

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
GOVT.OF ANDHRA PRADESH: VIJAYAWADA
Present: Smt. Sujata Sharma, IAS**

01/ APCCE/ Academic Audit/AC-03/2018-19,Dated: 12.02.2019

Sub: - Collegiate Education - Conduct of Academic Audit in Government and Private Aided Degree Colleges for the year 2018-19 – Certain Instructions issued - Regarding.

The Department of Collegiate Education has launched Academic Audit as a quality enhancement initiative with an objective to improve functional efficiency of the Colleges and promote accountability among the Teaching Staff. As part of this initiative about 250 Academic Advisors are identified to conduct Academic audit in 144 GDCs and 120 Private Aided Colleges in four phases during March 2019.

In view of the modified Guidelines for NAAC Accreditation 2018, certain changes are made in the Academic Audit Formats. In this connection a training for Academic Advisors will be conducted on 18.02.2019 & 19.02.2019, from 10.00 AM to 05.00 PM at SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA (SDMSMK), VIJAYAWADA, Krishna District. The Academic Advisors are directed to go through all the revised formats* and conduct the Academic Audit effectively by capturing all the relevant data from the colleges. The Academic Advisors are strictly instructed to audit the colleges with honesty, dedication and maturity in view of strengthening the colleges in all aspects, and this exercise should help the colleges to prepare in a better way for NAAC Accreditation, and NIRF. If any erroneous audit is reported in Academic Audit, it will be viewed very seriously and action will be initiated against on particular Academic Advisor and Principal concerned. Keeping in view of this, the Academic Audit shall be conducted efficiently, effectively and should be a benchmark keeping its recognition as a best practice by GOI.

In this context, the Academic Audit for the year 2018-19 has been scheduled in the month of February & March 2019. Format-I(Institutional Data) & Format-II(Lecturer Data) are to be filled by the Principal, Lecturers respectively, the soft & hard copies should be kept along with the institution after the Academic Audit is over. All the Academic Advisors are informed to conduct Academic Audit as per the dates mentioned in the schedule without any further modifications. Further, it is also instructed to send the soft copy of Format-III (Academic Advisors Report-AAR) by Academic advisors under acknowledgement to the CCE office through the mail.id tappal.col@ap.gov.in on the same day of conduct of Academic Audit. Also Criteria wise format (Annexure-I) and other formats (Copies enclosed) will be communicated via Google Spread Sheet on the date of Academic Audit and the details should be uploaded by Academic Advisor on the same day of conduct of Academic Audit. The Principals of the Colleges concerned have to submit the soft & hard copies of Format-IV (Action Taken Report-ATR) to this office through the mail.id tappal.col@ap.gov.in within a week days of the report to the undersigned. The hard and soft copies of all Formats (i.e., I, II, III, and IV) should be maintained and also to be placed on their colleges' website by the institution and they have to be submitted to this office whenever called for. The student satisfactory survey report should be compulsorily uploaded on their college websites before the conduct of academic audit without fail.

The Principals of the Colleges scheduled for the audit have to make all necessary arrangements by updating all the records and provide hospitality to Academic Advisers. **The presence of Principal and all other staff of the College is compulsory on the day of Academic Audit** (Except the Academic Advisors, who involved in Academic Audit of other colleges). The Academic Advisers are instructed to verify thoroughly whether the recommendations in the previous audit were carried out or not in the form of ATR? If not the reasons should be specified by the Advisors.

The RJDCEs' are directed to attend the training programme and shall address the academic advisors in view of academic audit. Also they are further instructed to monitor the entire programme to be conducted effectively at their respective zones.

The Principals of Government and Private Aided Degree Colleges are directed to relieve the identified academic advisors to attend the training and for the conduct of academic audit, 2019 as per the schedule with strict instructions to conduct the Academic Audit effectively. The period of Training and Academic Audit shall be treated as ON DUTY. The schedule for academic audit will be communicated after completion of training programme.

