

**Commissionerate of Collegiate Education, A.P**  
**Academic & Administrative Audit of Degree Colleges**  
**Format for submission of Action Taken Report by Principal of the College (ATR)**

**Zone :**                      **District :**

COLLEGE PROFILE			
1	Name of the College, URL of Website, email and Phone number	SVKP & Dr.K.S. Raju Arts & Science College, www.svkpandksrajucollege.org.in, svkp_penugonda@rediffmail.com and 08819-246126.	
2	Name of the Principal, email & Mobile Number	Dr.N. Suryanarayana Raju, svkp_penugonda@rediffmail.com and 9440778194	
3	Name of the Vice-Principal, email & Mobile Number	---	
4	Name of the IQAC Coordinator, email & Mobile Number	Dr.Ch. Durga Prasad, drcdprasad@gmail.com & 9949249310	
5	Year of Establishment & details of land available if any	1974 & 11.45 Acres (Own land)	
6	Affiliating University & AISHE CODE:	Adikavi Nannaya University, Rajamahendravaram & C-23836	
7	NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)	A Grade, 3rd Cycle, 2017, 3.07	
8	UGC Recognition (2f & 12 B)	2f & 12 B	
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	9.30 AM to 4.30 PM	
10	No. of Posts Sanctioned:	Regular Working : 09 Unaided Working UG:32, PG:19	Contract Working:                      Guest Working:
11	Course wise & year wise Students strength particulars ( Proforma enclosed)		

**I-CURRICULAR ASPECTS**

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B( Satisfactory)/C (poor) after observation		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	A	---	
17	Add-on Courses (Department-wise) completed during 2016-17	A	---	
18	Add-on Courses (Department-wise) in 2017-18	A	---	
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	---	---	
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	A	---	
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	A	---	
28	Percentage of full time teachers against sanctioned posts in 2017-18	A	---	
29	Student - Full time teacher ratio	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		Appreciated the move to conduct International seminar in the first week of April, 2018
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	Improve B.Com., (V) results further.	Steps will be taken to improve B.Com., (Voc.) results further
40	Percentage of students undertaking field projects / internships	A	---	
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	---	

### III-RESEARCH, INNOVATIONS AND EXTENSION

45	Is the College a Recognized Research Centre	---	Advised to establish Research Centre	Applied for research centre
46	No. of Research Guides in the College	A	---	
47	No. of Research Scholars working for M.Phil & Ph. D	A	---	
48	Major/Minor/Other Research Projects	---	Try to apply for UGC	Three members applied for minor research projects to UGC
49	Research Papers Published in 2017-18 (International/ National )	A	---	
50	Papers Presented in 2017-18 (International/ National/ State )	A	---	
51	Books Published in 2017-18 ( Single Author/ Co Author)	A	---	
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State )	A	---	
53	Record of Consultancy in 2017-18	A	---	
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	A	---	
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	A	---	
56	Record of MoUs in 2017-18	A	---	
57	Record of Subject/Department Related Extension Activities	A	---	


58	Number of extension programmes conducted 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	A	---	
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	A	---	

#### 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	Appreciated the move to establish virtual class room	
65	Budget allocated for infrastructure augmentation	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	A	---	
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	A	---	
69	Expenditure for purchase of books and journals in 2017-18	A	---	
70	Percentage per day usage of library by teachers and students	A	---	
71	Student-Computer ratio	A	---	
72	Wifi in the campus	A	---	
73	Updation of IT facilities	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	A	---	
<b>V-STUDENT SUPPORT AND PROGRESSION</b>				
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	A	---	
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.,)	A	---	
84	Number of awards/medals for outstanding performance in sports/cultural activities	A	---	
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	A	---	
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	A	---	
88	Alumni contribution in 2017-18 (In Rs)	A	---	
89	Number of Alumni Association /Chapters meetings held in 2017-18	A	---	

90	Maintenance of JKC facilities & records	---	There is no provision for JKC	
91	Record of Student trained and placed in JKC	---	Advised to establish Skill Development Centre	<b>Skill Development Centre will be established in the next academic year</b>
92	Record of Anti Ragging cell	A	---	
93	Maintenance of drinking water	A	---	
94	Maintenance of sanitation	A	---	
<b>VI-GOVERNANCE AND LEADERSHIP</b>				
97	Staff Council Register	A	---	
98	Functioning of Committees in Administration ( Minutes of meetings)	A	---	
99	Awards/Achievements	A	---	
100	Use of ICT in Governance	A	---	
101	Perspective/Strategic plan and deployment documents	A	---	
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	A	---	
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	A	---	
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	A	---	
109	Average number of quality initiatives by IQAC for promoting quality culture per year	A	---	
110	Participation in NIRF-2017	A	---	

111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A	---	
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>				
112	Percentage of power requirement of the Institution met by the renewable energy sources	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.,)	A	---	
116	Green Practices(plastic free campus, green landscaping etc.,)	A	---	
117	Record of best/innovative practices by the institution	A	---	
118	College Activity Register 2017-18 & 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 2017-18 by the Principal	A	---	
	<b>Signature of the Vice-Principal:</b>	<b>Signature of the Principal:</b> 		

**PRINCIPAL**

**S.V.K.P & Dr. K.S. Raju Arts & Science College  
PENUGONDA - 534 320, W.G.D.**