

**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 : II                  District : Krishna**

<b>COLLEGE PROFILE</b>				
1	Name of the College, URL of Website, email and Phone number	SRR & CVR Government Degree College (Autonomous), Vijayawada		
2	Name of the Principal, email & Mobile Number	Dr.Velaga Joshi, principal@srrevr.org, 9492234488		
3	Name of the Vice-Principal, email & Mobile Number	Sri P. Srinivas, psynivas@gmail.com, 9603227727		
4	Name of the IQAC Coordinator, email & Mobile Number	Dr.Mukku Syam Babu, mukkusyam@gmail.com, 9293790035		
5	Year of Establishment & details of land available if any	Year 1937 & Land 7 Acres		
6	Affiliating University & AISHE CODE:	C-25292-2017		
7	NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)	2017 with 'B' Grade (CGPA 2.65).		
8	UGC Recognition (2f & 12 B)	Hold 2f & 12B Status		
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	8 am to 12.30 pm for Commerce & Arts	12.30 pm to 5.00 pm for Science	
10	No. of Posts Sanctioned:	Regular Working:	Contract Working:	Guest Working:
11	Course wise & year wise Students strength particulars ( Proforma enclosed)	56+10 (Redeployed)	5	31
<b>I-CURRICULAR ASPECTS</b>				
	Item	Recommendation/Suggestions by Academic Advisors		Action Taken by the Principal
		Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A	Annual Institutional Plan is followed properly	

13	Departmental Annual Curricular Plans	A	All the departments with their curricular plans were submit	
14	Whether the above two circulated among Students?	A	Circulated	
15	College Activity Register 2017-18	A		
16	College Calendar/College Magazine	A	Submitted	
17	Add-on Courses (Department-wise) completed during 2016-17	A	Yes, records shown	
18	Add-on Courses (Department-wise) in 2017-18	A	All the 5 Certificate programmes are well conducted and the relavant records are maintained. Suggested to introduce more add-on courses in Science departments. Suggested to start a DTP course in Urdu department. Courses like Office management and Entrepreneurship, Environmental related courses may be started.	<b>It is unanimously resolved in staff council that Certificate courses in DTP Urdu, Telugu and English will be started by Department of Telugu</b>
19	Coverage of Syllabus (Average Percentage)	A	Done	

20	Teaching of Value added courses (HVPE & Foundation Courses)	A	All the Foundation courses are running successfully	
21	No. of New UG & PG Courses introduced in 2017-18	A	UG Programmes in Restructured/Market oriented Courses like Analytical Chemistry PG Programme in Analytical Chemistry	<b>It is unanimously resolved in staff council that New PG course by Dept. of Chemistry will be offered during 2018-19 and B.Sc (Maths, Chemistry and Computer Science) will be offered from 2018-19.</b>
22	Maintenance of Student Attendance Registers	A	Done	
23	Whether feedback on curriculum was obtained from stake holders and analysed	A	Suggested to do the feedback online using google forms or any package to save stationery and to get the analysis properly	<b>It is unanimously resolved in staff council that feedback from students &amp; stakeholders through online in coming days.</b>
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	A	Done	
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	A	Analysis done	
26	Demand Ratio (Group wise)	A	Suggested to imporove the Demand Ratio by taking suitable steps	<b>It is unanimously resolved in staff council that wide publicity will be done in summer about admissions. A committee will be form with faculty members for this purpose.</b>
27	Percentage of differently abled students (Divyangjan) on roll	A	Facilities provided	

28	Percentage of full time teachers against sanctioned posts in 2017-18	A	As per RUSA guidelines a minimum of 80% teacher ratio may be maintained	<b>CCE Rules</b>
29	Student - Full time teacher ratio	A	As per UGC norms, 15:1 may be maintained	<b>CCE Rules</b>
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	A	Took 45 days to announce the result under Autonomous system. Suggested to reduce it to 20 days by adopting the Bar code and OMR Sheets for answer scripts	<b>It is unanimously resolved in staff council that Bar code and OMR sheets will be introduced from 2nd Semester examinations.</b>
31	Teaching Diaries & Teaching Plans in Prescribed Formats	A	Yes, suggested to fill all the columns of the formats	<b>All the columns in formats are filled.</b>
32	Use of ICT in teaching and learning	A	Suggested to maintain Log books for all the ICT Facilities	<b>It is unanimously resolved in staff council that Log books will be opened for computer use.</b>
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	A	Suggested to use RUSA LMS Application in mobiles to make use the Pedagogy content developed by CCE.	<b>It is unanimously resolved in staff council that all faculty members are to be adopt e-contents for teaching.</b>
34	Co-Curricular Activities ( College level)	A	Maintained	
35	Seminars/conferences/workshops organised in 2017-18	A	2 Seminars and 3 Workshops were organised. Suggested to organise atleast one by each department in an academic year	<b>It is unanimously resolved in staff council that all departments have to apply for Funds to organise Seminars/conferences/workshops.</b>
36	Academic Competitions ( College Level & Above)	A	Done	