S.No.	Date	Time	Venue	To whom
1	18.02.2019	10.00 AM to 05.00 PM	Sri Durga Malleswara Siddhartha Mahila Kalasala (SDMSMK), Opposite Murali Fortuner Park Hotel Vijayawada, Krishna District.	From 1 to 125 members in the list of Academic Advisors
2	19.02.2019	10.00 AM to 05.00 PM	Sri Durga Malleswara Siddhartha Mahila Kalasala (SDMSMK), Opposite Murali Fortuner Park Hotel Vijayawada, Krishna District. Vijayawada, Krishna District.	From 126 to 244 members in the list of Academic Advisors

(The Advisors should report by 09.30 AM on the day of training)

(Orders of Spl.CCE obtained in the Note file)

Sd/- Smt. Sujata Sharma, I.A.S.
Special Commissioner of Collegiate Education

Enclosures:

1. Formats I,II,III,IV
2. List of Academic Advisors
3. Annexure for criteria and other related formats
4. List of Documents
5. Student satisfactory survey report

To

1. The Principals of Govt., & Private Aided Degree Colleges concerned
2. All the RJDCEs for information

//Attested//



Academic Guidance Officer

Government of Andhra Pradesh
Commissionerate of Collegiate Education
Academic & Administrative Audit of Degree Colleges (2018-19)
Format - III for submission of Academic Advisors Report (AAR)

Zone : IV

District : Kadapa

COLLEGE PROFILE			
1	Name of the College, URL of Website, email and Phone number	Govt. Degree College Rayachoty, www.gdcrayachoty.ac.in,9440680792	
2	Name of the Principal, email & Mobile Number	Sri. S. Ramachandraiah , ramachandraiah49@gmail.com, 9440680792	
3	Name of the Vice-Principal, email & Mobile Number	Smt. L. Naga Koteswari, losarinagakoteswari@gmail.com, 9985156933	
4	Name of the IQAC Coordinator, email & Mobile Number	T.Venkat Ramana Email: tvraanna@gmail.com Mobile : 8978651150	
5	Year of Establishment & details of land available if any	1978 ; Own land 10.01 Acres	
6	Affiliating University & AISHE CODE:	YVU University & AISHE CODE: C -30270	
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	SSR Submitted	
8	UGC Recognition (2f & 12 B)	Yes Copy Enclosed	
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	10.00 AM to 04.00 PM	
10	No. of Posts Sanctioned:	Regular Working: 08	Contract Working:06 Guest Working:04

11	Course wise & year wise Students strength particulars (Proforma enclosed)	Yes Proforma Enclosed	I B.A = 01, II B.A = 01, III B.A = 04, I B.A H.P.U = 12, II B.A H.P.U = 11, III B.A H.P.U = 33, I. B.Com Comp. = 20, II. B.Com Comp. = 12 III. B.Com Comp. = 12	I B.Sc MPCs = 13, II B.Sc MPCs = 09. III B.Sc MPCs = 08, I B.Sc BZC = 06, II B.Sc BZC = 04, III B.Sc BZC = 08,
12	Current Year Admissions Abstract	Yes Proforma Enclosed	I B.A = 01, I B.A HPU = 12, I. B.Com Comp. = 20, I B.Z.C = 06 I M P C s 13	
13	List of Programmes and Courses with Codes	Yes Proforma Enclosed	B.A H.P.U, B.A H.E.P, B.Sc B.Z.C, M.P.Cs, B. Com Computers	

I-CURRICULAR ASPECTS

	Item	Impression of Academic Advisor along with grade <i>A (Good) / B (Satisfactory) / C (Poor) after Observation</i>		Recommendation/Suggestions by Academic Advisors
		Grade	Impression	
14	Implementation of Annual Institutional Plan	A	Yes, Implementing	A
15	Departmental Annual Curricular Plans	A	implementing by the Departments Concerned	A
16	Whether the above two circulated among Students?	A	Yes, Circulated among the students	A
17	College Activity Register 2018-19	A	Yes, Maintaing	A
18	College Calendar/College Magazine	A	Yes	A
19	Add-on Courses (Department-wise) completed during 2017-18	B	2	C
20	Add-on Courses (Department-wise) in 2018-19	B	2	C
21	Coverage of Syllabus (Average Percentage)	A	95%	A

