

Academic & Administrative Audit : 2021-22

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

KSN GOVERNMENT DEGREE COLLEGE FOR WOMEN, ANANTAPUR

S.N o.	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory)/C (to improve))	Recommendatio n/Suggestions by Academic Advisors (AA*)
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I-CURRICULAR ASPECTS

Curricular Planning and Implementation

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1	Curriculum Design and Development (For Autonomous Colleges)	1. Departmental meeting Minutes 2. BOS Minutes 3. Academic Council Minutes 4. Copies of course wise curriculum	Grade A, if 60% and above modification in syllabi of all courses offered; Grade B, if 40%-60% of modification in syllabi of all courses offered; Grade C, if less than 40% modification in syllabi of all courses offered;	A (As affiliated College we maintained departmental minutes register and course wise curriculum)	
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary	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	
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. Pos/PSOs/COs records 5. Extra curricular & Co curricular Activity reports	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	

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	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		
Academic Flexibility & Curriculaum Enrichment					
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	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		
Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	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		
Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	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		

No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	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		
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)	Feedback on curriculum 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		
Overall Grade					
II-TEACHING, LEARNING & EVALUATION					
Student Enrolment and Profile					
percentage enrolment percentage for the 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office Consolidated Report from the Principal	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		
Command Ratio (Group wise) 100.0 of applications received/ sanctioned Seats) (Overall ratio)	Year wise report of the Principal	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		
percentage of seats filled for various reserved categories for the last 2 years (ST/OBC/DIVYANGAN etc)	Year wise, Category wise report of the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A		
o-economic status of students for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A		
Catering to Student Diversity					
Consolidated statement about mechanism and learning levels of the students	List of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	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	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A		
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	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A		
Teaching Learning Process						
	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	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A		
	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A		
	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure	Reports by Committees concerned	Grade A, if all activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	A		
	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A		
	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	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A		
	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A		

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	A		
Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B		
No. of lessons presented (4 quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC	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		
No. of Teachers completed courses on MOODS platform/ARPIIT, MIT, Coursera etc.,	Course completion certificates by Departments	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	A		
a. Curricular Activities (Academic) Student Seminars/Quizzes, Debates, elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	Reports by Departments validated by IQAC	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		
Academic, Cultural & Sports events Organized (International/ National/ State/ District/ Inter Collegiate/ College Level	Reports by Departments and Committees validated by IQAC	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)	A		
the number of classes (per week) engaged by the Principal	Lesson Plans and Teaching Diary by Principals	Grade A, if both are maintained Grade B, If only one is maintained Grade C, if only classes are engaged	B		

Teacher Profile Quality

21 Staff Attendance	Staff Attendance Registers & TLP Records (Current Year)	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		
22 Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest)	Consolidated Report from the Principal	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	A		
23 Full time teachers with Ph.D	Consolidated Report from the Principal	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		
National/ International/ Regional Seminars/conferences/workshops organised in the last two years	Reports by Departments validated by IQAC	Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5 per year) Grade C, if District and College level events are organized (at least 5 per year)	C		
Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5 per year) Grade C, if District and College level events are attended (at least 5 per year)	A		
Evaluation Process and Reforms					

26	Mechanism of transparent and accurate internal assessment	<ol style="list-style-type: none"> 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) 	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			
	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	<p>Department wise reports regarding</p> <ol style="list-style-type: none"> 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 	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			
	Teacher wise result analysis (Last two years)	Teacher /College wise reports	Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% Students pass percentage is achieved	B			
	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports	Grade A, if 100% Teachers maintain all records Grade B, if 75% Teachers maintain all records Grade C, if <75% Teachers maintain all records	A			

Student Performance and Learning Outcomes

Announcement of Programme Outcomes and Course Outcomes by the Departments	I. Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students	Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records
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	Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated
Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers	Student Satisfaction Survey Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done
Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated
Overall Grade		A
III-RESEARCH, INNOVATIONS AND EXTENSION		
Promotion of Research and Facilities		
College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre
Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides
Research Scholars working for Ph.D.	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work
Major/Minor/Other Research Projects Completed /Ongoing During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Grade A, if MRP submitted Grade B, if MRPs pending Grade C, if there is no Research Project
Resource Mobilization for Research Purpose		

