Academic & Administrative Audit : 2020-21					Sri A S N M GOVERNMENT COLLEGE (A) PALAKOL		

Format-II (Institutional Data Cum Academic Advisor's Grading)

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/ C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
I-CURRICULAR ASPECTS							
A	**Curricular Planning and Implementation**						
	Curriculum Design and Development (For Autonomous Colleges)	1. Departmental meeting Minutes 2. BoS Minutes 3. Academic Council Minutes 4. Copies of course wise curriculum	https://drive.google.com/file/d/1wokkSnxtwdW_XmRluM-xRXw8HFnD9umk/view	Grade A, if 60% and above modification in syllabi of all cources offered; Grade B, if 40%-60% of modification in syllabi of all cources offered; Grade C, if less than 40% modification in syllabi of all cources offered;	A	C	

1							
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary	https://drive.google.com/file/d/11gu13WHBrE5dn7kUrRW7HM20nZrs0A9x/view?usp=sharing	Grade A, if all the four records match with one another Grade B, if two records match with one another Grade C, if any two records match with each other	A	A	
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans2. Departmental Meeting Minutes3. BOS records4. POs/PSOs/COs records5. Extra curricular & Co curricular Activity reports	https://docs.google.com/document/d/1OyGDNoBA95-vbu6zsv3y_BqNk4ZWD9A0/edit?usp=sharing&ouid=110764165366874500636&rtpof=true&sd=true	Grade A, if all the two records are maintained Grade B, if any four records are maintained Grade C, if any two records are maintained	A	A	

4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues	https://sriasnmgdcpalakol.ac.in/admin/uploads/528Certificate%20Courses%20during%202020-2021.pdf	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	A	B	**Recommended to strat certificate courses and value added courses by every department**
B	**Academic Flexibility & Curriculaum Enrichment**						
5	Institution's contribution to enrichment of curriculum	1.Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum	https://drive.google.com/file/d/1dCblO_rJyjj5_8HDU0DpMwLCwXTZhKQw/view?usp=sharing	Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports	A	B	**Recommended to start Add on courses and Gender Sensitisation**

6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Nil	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	C	C	**Recommended to enroll all the students in MOOCs courses**
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Maintained by All Departments	Grade A, if 90% and above syllabus is covered by the Departments Grade B, if 60% - 90% syllabus is covered by the Departments Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	A	A	

8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	https://drive.google.com/file/d/1fZ5us8EmSsXAMlQXmiMPnoYtCfO4Har0/view?usp=sharing	Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	A	A	
C	**Feedback on curriculum**						
9	Collection , Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ; 2. Analysis 3. Action Taken Reports (BoS Minutes to be compared and verified in the case of Autonomous Colleges)	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Curriculum%20feedback%20questionary-final.pdf	Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	A	A	
Overall Grade					A	A	

II-TEACHING, LEARNING & EVALUATION							
A	**Student Enrolment and Profile**						
1	Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office Consolidated Report from the Principal	https://drive.google.com/file/d/1yg5aROSZvx865YM-WHdssKZU4nzBCrg0/view?usp=sharing	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	A	A	
2	Demand Ratio (Group wise) **(No.of applications received/ Sanctioned Seats)** (Overall ratio)	Year wise report of the Principal	https://drive.google.com/file/d/1LEHvDJ4AZrM9nXLBh6rbXshpAVovImK2/view?usp=sharing	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	A	A	
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc)**(Seats earmarked / Seats filled)**	Year wise, Category wise report of the Principal	Prepared	Grade A, if all the reports are maintained Grade B, if improperly maintainedGrade C, if not maintained	A	**A**	

4	Socio-economic status of students enroled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal	Prepared	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	C	
B	**Catering to Student Diversity**						
5	Institutional mechanism for assessing the learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)	https://drive.google.com/file/d/1tSc7GuaZnHGbbO8UpSILmRfJEF8SFwy5/view?usp=sharing	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A	A	
6	Details of special programmes organized by the departments for advanced learners and slow learners	Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal	Maintained by all Departments	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if	A	A	

				<50% Departments submit reports			
7	Student - full time teacher ratio for the last 2 years **Total no. of students enrolled in the institution/ Total no. of full time teachers**	Consolidated Report validated by IQAC and verified by Principal	https://drive.google.com/file/d/1B2nMRqEcGDZepp7K5jm9PCMbhEJOkXTO/view?usp=sharing	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A	A	
C	**Teaching Learning Process**						

