

**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 : III

District : SPSR Nellore

COLLEGE PROFILE				
1	Name of the College, URL of Website, email and Phone number	PRR & VS Governemnt College, Vidavalur, www.gdcvidavalur.com, viddavaluru.jkc@gmail.com,		
2	Name of the Principal, email & Mobile Number	Dr. D. Giri, viddavaluru.jkc@gmail.com, Mobile No: 9703102294		
3	Name of the Vice-Principal, email & Mobile Number	Mr. A. V. Ramana Rao, viddavaluru.jkc@gmail.com, 9440090838		
4	Name of the IQAC Coordinator, email & Mobile Number	Dr. I S Chakrapani, viddavaluru.jkc@gmail.com, 8500088788		
5	Year of Establishment & details of land available if any	1965 & 11.72 Acres		
6	Affiliating University & AISHE CODE:	Vikrama Simhapuri University & C-24716		
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	B Grade in 2nd Cycle, 2015 & CGPA 2.04		
8	UGC Recognition (2f & 12 B)	1991		
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	10.00 AM to 5.00 PM		
10	No. of Posts Sanctioned: 24	Regular Working:	Contract Working:	Guest Working:
11	Course wise & year wise Students strength particulars (Proforma enclosed)	11 +1 =12	4	4

I-CURRICULAR ASPECTS

	Item	Recommendation/Suggestions by Academic Advisors		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	Suggested to publish College Magazine regularly	The College Magazine is proposed publish at the end of academic year
17	Add-on Courses (Department-wise) completed during 2016-17	A		
18	Add-on Courses (Department-wise) in 2017-18	A		

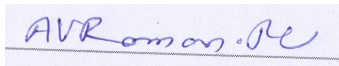
19	Coverage of Syllabus (Average Percentage)	A		
20	Teaching of Value added courses (HVPE & Foundation Courses)	A		
21	No. of New UG & PG Courses introduced in 2017-18	A		
22	Maintenance of Student Attendance Registers	A		
23	Whether feedback on curriculum was obtained from stake holders and analysed	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			
28	Percentage of full time teachers against sanctioned posts in 2017-18	B	Steps may be taken to fill the Posts	A request letter was already sent to the Special Commissioner for the filling up of the vacant posts through the direct recruitees.
29	Student - Full time teacher ratio	B	Suggested to improve	A request letter was already sent to the Special Commissioner for the filling up of the vacant posts through the direct recruitees.
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	B	More Number of Proposals may be submitted to the funding agencies	Departments are encouraged to send proposals to various funding agencies.
36	Academic Competitions (College Level & Above)	B	Need to be improved	The IQAC is assigned the work of conducting various academic competitions among the
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	Suggested to improve	From the academic year 2018-19 onwards the curriculum is designed in such a way that the field projects are conducted.
41	Remedial Classes	B	Suggested to improve	Some of the departments are identified to conduct more number of remedial classes during the next academic year.
42	Conduct of Bridge course	B	Suggested to improve	Some of the departments are identified to conduct more number of bridge course during the beginning of the next academic year.
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			
46	No. of Research Guides in the College	B	All Doctorates are suggested to apply for Guideship	PhD holder faculty are encouraged to apply for guideship in the university
47	No. of Research Scholars working for M.Phil & Ph. D	A		
48	Major/Minor/Other Research Projects		Suggested to apply	Teaching staff are encouraged to applied for MRPs.
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)	B	Suggested to improve	Teaching staff are encouraged to publish books wherever possible
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	B	Suggested to conduct more	Teaching staff are encouraged to apply for proposals for conducting seminars.
53	Record of Consultancy in 2017-18			
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	B	Suggested to improve	It will be improved accordingly

55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	B	Suggested to conduct	It will be conducted as per the suggestion
56	Record of MoUs in 2017-18	C		
57	Record of Subject/Department Related Extension Activities	B	To be improved	It will be improved accordingly
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	B	Suggested to get	Attempts will be made to get
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	B	Suggested to improve	The existing gym is permanently placed in the hostel building to have more access to all the men students and public.
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	A		
66	Library is automated using Integrated Library Management System	B	Suggested to improve	It will be improved.
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	B	Suggested to improve	It will be improved.
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	B	Suggested to improve	
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	B	Suggested to improve	A separate proposal may be prepared to send for seeking funds towards purchasing of computers for the existing computer laboratory
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	B		
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	B	Need to be improved	The suggestion will be followed
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	B	Need to be improved	The suggestion will be followed
79	Average percentage of placement of outgoing students in 2017-18	B	Need to be improved	The suggestion will be followed
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	B	Need to be improved	Steps will be taken to conduct more number of coaching class for the entrance examinations of higher education
83	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.)			
84	Number of awards/medals for outstanding performance in sports/cultural activities	B	Need to be improved	The suggestion will be followed

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		
VI-GOVERNANCE AND LEADERSHIP				
97	Staff Council Register	A		
98	Functioning of Committees in Administration (Minutes of meetings)	A		
99	Awards/Achievements			
100	Use of ICT in Governance	B	Need to be improved	The suggestion will be followed
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,	A		
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18			
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	B	Need to be improved	The suggestion will be followed
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	B	Need to be improved	The suggestion will be followed

107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	B	Need to be improved	The suggestion will be followed
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18			
109	Average number of quality initiatives by IQAC for promoting quality culture per year	A		
110	Participation in NIRF-2017	B	Suggested to improve	It will be improved accordingly
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A		
VII-INSTITUTIONAL VALUES AND BEST PRACTICES				
112	Percentage of power requirement of the Institution met by the renewable energy sources	A		
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..)	B	Suggest to construct a ramp	The suggestion will be followed
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	Suggest to improve	The suggestion will be followed
Signature of the Vice-Principal:				Signature of the Principal:
				