Grants received from Govt & Non Govt Agencies for Research projects /	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 3 Lakh Grade B, if < 3Lakh Grade C, if there is no funding	C		
Financial Assistance extended by the institution to the faculty members for participating in presenting research papers in national / international seminars / workshops etc to foster research culture.	Report by Research Committee Coordinator, verified by the Principal	Grade A, if completely extended Grade B, if partially extended Grade C, if there is no funding	B		
The institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurship Hub)	Report by Research Committee Coordinator, verified by the Principal	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.	A		
Research Publication and Awards					
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	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	A		
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	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	B		
No of Papers published per teacher in the UGC notified Journals SCOPUS, Web of Science, JCI) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	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	B		
No of Indexed Publications (Ih&I)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified	Grade A if more than h index is 2; Grade B if it is upto1; C if it is zero.	A		

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	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	B		
Awards and Achievements for research during the last two years	Report validated by IQAC and verified by Principal	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		
Extension Activities carried out through Govt/ Govt recognised bodies	Report on Activities validated by IQAC and verified by Principal	Extension Activities			
Number of extension programmes conducted in collaboration with Community/NGOs through RBC/ NSS/ NCC/ Red Cross/ YRC/ Swachh Bharath/ WEC etc.	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A		
No. of Awards and Recognitions received for Extension activities from Government/ recognised bodies for the 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)	Report on Activities validated by IQAC and verified by Principal	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)	A		
Area of Consultancy offered and Amount generated (during the last 3 years)	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Audited Statements	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	B		
Consultancy and Collaboration					

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	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	B		
Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal	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		
Extension Activities carried out through Govt/ Govt recognized bodies Number of extension programmes conducted in collaboration with community/NGOs through RRC/NSS/MCC/Red Cross/YRC/Swachh Bharati/WEC etc.	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A		
No. of Awards and Recognitions received for Extension activities from Government/ recognised bodies for the 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)	Report on Activities validated by IQAC and verified by Principal Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government separately)	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) 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)	A		
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	Consultancy and Collaboration 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	B		

Agencies of collaborations/linkages					
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	A		
Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	A		
Partnership		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	A		
Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A		
MOUs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	B		
Agencies, Industries, Corporate Workshops etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional MOUs	A		
Under the institution conducted Workshops/seminars on Intellectual Property Rights (IPR), Industry- Academia linkages, etc	Report validated by IQAC and verified by Principal	Grade A, if 2 workshops/seminars are conducted Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	C		
Overall Grade					
IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)					
Details of Library as a Learning Resource					
Availability of Library Automation Level of the LMS software Level of automation Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	B		

<p>Grade A, if All the Teachers and Students make use of the e-resources</p> <p>Grade B, if 50% of Teachers and Students make use of the e-resources</p> <p>Grade C, if below 50% Teachers and Students make use of the e-resources</p>	A		
<p>Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal</p>			
<p>Librarian's Report on regular football and e-football validated by IQAC and verified by Principal</p>			
<p>Grade A, if more than 60% Teachers and Students make use of Library</p> <p>Grade B, if 50% of Teachers and Students make use of Library</p> <p>Grade C, if less than 50% Teachers and Students make use of Library</p>	B		
IT Infrastructure			
<p>1. Infrastructure procurement and maintenance policy approved by the Principal</p> <p>2. Report showing the expenditure towards repairs, maintenance and upgradation</p>			
<p>Grade A, if Policy and Report are maintained Grade B, if only Policy or Report is maintained Grade C, if nothing is available</p>	A		
<p>1. Finance Committee Meeting Minutes</p> <p>2. Report validated by IQAC and verified by Principal</p>			
<p>Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available</p>	A		
V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)			
Student Support			
<p>Office Report validated by IQAC and verified by Principal</p>			
<p>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</p>	A		

e) Individuals							
f) Philanthropists							
Capacity building and skill enhancement initiatives taken up by the institution during the last 2 years							
a) Soft Skills							
b) Language and Communication							
c) Life Skills (Yoga, Physical Fitness/							
d) ICT/ Computer Skills							
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 IQAC and Departments 2. Proof of employment	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	A				
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	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				
Percentage of students participated and presented papers/ posters in the state level/national levels academic/ research platforms outside the parent institution.	1. Department wise reports validated by IQAC and verified by Principal	Grade A, If 50% of students participate Grade B, If 30% of Students participate Grade C, If less than 30% of Students participate	A				

The institution has a transparent mechanism for timely redressal of: A. Sexual harassment B. Ragging		1. Anti Ragging Policy and Policy to prevent Sexual harassment 2. Committee(s) Report(s) about grievance redressal 3. Proofs and Meeting Minutes	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A			
Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A				
Student Progression							
Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A				
Students' Progression to Employment	1. Department wise Reports with proof of Joining 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A				
Students' Progression to Entrepreneurship	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	B				
Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOPE	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	C				
Services/ State Govt Examinations (Qualified Students/Total No of students x							

