

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 : II

District : West Godavari

COLLEGE PROFILE				
1	Name of the College, URL of Website, email and Phone number	S.V.K.P & Dr.K.S. Raju Arts & Science College, Penugonda, www.svkpandksrajucollege.org.in, svkp_penugonda@rediffmail.com, 08819-246126		
2	Name of the Principal, email & Mobile Number	Dr.Y.V.V. Appa Rao, M.Sc., Ph.D., yvvarao@gmail.com, 970444889		
3	Name of the Vice-Principal, email & Mobile Number	---		
4	Name of the IQAC Coordinator, email & Mobile Number	Sri K. Sasi Kumar, M.A., M.Phil., svkpiqac@gmail.com, 9440116867		
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)	Grade 'A' , 3rd Cycle, 2017, 3.07		
8	UGC Recognition (2f & 12 B)	2f & 12B		
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 : 06 Unaided Working UG:32, PG: 19	Contract Working: Guest Working:	
11	Course wise & year wise Students strength particulars (Proforma enclosed)	Enclosed		
I-CURRICULAR ASPECTS				
	Item	Recommendation/Suggestions by Academic Advisors A(Good)/		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	Advised to launch college magazine	We will launch magazine in the coming academic year.

17	Add-on Courses (Department-wise) completed during 2016-17	A	Advised to take UGC assistance	We will apply to UGC to get financial assistance.
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	Advised to launch a certificate course on Gandhian Values - Common for all students	We will introduce certificate course on Gandhian Values.
21	No. of New UG & PG Courses introduced in 2017-18	C	Advised to introduce courses on Aquaculture	We will introduce a Certificate Course on Aquaculture.
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		
	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	Results are declared by University for affiliated colleges	As we are implementing Autonomous Status next academic year, we will try to shorten the gap.
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	Advised to organise more events every year	We will encourage departments to organise workshops.
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	Advised to take up more field projects	Students will be encouraged to undertake field projects.
41	Remedial Classes	A	Advised to follow CCE formats	We will follow CCE formats
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	A		
	Automation details of Exam Cell	A		
III-RESEARCH, INNOVATIONS AND EXTENSION				
45	Is the College a Recognized Research Centre		Affiliating University is not according permission - efforts are put	We will apply for Research Centre
	Policy for Promotion of Research (A)			
	Institutional Seed money for Research	A		
46	No. of Research Guides in the College	B	Facing problem with University which is not according permission	One faculty member acting as Research guide.
47	No. of Research Scholars working for M.Phil & Ph. D	B	Advised to encourage more	Right now we don't have Research Centre.
	Rsearch Projects funded by Govt/Other Organisations	---		
48	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	C	Advised to apply	Some faculty members applied for Minor Research Projects.
	Code of Ethics/ Plagiarism software			
49	Research Papers/Chapters Published in 2018-19 (SCOPUS, Web of Science ,ISBN/ISSN, ICI) (International/ National)	B	Advised to publish more	Faculty are encouraged to publish papers.
50	Papers Presented in 2017-18 (International/ National/ State)	B	Advised to publish more	Faculty are encouraged to present papers.
51	Books Published in 2017-18 (Single Author/ Co Author)	C	Faculty advised to Publish books	Faculty are encouraged to publish books.

52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	A	Advised to organise more	Faculty are encouraged to organise seminars.
	Bibliometrics details	---		
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	B	Efforts are initiated but advised to create system	Research and Innovation Centre was established.
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	C	Advised to conduct at least one on IPR	We planned to organise workshop on IPR.
	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents	B	Advised to taken MOU's for all departments	All the departments are encouraged to sign MOUs.
	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		
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		
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	B	Advised to preserve rare writings	The staff of Library has been preserving the rare reading material.
68	Does college has e-Journals, e-books, e-Shodh Sindhu, Shodhganga membership and Databases (Give website URL)	B	Advised to tie up with Shodhganga etc.	College has N-List subscription.
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	A		
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	40 Mbps		
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	Established Systems & Procedures for maintenance of Classrooms, Labs and academic support facilities	The college has been maintaining all the facilities available in the college.
V-STUDENT SUPPORT AND PROGRESSION				
76	Average percentage of students benefited by scholarships by the Government in 2017-18	A		

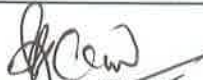
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	A		
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	A		
79	Average percentage of placement of outgoing students in 2017-18	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.,)	C	Advised to encourage more students to appear for services exams.	Career Guidance is given regularly to students.
84	Number of awards/medals for outstanding performance in sports/cultural activities	B	Advised to target more	We will encourage students to practice more time.
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	B	Advised to establish student council	We will establish student council.
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) (CA audited statement)	A		
89	Number of Alumni Association /Chapters meetings held in 2017-18	A		
90	Maintenance of JKC facilities & records		Not applicable to Aided Colleges which are given JKC	
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	B	Advised to use more ICT	We have been using ICT in administration.
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	B	Advised to encourage more faculty to attend	Faculty have been attending Professional Development Programs.
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	B	Advised to increase the number	Faculty have been attending Professional Development Programs.
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	B	Advised to target better rank	Participated in 2019.
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	A		
	Teachers attending OC /RC/FDP	A		
	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)	A		
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)	B	Advised to establish more solar units	The college has solar power facility.
113	Waste Management steps taken	B		
114	Rain water harvesting structures and utilization in the campus	A		
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	A		

120	Research projects/Publications/ study material developed in 2018-19 by the Principal	B	Advised to apply for Research Projects	Applied for Research Project.
	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: **K.SASI KUMAR.**
 Date:


 Signature of the Principal
 Name: **Dr. Y.V.V. APPARAO**
 Date :
PRINCIPAL
S.M.P. & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE
PENUGONDA - 534 320, W.G. Dt. A.P.