8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Student%20activities.pdf	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal	http://www.apcce.gov.in/BPOL4CV1?nw_college=uUh5vCNa/HNZKxzGh0NL35y9t9q6hpoS1WhZ4gYMU+JfJDFtDGEwzaz1npdZilui https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Classrooms,%20Laboratories,%20Seminar%20hall,%20Digital%20&%20Virtual%20Classes%204.pdf	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	

| 10 | Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted | Reports by Committees concerned | https://drive.google.com/file/d/1SsxAbBwiunWFhdLuX5Nj1gYAXWbu8VYu/view

 https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Gender%20Sensitivity%207.pdf | Grade A, if all activites conductedGrade B, if any 3 activities conductedGrade C, if any 2 activities conducted | **B** | B | |
| 11 | Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester) | Reports by Departments validated by IQAC | https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Remedial%20Classes%20pdf_compressed.pdf | Grade A, if 75% of the Departments submit reports
 Grade B, if 50% Departments submit reports
 Grade C, if <50% Departments submit reports | A | A | |

12	Ratio of Final year students undertaking field trip or project or internships **(No.of students attending field trip or project/ Total No. of Final year students)**	Reports by Departments validated by IQAC	Maintained by all Departments	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	C	C	Recommended to arrange field trips by all Departments
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Maintained by all Departments	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	

14	Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.,) Lesson plans should reflect ICT based planning in teaching	Department wise ICT usage reports		Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Recommended to use ICT tool by all the faculty members
15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms	http://www.apcce.gov.in/BPOL4CV1?nw_college=uUh5vCNa/HNZKxzGh0NL35y9t9q6hpoS1WhZ4gYMU+JfJDFtDGEwzaz1npdZilui	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	

16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC	Nil	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	C	C	Recommened to Lessions presented in LMS portal of CCE
17	No. of Teachers completed courses on MOOCS platform/ARPIT, MIT, Coursera etc.,	Course completion certificates by Departments	Nil	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	C	C	Recommended to register all the faculty in MOOCs

18	Co-Curricular Activities (Academic) (Student Seminars/Quizzes, debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	Reports by Departments validated by IQAC	Conducted by all Departments	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	A	A	
	Academic, Cultural & Sports events organized (International/ National/	Reports by Departments and Committees validated by IQAC	https://sriasnmgdcpalakol.ac.in/admin/uploads/363telugu_compressed.pdf			A		

19	State/ District/ Inter Collegiate/ College Level		https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/sports_merged.pdf	Grade A, if International and National events are organized (at least 5) Grade B, if State level events are organized (at least 5) Grade C, if District and College level events are organized (at least 5)		C	Recommended to appoin to Physical Director
20	The number of classes (per week) engaged by the Principal	Lesson Plans and Teaching Diary by Principals	Maintained by the Principal	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only classes are engaged	**A**	**A**	
D	**Teacher Profile Quality**						

21	Staff Attendance	Staff Attendance Registers &TLP Records (Current Year)	Maintained	Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	A	A	
22	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest)	Consolidated Report from the Principal	https://drive.google.com/file/d/14FzfZA70VHohMP7yXZ_U47HXmNMbfEmh/view?usp=sharing	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	**A**	**A**	
23	Full time teachers with Ph.D	Consolidated Report from the Principal	https://drive.google.com/file/d/1PhrsouiUJ2-AQldIOaveEdOkm3IUcH93/view?usp=sharing	Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D	**C**	**C**	**Advised all faculty to enroll as scholor and publish more research activities**

24	National/ International/ Regional Seminars/conferences/workshops organised in the last two years	Reports by Departments validated by IQAC	Nil	Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5per year) Grade C, if District and College level events are organized (at least 5per year)	C	C	Recommended to organise National, International Seminars, Conferences by all the departments
25	Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	https://drive.google.com/file/d/1M_drUoan9J3p2M-MpCDR9AmLf-a48AR4/view?usp=sharing	Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5per year) Grade C, if District and College level events are attended (at least 5per year)	B	A	Suggested to attend National, International Seminars, Conferences by all the departments
E	**Evaluation Process and Reforms**						

26	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)	Maintained by Examination Section	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	**A**	**A**	
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	Maintained by all Departments	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the	A	A	

			reports				
28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	https://sriasnmgdcpalakol.ac.in/page.php?menu=examination&slug=faculty-result-analysis https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/RESULT%20ANALYSIS-2021AY.pdf	Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% fStudents pass percentage is achieved	B	B	Recommended to improve the overall pass percentage

29	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports	Maintained by Class teachers	Grade A, if 100% Teachers maintain all records Grade B, if 75% Teachers maintain all records Grade C, if <75% Teachers maintain all records	B	B	**Recommended to enhance the monitoring of slow learners**
F	**Student Performance and Learning Outcomes**						
30	Announcement of Programme Outcomes and Course Outcomes by the Departments	1.Department wise displays and announcements in the classrooms, in the	Maintained by all Departments	Grade A, if 100% Departments maintain all	A	A	

		institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students		records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records			
31	Evaluation of attainment of Programme Outcomes and Course Outcomes	Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/RESULT%20ANALYSIS-2021AY.pdf https://drive.google.com/file/d/1bIj1VXlrpA3-WPG3j44FfUP_6w-4D7LP/view?usp=sharing https://sriasnmgdcpalakol.ac.in/page.php?menu=jkc&slug=placements	Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated	A	A	