<p>Back from Employees on leave Web Portal: APSTVC A? Self Development Department, SSC (Skill Sector Council)</p>	<p>Front back consolidated Report from SSC Council</p>	<p>Grade A, if any 3 companies/ Employers offer front back Grade B, if any 2 companies/ Employers offer front back Grade C, if only 1 company/ Employer offer front back</p>	<p>Grade A</p>	<p>Grade B</p>	<p>Grade C</p>	<p>Grade D</p>	<p>Grade E</p>	<p>Grade F</p>	<p>Grade G</p>	<p>Grade H</p>	<p>Grade I</p>	<p>Grade J</p>	<p>Grade K</p>	<p>Grade L</p>	<p>Grade M</p>	<p>Grade N</p>	<p>Grade O</p>	<p>Grade P</p>	<p>Grade Q</p>	<p>Grade R</p>	<p>Grade S</p>	<p>Grade T</p>	<p>Grade U</p>	<p>Grade V</p>	<p>Grade W</p>	<p>Grade X</p>	<p>Grade Y</p>	<p>Grade Z</p>	<p>Grade AA</p>	<p>Grade AB</p>	<p>Grade AC</p>	<p>Grade AD</p>	<p>Grade AE</p>	<p>Grade AF</p>	<p>Grade AG</p>	<p>Grade AH</p>	<p>Grade AI</p>	<p>Grade AJ</p>	<p>Grade AK</p>	<p>Grade AL</p>	<p>Grade AM</p>	<p>Grade AN</p>	<p>Grade AO</p>	<p>Grade AP</p>	<p>Grade AQ</p>	<p>Grade AR</p>	<p>Grade AS</p>	<p>Grade AT</p>	<p>Grade AU</p>	<p>Grade AV</p>	<p>Grade AW</p>	<p>Grade AX</p>	<p>Grade AY</p>	<p>Grade AZ</p>	<p>Grade BA</p>	<p>Grade BB</p>	<p>Grade BC</p>	<p>Grade BD</p>	<p>Grade BE</p>	<p>Grade BF</p>	<p>Grade BG</p>	<p>Grade BH</p>	<p>Grade BI</p>	<p>Grade BJ</p>	<p>Grade BK</p>	<p>Grade BL</p>	<p>Grade BM</p>	<p>Grade BN</p>	<p>Grade BO</p>	<p>Grade BP</p>	<p>Grade BQ</p>	<p>Grade BR</p>	<p>Grade BS</p>	<p>Grade BT</p>	<p>Grade BU</p>	<p>Grade BV</p>	<p>Grade BW</p>	<p>Grade BX</p>	<p>Grade BY</p>	<p>Grade BZ</p>	<p>Grade CA</p>	<p>Grade CB</p>	<p>Grade CC</p>	<p>Grade CD</p>	<p>Grade CE</p>	<p>Grade CF</p>	<p>Grade CG</p>	<p>Grade CH</p>	<p>Grade CI</p>	<p>Grade CJ</p>	<p>Grade CK</p>	<p>Grade CL</p>	<p>Grade CM</p>	<p>Grade CN</p>	<p>Grade CO</p>	<p>Grade CP</p>	<p>Grade CQ</p>	<p>Grade CR</p>	<p>Grade CS</p>	<p>Grade CT</p>	<p>Grade CU</p>	<p>Grade CV</p>	<p>Grade CW</p>	<p>Grade CX</p>	<p>Grade CY</p>	<p>Grade CZ</p>	<p>Grade DA</p>	<p>Grade DB</p>	<p>Grade DC</p>	<p>Grade DD</p>	<p>Grade DE</p>	<p>Grade DF</p>	<p>Grade DG</p>	<p>Grade DH</p>	<p>Grade DI</p>	<p>Grade DJ</p>	<p>Grade DK</p>	<p>Grade DL</p>	<p>Grade DM</p>	<p>Grade DN</p>	<p>Grade DO</p>	<p>Grade DP</p>	<p>Grade DQ</p>	<p>Grade DR</p>	<p>Grade DS</p>	<p>Grade DT</p>	<p>Grade DU</p>	<p>Grade DV</p>	<p>Grade DW</p>	<p>Grade DX</p>	<p>Grade DY</p>	<p>Grade DZ</p>	<p>Grade EA</p>	<p>Grade EB</p>	<p>Grade EC</p>	<p>Grade ED</p>	<p>Grade EE</p>	<p>Grade EF</p>	<p>Grade EG</p>	<p>Grade EH</p>	<p>Grade EI</p>	<p>Grade EJ</p>	<p>Grade EK</p>	<p>Grade EL</p>	<p>Grade EM</p>	<p>Grade EN</p>	<p>Grade EO</p>	<p>Grade EP</p>	<p>Grade EQ</p>	<p>Grade ER</p>	<p>Grade ES</p>	<p>Grade ET</p>	<p>Grade EU</p>	<p>Grade EV</p>	<p>Grade EW</p>	<p>Grade EX</p>	<p>Grade EY</p>	<p>Grade EZ</p>	<p>Grade FA</p>
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Annual contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind)	Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	A				
Number of Alumni Association	1. Meeting minutes 2. Consolidated reports	Grade A, if 4 and above Grade B, if 2 and above Grade C, if one and below	A				
Number of meetings held during the last 2 years			A				
Overall grade			A				
VI-GOVERNANCE AND LEADERSHIP							
Mechanism of achieving the Vision and Mission of the Institution (specify in 200 words)	Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs	Institutional Vision and Leadership					
1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees		Grade A, if strategic plan is in action Grade B, if the mechanism is in planning stage Grade C, if nothing is available	A				
1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees		Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only committees are constituted	A				
Meeting Minutes and Resolutions of Staff Council		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				
Grade report		Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Institution achieves Grade A occasionally Grade C, if the Institution achieves B & C grades	A				
RTI file with applications, responses and registers		Grade A, if all the applications disposed within the stipulated time Grade B, if the applications are not disposed within the stipulated time Grade C, if record is not properly maintained	A				
Organogram showing hierarchy and Incharges		Grade A, if Organogram with hierarchy Incharges prepared Grade B, if Only hierarchy is presented Grade C, if Organogram is not prepared	A				
Institutional e - governance							
Software and records to be verified	Softwares and records to be verified	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	A				
Consolidated report by Principal							
Finance and Accounts			A				