22	Teaching of Value added courses (HVPE & Foundation Courses)	A	Yes, Teaching	A
23	No. of New UG & PG Courses introduced in 2018-19	C	No	C
24	Maintenance of Student Attendance Registers	A	Yes Maintaing - installed 02 ICONMA Biometric Attendance Device for staff and students	A
25	Whether feedback on curriculum was obtained from stake holders and analysed	A	Yes, Obtained	A
II-TEACHING, LEARNING & EVALUATION				
26	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2018-19	A	35% SC:13.05 ST:2.7, BC:27.1, OC:13.5 Miniarity: 43.02	A
27	Social-economic status of students enroled(Group wise and Year wise) in 2018-19	A	yes	A
28	Demand Ratio (Group wise)	B	B.A-1:1, B.Com - 1:1, BSc - 1:1	B
29	Percentage of differently abled students (Divyangjan) on roll	C	No	C
30	Percentage of full time teachers against sanctioned posts in 2018-19	A	58%	B
31	Student - Full time teacher ratio	A	1:20	
32	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2018-19	A	90 Days	A
33	Teaching Diaries & Teaching Plans in Prescribed Formats	B	Yes, Prescribed formats Circulated	B

34	Use of ICT in teaching and learning	B	Yes, The faculty has been using ICT through Virtual Classes, PPT, LCD Projectors.OHP	C
35	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B	80% Teaching Faculty are using ICT	C
36	Co-Curricular Activities (College level)	A	Student Seminar, Assignments, Essay Writing, Quiz, Group discussion Elocution	B
37	Seminars/conferences/workshops organised in 2018-19	C	1.Workshop on commuicaion and soft skills 2. Inroduction to yoga	C
38	Academic Competitions (College Level & Above)	B	Painting Drawing, Elocution, Essay writing, Quiz, Group discussion, Navanirman Deksha, World Tourism Day, Consumer awareness programme	B
39	Conduct of Internal Examinations-Internal assessment	A	Implementing	A
40	Teacher wise result analysis (MARCH/APRIL -2018 & SEP/OCT/NOV-2018)	A	Enclosed by Each Department	A
41	Pass percentage of students (Group wise) in 2018-19	A	Enclosed by Each Department	B
42	Percentage of students undertaking field projects / internships	B	20%	C

43	Remedial Classes	A	Remedial; Classes are conducted	A
44	Conduct of Bridge course	B	Yes, conducted for needed subjects	B
45	Feed back on Teachers by Students and its analysis	A	All the Departments Conducted	A
46	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A	SSS conducted, analysis and enter in CCE Website	A
III-RESEARCH, INNOVATIONS AND EXTENSION				
47	Is the College a Recognized Research Centre	C	No	C
48	No. of Research Guides in the College	C	No	C
49	No. of Research Scholars working for M.Phil & Ph. D	C	No	C
50	Major/Minor/Other Research Projects	C	No	C
51	Research Papers Published in 2018-19 (International/ National)	B	4	C
52	Papers Presented in 2018-19 (International/ National/ State)	B	35	C
53	Books Published in 2018-19 (Single Author/ Co Author)	B	3	C
54	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State)	B	1	C
55	Record of Consultancy in 2018-19	B	3	C
56	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	B	No	C

57	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	B	1	B
58	Record of MoUs in 2018-19	B	4	B
59	Record of Subject/Department Related Extension Activities	A	6	A
60	Number of extension programmes conducted in the neighbourhood community to sensitize the students	A	6	A
61	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	A	5	A
62	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	Maintained by co-ordinators of concerned	A
63	Number of awards and recognition received for extension activities from Government/ recognised bodies	B	1	B
IV-INFRASTRUCTURE AND LEARNING RESOURCES				
64	Number of Class rooms, Labs and computing equipment	A	20 - Class rooms, 05 -labs, 25 - computers	A
65	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	B	Yes, Available	B



66	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	B	1 - Virtual Class	C
67	Budget allocated for infrastructure augmentation	C	No	C
68	Library is automated using Integrated Library Management System	C	Under Process	C
69	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	B	Registered in N-List	C
70	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	B	Registered in N-List	C
71	Expenditure for purchase of books and journals in 2017-18	B	14749	B
72	Percentage per day usage of library by teachers and students	B	30	C
73	Student-Computer ratio	B	1:25	C
74	Wifi in the campus	A	Yes	C
75	Updation of IT facilities	B	Yes	B
76	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	B	Yes	B
77	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	B	Yes	B
V-STUDENT SUPPORT AND PROGRESSION				