G	**Student Satisfaction Survey**						
32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/SSS%20Final%20merged.pdf	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	**A**	A	
33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC	Prepared	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated	**A**	**A**	
Overall Grade					**A**	A	
III-RESEARCH, INNOVATIONS AND EXTENSION							

A	Promotion of Research and Facilities						
1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Nil	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	C	C	
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Nil	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	C	C	**Recommend to register the faculty with doctorate to take up re search guide ship**

3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal	Nil	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	C	C	**Recommend to register the faculty with doctorate to take up re search guide ship**
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Nil	Grade A, if MRP submitted Grade B, if MRPis pending Grade C, if there is no Research Project	C	C	**Recommended to apply Major/Minor/Other Research Projects**
B	**Resource Mobilization for Research Purpose**						

5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years	Report by Research Committee Coordinator, verified by the Principal	Nil	Grade A, if > 3 Lkh Grade B, if <3lkh Grade C, if there is no funding	C	C	
6	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops etc to foster research culture.	Report by Research Committee Coordinator, verified by the Principal	Nil	Grade A, if completely extended Grade B, if partially extended Grade C, if there is no funding	C	C	

7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entreprenuership Hub)	Report by Research Committee Coordinator, verified by the Principal	Nil	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established Grade C if no such centre is established till now.	C	C	Recommended to Start ecosystem for innovation/ incubation centre and other initiatives for transfer of knowledge
C	**Research Publicaton and Awards**						

8	Papers Presented for the last two years (International/ National/ State level conferences and seminars)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	https://drive.google.com/file/d/1IhEQRYKv0MJ_H88x1oxJp-d00vbCsFMa/view?usp=sharing	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	C	C	Recommendation to publish re-seaerch papers by all the departments
9	Books Published for the last two years (Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Nil	Grade A, if each Department publishes one book Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	C	C	Recommendation to publish Books by all the departments

10	No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science, ICI) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Nil	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	C	C	Recommendation to publish Research papers in UGC notified journals by all the departments
11	No.of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Nil	Grade A if more than h-index is 2; Grade B if it is upto1; C if it is zero.	C	C	Recommendation to publish Research papers with Indexed publications by all the departments

12	No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Nil	Grade A, if each Department publishes one book/ Chapter Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter	C	C	Recommended to participate in National and International conferences (with ISBN)
13	Awards and Achievments for Research during the last two years	Report validated by IQAC and verified by Principal	Nil	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	
D	**Extension Activities**						

14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/NSS%20ACIVITIES%202021.pdf	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	C	C	
15	Number of extension programmes conducted in colloboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WEC etc.,	Report on Activities validated by IQAC and verified by Principal	https://drive.google.com/file/d/1hlgn60YXAANsGs7D_tL-GJOKkQfgUDUZ/view?usp=sharing	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	

16	No. of Awards and Recognitions rceived for **Extension activities** from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Nil	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	
17	Average percentage of students and their details participating in extension activities with Government/ Non-Government Organisations above mentioned (Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately)	https://drive.google.com/file/d/1ksfKHtFfi0o0lpXGkPtvsYbvhRB_cJXh/view?usp=sharing	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	B	B	
E	**Consultancy and Collaboration**						

18	Areas of Consultancy offered and Amount generated (during the last 2 years)	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Audited Statements	Nil	Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy	C	C	Recommended to offer consultancy services
	Details of collaborations/linkages for						
	A. Faculty Exchange	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs		Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty			

			member exchanged			
B. Student Exchange		Nil	Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged			
C. Internship		Nil	Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended			

	D. Field trips		https://docs.google.com/spreadsheets/d/1i6uHgUJmRCOYJ6Fnmehmv35Dv4F42MLN/edit?usp=sharing&ouid=110764165366874500636&rtpof=true&sd=true	Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	C	C	
	E. OJTs		Nil	Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended			
	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal	https://docs.google.com/spreadsheets/d/1sknVpdXoYhXQFZ6Q7a-dTHmuqOcB7qZH/edit?usp=sharing&ouid=110764165366874500636&rtpof=true&sd=true	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional	C	C	Advised to get MoUs with Industries

20			https://drive.google.com/file/d/1sOt3e9PC_naRf8A2y8rIOWEaY1W9_FYL/view?usp=sharing	MOUs Grade C, if below 50% Departments have functional MOUs			
21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Report validated by IQAC and verified by Principal	Nil	Grade A, if 2 workshops/seminars are conductedGrade B, if 1 workshop/seminar is conductedGrade C, if no workshop/seminar is conducted	C	C	Recommended to conduct IPR work shops
Overall Grade					C	C	
IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)							
A	**Details of Library as a Learning Resource**						