37	Conduct of Internal Examinations-Internal assessment	A	Continous Internal Assessment has been following since its Autonomy	
38	Teacher wise result analysis (MARCH/APRIL -2017 & SEP/OCT/NOV- 2017)	A	Maintained	
39	Pass percentage of students (Group wise) in 2017-18	A	Progressing from Semester to Semester.	
40	Percentage of students undertaking field projects / internships	A	Porject/Field work is made mandatory in Autonomous system	<b>University/ BOS Rules</b>
41	Remedial Classes	A	Registers are maintained.	
42	Conduct of Bridge course	A	Most of the departments are conducting	
43	Feed back on Teachers by Students and its analysis	A	Suggested to do the feedback online using google forms or any package to save stationery and to get the analysis properly	<b>It is unanimously resolved in staff council that to do the feedback online using google forms .</b>
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A	Suggested to do the feedback online using google forms or any package to save stationery and to get the analysis properly	<b>It is unanimously resolved in staff council that to do the feedback online using google forms .</b>
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
45	Is the College a Recognized Research Centre	A	Suggested to get Research Centres in the subjects having potential	<b>Already approached Krishna University to get reorganization of Research centres in Commerce, Physics, zoology, Economics departments.</b>

46	No. of Research Guides in the College	A	Suggested improve the number	<b>Already approached Krishna University to get reorganization of faculty members as Research Guides in Commerce, Physics, zoology, Economics departments.</b>
47	No. of Research Scholars working for M.Phil & Ph. D	A	Suggested improve the number	<b>Already approached Krishna University to give permission to join research scholars in Commerce, Physics, zoology, Economics departments.</b>
48	Major/Minor/Other Research Projects	A	Suggested to approach the other funding agencies for the Research Projects. Arts and Commerce departments should be encouraged	<b>It is unanimously resolved in staff council that all faculty members are encouraged to apply for MRPs.</b>
49	Research Papers Published in 2017-18 (International/ National )	A	Suggested to improve the number	<b>It is unanimously resolved in staff council that all faculty members are encouraged to publish research papers.</b>
50	Papers Presented in 2017-18 (International/ National/ State )	A	Suggested to improve the number	<b>It is unanimously resolved in staff council that all faculty members are encouraged to present research papers at conferences/seminars.</b>
51	Books Published in 2017-18 ( Single Author/ Co Author)	A	Suggested to improve the number	<b>It is unanimously resolved in staff council that all faculty members are encouraged to publish Books.</b>
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State )	A	Suggested to improve the number	<b>It is unanimously resolved in staff council that all faculty members are encouraged to conduct Seminars/workshops.</b>

53	Record of Consultancy in 2017-18	A	Informal consultancy has been done by some departments. Need to be improved	<b>It is unanimously resolved in staff council that all faculty members are encouraged to offers consultancy.</b>
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	C	Needs to be established	<b>It is unanimously resolved in staff council that all faculty members are encouraged to create ecosystem.</b>
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	A	Suggested to conduct workshops in IPR	<b>It is unanimously resolved in staff council that Arts departments have to conduct seminars on IPR.</b>
56	Record of MoUs in 2017-18	A	Suggested to improve the number	<b>It is unanimously resolved in staff council that all faculty members are encouraged to make MoUs with Industry.</b>
57	Record of Subject/Department Related Extension Activities	A	Well done	
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	A	Well organised	
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	A	Well organised	
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	Done	
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	A	Done	
<b>IV-INFRASTRUCTURE AND LEARNING RESOURCES</b>				
62	Number of Class rooms, Labs and computing equipment	A	Suggested to improve the number of Computers to meet the student proportion	<b>It is unanimously resolved in staff council that more computers will be purchased out of UGC- Autonomous grants.</b>


63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A	Well maintained	
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	A	Suggested few more Digital class rooms	<b>It is unanimously resolved in staff council that all faculty members will teach through ICT. Their lectures will be uploaded in college website.</b>
65	Budget allocated for infrastructure augmentation	A		
66	Library is automated using Integrated Library Management System	B	Fully Automation is required	<b>It is unanimously resolved in staff council that library automation will be completed in very short period.</b>
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	B	e- journals and Inflibnet have to be procured	<b>It is unanimously resolved in staff council that to instruct all faculty members to use e-journals available in library.</b>
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		

**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	Deserves appreciation for Faculty, who supported the scholarships for students	<b>It is unanimously resolved in staff council that sufficient financial support will be provided to poor students.</b>
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	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		
<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	C	To strengthen research attitude among the faculty, the financial support may be provided from autonomous grants to participate in Conferences/ Seminars	<b>It is unanimously resolved in staff council that sufficient financial support will be provided from UGC grants to the faculty members to present papers at conferences/ seminars.</b>
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	<b>B</b>		
	<b>Signature of the Vice-Principal:</b>	<b>Signature of the Principal:</b>	<b>PRINCIPAL</b> <b>SRR &amp; CVR GOVT. DEGREE COLLEGE</b> <b>(Autonomous)</b> <b>Machavaram, VIJAYAWADA - 520 004.</b>	