 2017-18	A		
26	Demand Ratio (Group wise)	1:1	Create more demand	camping activities were organized
27	Percentage of differently abled students (Divyangjan) on roll	-		
28	Percentage of full time teachers against sanctioned posts in 2017-18	C	38% average	Representation is given to Principal Secretary for sanctioning of science posts
29	Student - Full time teacher ratio	1:50	average	
	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	B		
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)	B		
35	Seminars/conferences/workshops organised in 2017-18	C	Average	Family members were motivated to conduct workshops for next academic year.
36	Academic Competitions (College Level & Above)	C	Average	Faculty members are encouraged to conduct academic competitions.
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	C		Faculty members are encouraged to conduct more field projects
41	Remedial Classes	B		
42	Conduct of Bridge course	B		
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	A		
	Automation details of Exam Cell	-		

III-RESEARCH, INNOVATIONS AND EXTENSION

45	Is the College a Recognized Research Centre	-		
	Policy for Promotion of Research (A)	-		
	Institutional Seed money for Research	-		
46	No. of Research Guides in the College	-		
47	No. of Research Scholars working for M.Phil & Ph. D	-		

	Research Projects funded by Govt/Other Organisations	—		
48	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	—		
	Code of Ethics/ Plagiarism software	—		
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		Faculty members are encouraged to publish more papers.
51	Books Published in 2017-18 (Single Author/ Co Author)	—		
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	—		Faculty members were given consent to conduct workshops in next academic year.
	Bibliometrics details	—		
53	Record of Consultancy in 2017-18	C		
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	—		
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	—		
	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents	C		
	Collaborations for Research/Faculty Exchange/Student Exchange (Attach MoUs/Linkages)	—		
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		More number of women empowerment activities are planned (WEC)
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	A		
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	A		
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A		
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	A		
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)	A		

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	A		
71	Student-Computer ratio	C		Planned to purchase more number of computers.
72	Wifi in the campus	A		
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		
	Bandwidth of Internet Connections with details	A		
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	C		
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	A		
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	A		
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	A		
79	Average percentage of placement of outgoing students in 2017-18	C		
80	Student grievances redressal mechanism	A		

81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.)	A		
82	Percentage of student progression to higher education	A		
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	B		Cultural activity was established
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	A		
86	Records of significant achievements in Sports & Games	B		
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)	C		Alumni association is established
89	Number of Alumni Association / Chapters meetings held in 2017-18	B		
90	Maintenance of JKC facilities & records	B		
91	Record of Student trained and placed in JKC	B		
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	C		
100	Use of ICT in Governance	A		

101	Perspective/Strategic plan and deployment documents	B		
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	B		
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	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	B		
109	Average number of quality initiatives by IQAC for promoting quality culture per year	A		
110	Participation in NIRF-2017	B		Our faculty members are motivated to get good rank
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	B		
	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	B		

	Teachers attending OC /RC/FDP	A		
	Performance appraisal system for Teaching and Non-Teaching Staff	A		
	Strategies for Mobilisation of Funds	C		Alumni meet was organized for fund raising.
	Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)	C		

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	A		
	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,)	A		
112	Percentage of power requirement of the Institution met by the renewable energy sources(solar panels)	A		
113	Waste Management steps taken	A		
114	Rain water harvesting structures and utilization in the campus	A		
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	C		Ramps to be constructed
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	A		

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


Signature of the Vice-Principal

Name **B. SANKARARAJU**
Date


Signature of the Principal

Name
Date

PRINCIPAL
Govt. Degree College
NARSIPATNAM