78	Average percentage of students benefited by scholarships by the Government in 2017-18	B	75%	K
79	Average percentage of students benefited by scholarships by the Institution in 2017-18	C	No	C
80	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	B	60%	C
81	Average percentage of placement of outgoing students in 2017-18	B	10%	C
82	Student grievances redressal mechanism	A	Yes	B
83	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.)	A	Yes	A
84	Percentage of student progression to higher education	B	45%	C
85	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.)	C	No	C
86	Number of awards/medals for outstanding performance in sports/cultural activities	B	one student Anamaiah got pranarakshak award from Governor of Andhra Pradesh through Red cross society	B

87	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	A	12%	B
88	Records of significant achievements in Sports & Games	C	No	C
89	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	B	5	B
90	Alumni contribution in 2018-19 (In Rs)	C	No	C
91	Number of Alumni Association /Chapters meetings held in 2018-19	C	2	C
92	Maintenance of JKC facilities & records	B	Maintaining	B
93	Record of Student trained and placed in JKC	B	Maintaining	B
94	Record of Anti Ragging cell	A	Maintaining	B
95	Maintenance of drinking water	A	Maintaining the RO Water Plant	B
96	Maintenance of sanitation	A	Maintaining	A
VI-GOVERNANCE AND LEADERSHIP				
97	Staff Council Register	A	Maintaining	A
98	Functioning of Committees in Administration (Minutes of meetings)	A	Maintaining	A
99	Awards/Achievements	B	one student Anamaiah got pranarakshak award from Governor of Andhra Pradesh through Red cross society	B
100	Use of ICT in Governance	B	Using	B
101	Perspective/Strategic plan and deployment documents	A	E -Office	A

102	Organizational structure of the Institution	B	Yes, Committees have been constituted for the smooth functioning of the institution and for the benefit of the stake holders	B
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	B	Implementing	B
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	B	Encouraged with certificate of Appreciation	B
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	B	2	B
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	A	40%	B
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	A	50%	A
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	C	No	C

109	Average number of quality initiatives by IQAC for promoting quality culture per year	B	Two	B
110	Participation in NIRF-2017	A	Participated	A
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	B	Yes	B
VII-INSTITUTIONAL VALUES AND BEST PRACTICES				
112	Percentage of power requirement of the Institution met by the renewable energy sources	C	No	C
113	Waste Management steps taken	B	using of the waste as manure	B
114	Rain water harvesting structures and utilization in the campus	B	Yes utilizing the Rain Water	B
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	B	Providing scribes	B
116	Green Practices(plastic free campus, green landscaping etc.,)	B	Yes Maintaining	B
117	Record of best/innovative practices by the institution	B	Yes Maintaining	B
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 (should be available with the Principal & placed in Website	B	Yes, Available	B

119	The number of classes(per week) taken by the Principal	B	6hrs	R
120	Research projects/Publications/ study material developed in 2017-18 by the College	B	Study Materal developed by Physics, English, Computers, Chemistry, Telugu	R
College Grading - R				
Name & Signature of the Principal with date		Signatures of Academic Advisors		
 PRINCIPAL Govt. DEGREE COLLEGE RAYACHOTY		 23/2/2019		
Name & Signature of the Vice-Principal with date		1		
		2		
		3		

Note: the Format is to be filled by the Principal and submitted to the Academic Audit Team.



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMYA DISTRICT, A.P.516269
(Accredited with C grade by NAAC)



2018-2019

Commissionerate of Collegiate Education, Vijayawada, Andhra Pradesh.
Academic & Administrative Audit: 2018-2019

S.No	Recommendation by the Academic Advisors	Action Taken by the Principal
1	Suggested to organize International/National seminars, workshops.	Organized National seminar on Intellectual Property Rights and planned to organize International/National seminars, workshops.
2	Online courses/MOOCs	Advised all the staff members to register and complete at least on MOOCS.
3	Suggested the lecturers to publish research papers and books.	Advised the staff to publish research papers and books in reputed journals.
4	Students participation in National/International seminars	Advised all the staff to encourage all the students to participate in National/International seminars
5	Wash rooms	Constructed new washrooms
6	Digital library	Planned to construct Digital library under RUSA funds
7	Placements	Planned to organize more number of placements through JKC cell
8	Number of Ph.Ds	Advised the staff who don't have the Ph.D. to register for Part time Ph.D.



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PRINCIPAL
Govt. Degree College
Rayachoty.