1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	https://drive.google.com/file/d/1-1WB2E1biflrqgGBHv62OXaZ5I4oK-5J/view?usp=sharing	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	A	B	
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resourses validated by IQAC and verified by Principal	https://drive.google.com/file/d/1fMevZSQyQAaeQ2l_d9yJUqD9ORqOXJq-/view?usp=sharing	Grade A, if All the Teachers and Students make use of the e-resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	A	A	

3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal	https://drive.google.com/file/d/1QWbwbE76KnoOdG4sKdeXsdi6G2_mvuQ3/view?usp=sharing	Grade A, if more than 60% Teachers and Students make use of Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	A	A	
B	IT Infrastructure						
	Details of procedures for maintianing and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports	1. Infrastructure procurement and maintenance policy approved by the Principal 2. Report showing the	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/IT%20Infrastructure%20criteria%204.pdf	Grade A, if Policy and Report are maintained Grade B, if only Policy or	A	A	

4	Complex)	expenditure towards repairs, maintenance and upgradation	https://sriasnmgdcpalakol.ac.in/page.php?menu=infrastructure&slug=infrastructure	Report is maintained Grade C, if nothing is available			
5	Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment,sports, Auditorium & seminar halls etc.) excluding salary component	1. Finance Committee Meeting Minutes 2. Report validated by IQAC and verified by Principal	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/FCM-IV2020-21_compressed.pdf	Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available	A	A	
Overall Grade					A	A	
V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)							

A	Student Support						
1	Percentage of Students benefited by scholarships & free ships for the last two years	Office Report validated by IQAC and verified by Principal	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Scholorships%20for%20financial%20year%202020-21.pdf	Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies	C	C	
	a) Government						
	b) Institution						
	c) Non - Governmental bodies						
	d) Industries						
	e) Individuals						
	f) Philanthropists						
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	Roport by JKC and Physical Education Department validated by IQAC and verified by Principal	https://sriasnmgdcpalakol.ac.in//page.php?menu=jkc&slug=training	Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered	A	A	
	a) Soft Skills						

	b) Language and Communication Skills						
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)		https://drive.google.com/file/d/1pJuaQVPFFq-MKXp_kIdLIUE8ysP9ciFU/view?usp=sharing				
	d) ICT/ Computer Skills						
3	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1.Records by the JKC and Departments 2. Proof of employment	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/JKC%20Students%20Enrolled%20List-2020-21(40%20Students).pdf	Grade A, if more than 50% of students placed Grade B, if 30% of students placed Grade C, if less than 30% of students placed	C	C	Recommended to provide PG Entrance coaching for UG students, NET coaching for PG students

| 4 | Student grievances Redressal mechanism , No. of grievances received & Redressed during last 2 years | 1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal | https://drive.google.com/file/d/1WcTPD6dDCGKD3RFzx-gLSaQzFYhlqrC4/view?usp=sharing | Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy | A | A | |

5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research plafrorms out side the parent institution.	1. Department wise reports validated by IQAC and verified by Principal	Nil	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	C	C	Recommended to student particiapation in state level/national level institutions
6	The Institution has a transparent mechanism for timely redressal of: A.Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harrassment 2. Committee(s) Report(s) about grievance redressal 3.Proofs and Meeting Minutes	https://drive.google.com/file/d/1BJgJEDTcoonhcsgGHORi8lPGjNLT23VL/view?usp=sharing	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A	A	

7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Women%20empowerment%20cell_7.pdf	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A	A	
B	**Student Progression**						
8	Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal	https://drive.google.com/file/d/1bIj1VXlrpA3-WPG3j44FfUP_6w-4D7LP/view?usp=sharing https://drive.google.com/file/d/1FZ4byY3p6WNJF3a2Y7KJBLuDSDrFFd2i/view?usp=sharing	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained	**A**	**A**	
9	Students' Progression to Employment	1. Department wise Reports with proof of Joining 2. Consolidated Report validated by IQAC & verified by Principal	https://sriasnmgdcpalakol.ac.in/page.php?menu=jkc&slug=placements https://drive.google.com/file/d/1RWHUd6WHlRAw_GXMt_Mcpqy8GLKkIHOG/view?usp=sharing https://drive.google.com/file/d/1yHktu9k0BWlLUBZ8ZaGyVEWJzIYURYFM/view?usp=sharing	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained	A	A	

10	Students' Progression to Entrepreneurship	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Nil	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained	C	C	
11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100)	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Nil	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained	C	C	