Support Activities and support

Administrative

Access of financial support to
and conference / workshop and
for professional
for the last 2 years

Access of professional
development / administrative

Access of professional development
programs organized by the
for teaching and non
staff during the last two

Access of teachers undergoing
office faculty development
programs during the last two

Access of Professional Development
Programs, Orientation
Programs, Short Term
Course / Short Term
Course etc.

Access of performance appraisal
system designed by institution for
teaching and non-teaching staff

Consolidated report by research committee
validated by IQAC and Verified by Principal

Consolidated report by research committee
validated by IQAC and Verified by Principal

Consolidated report by research committee
validated by IQAC and Verified by Principal

ASAR reports

Faculty Empowerment Strategies
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

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

Grade A, if more than 75% staff attend Grade B, if
more than 50% staff attend Grade C, if less than 50%
staff attend

Grade A, if more than 75% teachers are accredited
at "Good" grade
Grade B, if more than 50 % teachers are accredited
at "Good" grade
Grade C, if less than 50% teachers are accredited at
"Good" grade

C

B

A

A

Financial Management and Resource Mobilization

1. Internal Audit Committee constitution
Circular
2. Financial Audit Reports

Grade A, if both are maintained
Grade B, if only external audit is conducted Grade C, if
no audit record is maintained

A

Funds / Grants received from non-government bodies, non-government philanthropists (other than research)

Consolidated Report verified by Principal

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

A

Significant Contribution of IQAC for quality

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

Internal Quality Assurance System

1. Strategies and Plan of Action
2. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC
3. Details of AQARs prepared and submitted

4. Number of IQAC meetings held during the current year
5. Average number of quality initiatives by IQAC for promoting quality culture per year

Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C, if any 3 records or below are maintained

A

Participation in NIRF

1. Record of submission
2. Proof of Rank, if any.

Grade A, if ranked Grade B, if participated Grade C, if not participated

B

Overall Grade

VII-INSTITUTIONAL VALUES AND BEST PRACTICES

Activities that teach values of the Institution

Details of Activities by the Institution for

a) Promotion of gender equality and sensitization

Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal

Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below

A

b) Common Rooms for women students

c) Details about sensitization activities

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	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	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	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	A		
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	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A		
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	Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	A		
F) Divyanggan friendly barrier-free environment a) Ramps b) Railings c) Scribe for examination d) Provision of lift/ Wheel chairs e) Alternative arrangements for Divyanggan	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	A		
Initiatives for inculcating values					

[illegible]

Explain how distinct is your institution in academic and administrative practices:

Evidence with clear cut examples - Document in 200 words

Grade A, if Academic and Administrative practices are produced
Grade B, if only one is produced Grade C, if no document is available

A

Overall Grade

College Grade - A

Name & Signature of the principal :



Name & Signature of the Vice-Principal :



Name & Signatures of the Academic Advisors

1

2

3

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