12	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)	Feed back consolidated Report from JKC	Nil	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	C	C	
C	**Student Participation and Activities**						
13	No. of awards/medals for outstanding performance in sports/cultural activities (State/National/Internatio nal/University levels only)	Consolidated Reports by the Committees, validated by IQAC & verified by Principal		Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level	C	C	

			Nil				
	a) University Level		Nil				
	b) State Level		Nil				
	c) National Level		Nil				
	d) International Level		Nil				
14	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1. Committees List 2. Student Council Report	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Crititeria%205.pdf	Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists	A	A	
15	Number of sports and cultural activities / competitions organised in the Institution for the last 2 years	Committee reports validated by IQAC and verified by Principal	https://drive.google.com/file/d/1_G4LF6Abad1AMLEPnoLHyBGFJlDp_9-y/view?usp=sharing https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/sports_merged.pdf https://sriasnmgdcpalakol.ac.in/admin/uploads/5118maths.pdf	Grade A, if 5 events/ competitions organized at national level Grade B, if 5 events/ competitions organized at State level Grade C. if events at	C	C	

			https://sriasnmgdcpalakol.ac.in/admin/uploads/363telugu_compressed.pdf	district level			
16	Percentage of Student participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100	Committee reports validated by IQAC and verified by Principal	https://drive.google.com/file/d/1_G4LF6Abad1AMLEPnoLHyBGFJlDp_9-y/view?usp=sharing	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	A	A	
D	**Alumni Engagement**						
17	Is there registered Alumni Association for the institution? If yes, year of registration and number	Registration certificate to be verified	https://drive.google.com/file/d/1mIz9cBdeLCPJvvBWY5Tl7YsRbhJ1rXKn/view?usp=sharing	Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered	A	A	

18	Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Alumni-Activities202021-converted.pdf	Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	A	A	
19	Number of Alumni Association Chapters / meetings held during the last 2 years	1. Meeting minutes 2. Consolidated reports		Grade A, if 4 and above Grade B, if 2 and above Grade C, if one and below	C	C	
Overall Grade					A	A	
VI-GOVERNANCE AND LEADERSHIP							
A	**Institutional Vision and Leadership**						
1	Mechanism of achieving the Vision and Mission of the Insitution (Describe in 200 words)	Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs	https://drive.google.com/file/d/14lbSBCYeJxcUMLtIS226jUnbd0dhi1fm/view?usp=sharing	Grade A, if strategic plan is in action Grade B, if the mechanism is in planning stage Grade C, if nothing is available	A	A	

2	Explain the Insitutional Practices like de-centralization and participative management to show case effective leadership	1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees	https://sriasnmgdcpalakol.ac.in/page.php?menu=administration&slug=statutory-bodies-and-minutes https://sriasnmgdcpalakol.ac.in/page.php?menu=administration&slug=non-statutory-committees	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only committees are constituted	A	A	
3	Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council	https://drive.google.com/file/d/1qW6KWO6GRiq0rICGjKHJS4F6CIgpBDUm/view?usp=sharing	Grade A, if Staff Council meets regularly and implements resolutions through meetings Grade B, if Staff Council resolutions properly recorded Grade C, if Staff Council is formed	**A**	**A**	

4	Implementation of OTLP	Grade report	https://drive.google.com/file/d/1W-Oh73sQ3w8wdcmIIiC3YNab-LYA8ypN/view?usp=sharing	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Insitution achieves Grade A ocassionally Grade C, if the Instituion achieves B & C grades	A	A	
5	Number of RTI issues addressed	RTI file with applications, responses and registers	https://drive.google.com/file/d/1NF00ha5VSThrhtR_QzQ5xbK9Dy1sEzf1/view?usp=sharing	Grade A, if all the applications disposed within the stipulated time Grade B, if the applicatons are not disposed within the stipulated time Grade C, if record is not properly	A	A	

				maintained			
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	https://sriasnmgdcpalakol.ac.in/page.php?menu=administration&slug=organogram	Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only heirarchy is presented Grade C, if Organogram is not prepared	A	A	
B	Institutional e - governance						

7	Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal	https://docs.google.com/document/d/1u1wxLMv0ZPSAhuulV_qT4G82S_bozAPs/edit?usp=sharing&ouid=110764165366874500636&rtpof=true&sd=true	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	A	A	
	a) Administration		https://drive.google.com/file/d/1gLW_KZ0VvNMGarFaazJRV3OxxwiPPO5q/view?usp=sharing				
	b) Finance and Accounts		https://drive.google.com/file/d/1t8lL5D0Ezqp4RjI-2LuRJd5pPJrjg7Qi/view?usp=sharing				
	c) Student Admissions and support						
	d) Examinations						
C	**Faculty Empowerment Strategies**						

8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Nil	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	C	C	Recommended to assist the financial support to faculty to attend onference / workshop and membership for professional bodies
9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	Nil	Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized Grade C, if less than 3 programmes are organized	C	C	

10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Develelopment Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc	Consolidated report by research committee validated by IQAC and Verified by Principal	https://drive.google.com/file/d/1AGR36iJBDZN2Js-aMfve1yeL3Rxg1Tf5/view?usp=sharing	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	B	B	
11	Details of performance appraisal system designed by instituion for Teaching and non- teaching staff	ASAR reports	https://drive.google.com/file/d/1Idbw4E4gecA8AxZRcZ3BlOCJ0sKPdNwP/view?usp=sharing	Grade A, if more than 75% teachers are accreditated at "Good" grade Grade B, if more than 50 % teachers are accreditated at "Good" grade Grade C, if less than 50% teachers are accreditated at "Good" grade	A	A	

D	**Financial Management and Resource Mobilization**						
12	Institutional mechanism for internal and external financial audits	1. Internal AuditCommittee constitution Circular 2. Financial Audit Reports	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/FCM-IV2020-21_compressed.pdf	Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained	A	A	
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Princpal	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Alumni-Activities202021-converted.pdf	Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received	B	B	
E	**Internal Quality Assurance System**						
14	Significant Contribution of			Grade A, if all	**A**	**A**	

	IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by IQAC for promoting quality culture per year	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted	https://drive.google.com/file/d/10XtOxyxUq81x5HDAzEhD5c7AF45NnAcN/view?usp=sharing	the records are maintained Grade B, if the first four records are maintained Grade C,if any 3 records or below are maintained			
			https://drive.google.com/file/d/1AdL8X0DxpnmI1NfMDRDTC9MgvT1pn-BR/view?usp=sharing				
			https://sriasnmgdcpalakol.ac.in/page.php?menu=naac&slug=aqar				

15	Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/NIRF%20Sri%20A.pdf	Grade A, if ranked Grade B, if participated Grade C, if not participated	A	A	
Overall Grade					A	A	

VII-INSTITUTIONAL VALUES AND BEST PRACTICES

A	**Activities that teach valules of the Institution**						
1	Details of Activities by the Institution for **A) Promotion of gender equality and sensitiztion** a)Safety and security b)Counselling c)Common Rooms for women students d)Details about sensitization activities	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	https://drive.google.com/file/d/1TNSl-_87mFlFTOe6rKopatQtulXyJ14B/view?usp=sharing https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Women%20empowerment%20cell_7.pdf	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	A	A	

	B) Environmental consciousness and sustainability a)Solar energy, b)Sensor-based energy conservation, c)Use of LED bulbs/ power efficient equipment	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	https://drive.google.com/file/d/1kLGRJL8YU7tjTyOSTsiutxd9gKFmJM-4/view?usp=sharing https://drive.google.com/file/d/1lVBClViDoBGyl52Fk1bBMRca5_fJoXjp/view?usp=sharing	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A

		C) **Waste Management** a)Solid waste management b)Liquid waste management c)Lab Waste management d)E-waste management	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	https://drive.google.com/file/d/1ZHnssU0ewbiiDBlS6o9aBbJQIYtGLfbe/view?usp=sharing	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	A	A	
				https://docs.google.com/document/d/1mvksO8TT5lgqOoHKhNvASPXQjImSQvyO/edit				
		D) **Water Conservation** a)Rain water harvesting b)Borewell /Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Rain%20water%20harvesting.pdf	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	B	B	

	E) Green campus initiatives a)Plastic free campus(Ban on the use of Plastics) b)Botanical garden c)Green house d)Green landscaping e)Green audit f)Battery vehicles	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/flora%201.pdf	Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	B	B	
			https://drive.google.com/file/d/1HaQno93fL7XtlgiGAyYEplrEMtG570Uy/view?usp=sharing				
			https://drive.google.com/file/d/1Ypz9VV1YNUcgaPSeoFy7kiGoM7KRJpV0/view?usp=sharing				
	F) Divyangan friendly barrier - free environmenta)Rampsb)Railings c)Scribe for examinationd)Provision of lift/Wheel chairse) Alternative arrangements	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	https://drive.google.com/file/d/1G3jbuuMaagH_MQThmDKheAZYIsH1GggZ/view?usp=sharing	Grade A, if all 4 reports are presentGrade B, if any 3 are presentGrade C, if any 2 or below	A	A	

	for Divyangan		https://docs.google.com/document/d/1i73WiaRE-kuMhSZBIO16H4_9pCsd-omQ/edit			
			https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Differently%20abled%20friendliness%207.pdf			
B	**Initiatives for inculcating values**					

2	**Cross cutting issues and value initiatives** a) Tolerance and harmony against several diversities i)Cultural ii) Regional iii)Linguistic iv) Communal v)Socio - Economic	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	https://drive.google.com/file/d/1J-CM-odxZ15SJPEOzIQVzntmdBZ0bQwJ/view?usp=sharing	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	B	B	
	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	https://drive.google.com/file/d/1noNfOHAwJEqNxG34AJgRetUol8hC-KnE/view?usp=sharing	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	

			https://drive.google.com/file/d/1SsxAbBwiunWFhdLuX5Nj1gYAXWbu8VYu/view?usp=sharing				
	c) Code of condct for students and teachers	Approved Policy & Report on implementation with details validated by IQAC and verified by Principal	https://drive.google.com/file/d/1kkynflECGDRHGhscy7Ab7Kh52RJU2q2M/view?usp=sharing https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/code%20of%20conduct%20pdf.pdf	Grade A, if all 2 reports are presentGrade B, if any one is presentGrade C, if nothing is present	A	A	
	d) Celebration of National and International commemorative days and festivals	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/NSSACTIVITIES.pdf https://sriasnmgdcpalakol.ac.in/department-activities.php?subject=7 https://sriasnmgdcpalakol.ac.in/department-activities.php?subject=6	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	

			https://sriasnmgdcpalakol.ac.in/department-activities.php?subject=5				
			https://sriasnmgdcpalakol.ac.in/department-activities.php?subject=13				
			https://sriasnmgdcpalakol.ac.in/department-activities.php?subject=3				
			https://sriasnmgdcpalakol.ac.in/department-activities.php?subject=4				
			https://sriasnmgdcpalakol.ac.in/department-activities.php?subject=1				
			https://sriasnmgdcpalakol.ac.in/department-activities.php?subject=12				

			https://sriasnmgdcpalakol.ac.in/admin/uploads/7807Activities%20of%20December%20Month%20Computer%20Science.pdf				
3	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a)Liberty, Equality, Fraternity, Justice b)Fundamental rights and duties c)Responsibilities of citizenship.	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	https://sriasnmgdcpalakol.ac.in/admin/uploads/870NOV%2026%20constitution%20day%202021.pdf https://drive.google.com/file/d/1J-DYc2xHColgI4E63-Q85X2VN4pV6o9D/view?usp=sharing	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	

C	Best Practices	Record of two best/innovative practices by the institution					
	i.	i) Departmental Best Practices Reportin the NAAC prescribed format ii) Institutional Best Practice Report in the NAAC prescribed format	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Best%20Practice%207.pdf	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	
	ii.						
D	Institutional Distinctiveness						
	Explain how disctinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words	https://sriasnmgdcpalakol.ac.in/admin/uploads/9253Institutional%20Distinctiveness_7.3.pdf	Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available	A	A	
Overall Grade College Grade		A			A	A	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
C	Best Practices	Record of two best/innovative practices by the institution					
i.		i) Departmental Best Practices Reportin the NAAC prescribed format	https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Best%20Practice%207.pdf	Grade A, if all 2 reports are present	A	A	
ii.		ii) Institutional Best Practice Report in the NAAC prescribed format		Grade B, if any one is present Grade C, if nothing is present			
D	Institutional Distinctiveness						
	Explain how disctinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words	https://sriasnmgdcpalakol.ac.in/admin/uploads/9253Institutional%20Distinctiveness_7.3.pdf	Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available	A	A	
	Overall Grade				A	A	
Collegrad	A					A	

Name & Signature of the Principal : 27/8/2022 PRINCIPAL
Sri A.S.N.M. GOVT. COLLEGE (A) ,
PALAKOL-534 260, W.G.DIST.

Name & Signature of the Vice-Principal :
27/8/2022

Note:

Name & Signatures of the Academic Advisors
1 (Dr. A SATYONARAYANA)
2 (K. PRATHAP)
3 J.N.J. Raj (J.N.J - RAJ)
4 (Dr K SRINIVASARAO)

Academic & Administrative Audit of Degree Colleges (2020-21)

Format - IV : Action Taken Report (To be filled by the Principal)

Name of the College, Place, District: Sri A S N M Government College, Palakol
Date of Audit conducted: 28,29th August 2022

S.No.	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS	Recommended to strat certificate courses and value added courses by every department	We have already started various certificate courses in each department and also palnnin to conduct value added courses by all departments
		Recommended to start Add on courses and Gender Sensitisation	Some departments started Add on courses and the remaining Departments also start Gender Sesitisation Courses in due course
II	TEACHING, LEARNING & EVALUATION	Recommended to enroll all the students in MOOCs courses	All the students are encouraged to enroll in MOOC courses
		Recommended to arrange field trips by all Departments	Some departments attended to Field trips and the remaining departments also planned to conduct field trips
		Recommened to Lessons presented in LMS portal of CCE	We insist the faculty to present lessions in LMS portal of CCE
		Recommended to register all the faculty in MOOCs	All the Faculty are encouraged to enroll in MOOC courses
		Recommended to enhance the monitoring of slow learners	All the departments are planning to categorise the students. Slow learners are advised to give subject wise material
		Recommended to improve the overall pass percentage	Due to Covid-19 the pass percentage of students become low. We are advised the faculty to conduct extra classes to improve the pass percentage

		Suggested to attend National, International Seminars, Conferences by all the departments	All the Departments are encouraged to to attend National, International Seminars, Conferences to improve the academic skills
		Recommended to organise National, International Seminars, Conferences by all the departments	All the Departments are encouraged to organise National, International Seminars, Conferences to enhance the knowledge based improvements
		Advised all faculty to enroll as scholor and publish more research activities	All faculty advised to enroll as scholor and publish more research activities
III	RESEARCH, INNOVATIONS AND EXTENSION	Advised all faculty shoud pursue research activity	All faculty advised to pursue research activities
		Recommend to register the faculty with doctorate to take up re search guide ship	All faculty advised to register with doctorate to take up re search guide ship
		Recommended to apply Major/Minor/Other Research Projects	All faculty advised to apply Major/Minor/Other Research Projects
		Recommended to Start ecosystem for innovation/ incubation centre and other initiatives for transfer of knowledge	Departments of Botany and Zoology were started Eco clubs and also incubation centres
		Recommendation to publish re-searech papers by all the departments	The Doctorate holders are advised to publish more journals
		Recommendation to publish Books by all the departments	All the faculty in various departments are advised to publish text books
		Recommendation to publish Research papers in UGC notified journals by all the departments	As a part of teaching learning process all the Doctorate holders are advised to publish research papers in UGC and Care notified journals

		Recommendation to publish Research papers with Indexed publications by all the departments	As a part of teaching learning process all the Doctorate holders are advised to publish Research papers with Indexed publications
		Recommended to participate in National and International conferences (with ISBN)	Either online or offline all the faculty are advised to participate in both National and Internation Conferences
		Recommended to offer consultancy services	The Life Sciences, Chemistry and Commerce departments are advised to start consultancy services
		Advised to get MoUs with Industries	As per the NEP 2020, the internship of the students connected to various industries
		Recommended to conduct IPR work shops	We organised the work shop on IPR in Februray 2022
IV	INFRASTRUCTURE & LEARNING RESOURCES	NIL	
V	STUDENT SUPPORT AND PROGRESSION	Recommended to student particiapation of Spoorts & Games in state level/national level institutions	The Girls team has won 2nd palce in district level games in 2022. We are also planning to prepare the spoorts persons more encouraging and actively participated in the Games and Spoorts in State/National level
		Recommended to provide PG Entrance coaching for UG students, NET coaching for PG students	All the departments such as Chemistry, Botany and Commerce are providing the P.G Entrance material to the students
VI	GOVERNANCE AND LEADERSHIP	Recommended to assist the financial support to faculty to attend conference / workshop and membership for professional bodies	We are plaanning to provide the financial assistance to the faculty those who have willingly participate in conference/workshops
VII	INSTITUTIONAL VALUES AND	Nil	

VIII	2018-19 AAA RECOMMENDATIONS		As per the AAA recommendation of the academic year 2018-19 some modifications and also follow up the next academic year i.e., 2020-21. the lapses will be finalised based on the recommedations of AAA
	IS ACTION TAKEN AS PER THE RECOMMENDATIONS ?	The Recommendations of AAA were implemented during the academic year 2020-21	
	IF NOT, STATE THE REASONS ?		
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	Advised to implement the NAAC peer team recommendations made in the 2nd Cycle	Enhance the quality standards and also the peer team recommendations for better Grade in future
X	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	The Institution mainatining the data in NIRF Status	Being a remote area we also maintain quality statandards to be placed in NIRF ranking and get better NAAC grade
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE	Followup peer team recommendations of NAAC 2nd Cycle	Quality Education and the Empowerment of the College will lead to strengthen the College
XII	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE	Advised to recruit Doctorate holders and also sufficient financial resources	Sufficient staff and also research oriented faculty need to obtain better NAAC grade
XIII	SUGGESTIONS TO RESOLVE	It is unanimously resolved to enhance the skill oriented courses for the overall development of the Institution	The recommendations of AAA are to be implemented
XIV	FEED BACK	Advised to conduct feed back on curriculum, SSS	Feed back on corriculum, SSS survey were conducted by the stakeholders and also to make a frame work

Name & Signature of the Vice -
Principal
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PRINCIPAL
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G.SRINIVSA RAO

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Dr. A.SATYANARAYANA

(DrKSRINIVASARO)