

**Government of Andhra Pradesh**  
**Commissionerate of Collegiate Education**  
**Academic & Administrative Audit of Degree Colleges (2018-19)**  
**Format- IV for submission of Action Taken Report by Principal of the College (ATR)**  
**Zone : IV** **District :Anantapuramu**

<b>COLLEGE PROFILE</b>			
1	Name of the College, URL of Website, email and Phone number	Sri Sankarananda Giri Swamy Degree Colleg (Aided), Gutakal www.ssgsdc.in, ssgscollegegtl@gmail.com , 08552-2225055	
2	Name of the Principal, email & Mobile Number	Dr. K. Ramakrishna Naidu, dr.rknaidu.english@gmail.com, 9346437982	
3	Name of the Vice-Principal, email & Mobile Number	T. Venkata Ramana, ramanatv66@gmail.com, 9441668782	
4	Name of the IQAC Coordinator, email & Mobile Number	Dr. P.Gopi, mastergopi.pujari@gmail.com, 9885073772	
5	Year of Establishment & details of land available if any	1984, 14.6 Acres (Own)	
6	Affiliating University & AISHE CODE:	S.K. Univeristy, Anantapuramu, Colleg Code - 016	
7	NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)	not accredited	
8	UGC Recognition (2f & 12 B)	Yes	
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	<b>9 A.M. to 4P.M.</b>	
10	No. of Posts Sanctioned:	Regular Working:	Contract Working: Guest Working:
11	Course wise & year wise Students strength particulars ( Proforma enclosed)	<b>Proforma enclosed</b>	
<b>I-CURRICULAR ASPECTS</b>			

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/ B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A		
13	Departmental Annual Curricular Plans	A		
14	Whether the above two circulated among Students?	A		
15	College Activity Register 2017-18	A		
16	College Calendar/College Magazine	B	Suggested to prepare college calender, suggested to go for a magazine	Planning to Publish calender and magazine
17	Add-on Courses (Department-wise) completed during 2017-18	A		
18	Add-on Courses (Department-wise) in 2018-19	A		
19	Coverage of Syllabus (Average Percentage)	A		
20	Teaching of Value added courses (HVPE & Foundation Courses)	A		
21	No. of New UG & PG Courses introduced in 2017-18	C	Suggested to apply for market oriented new courses in the academic year 2019-20	Applied for MSCs (Maths-Statistics-Computer Science) course in year
22	Maintenance of Student Attendance Registers	B	Suggested to maintain students attendance register properly and also install biometric devices for students attendance.	Biometric devices for students purchased
23	Whether feedback on curriculum was obtained from stake holders and analysed	A		
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				

24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	A		
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	A		
26	Demand Ratio (Group wise)	A		
27	Percentage of differently abled students (Divyangjan) on roll	A		
28	Percentage of full time teachers against sanctioned posts in 2017-18	A		
29	Student - Full time teacher ratio	A		
	Student Profile as per prescribed reservation	A		
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	A		
31	Teaching Diaries & Teaching Plans in Prescribed Formats	A		
32	Use of ICT in teaching and learning	A		
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B	suggested to develop e-content by the faculty	ICT is used by some departments
34	Co-Curricular Activities ( College level)	A		
35	Seminars/conferences/workshops organised in 2017-18	A		
36	Academic Competitions ( College Level & Above)	A		
37	Conduct of Internal Examinations-Internal assessment	A		
38	Teacher wise result analysis (MARCH/APRIL - 2017 & SEP/OCT/NOV- 2017)	A		

39	Pass percentage of students (Group wise) in 2017-18	A		
40	Percentage of students undertaking field projects / internships	A		
41	Remedial Classes	A		
42	Conduct of Bridge course	A		
43	Feed back on Teachers by Students and its analysis	A		
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A		
	Students' Grievances/Redressal (Examination Cell) Report			
	Automation details of Exam Cell			
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
45	Is the College a Recognized Research Centre	C	Suggested to establish a research centre	<b>Management will be requested for research centre</b>
	Policy for Promotion of Research (A)			
	Institutional Seed money for Research			
46	No. of Research Guides in the College	C	Suggested to apply for research guideship for the eligible faculty members to S.K. University	<b>staff having no Ph.Ds at the time</b>
47	No. of Research Scholars working for M.Phil & Ph. D	B	Suggested to apply RESET by the remaining faculty members who are not persuing M.Phil, Ph.D	
	Rsearch Projects funded by Govt/Other Organisations			
48	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	C	Suggested to apply MRPs by the eligible faculty members immediately	<b>Lecturers will be encouraged to apply for MRPs</b>

	Code of Ethics/ Plagiarism software			
49	Research Papers/Chapters Published in 2018-19 ( SCOPUS, Web of Science ,ISBN/ISSN, ICI ) (International/ National )	B	Suggested to get publication from the peer review journals.	seminars were attended
50	Papers Presented in 2018-19 (International/ National/ State )	B	Suggested to attend more number of seminars and workshops by all the faculty members.	attended National seminars but it will be more focused next academic year
51	Books Published in 2017-18 ( Single Author/ Co Author)	C	Suggested to go for book publish by the eligible faculty members	Papers were published by some lecturers
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State )	C	Suggested to organize National seminars by all the departments	seriously thinking of organizing seminars/workshops
	Bibliometrics details			
53	Record of Consultancy in 2017-18	C	Suggested to go for consultancy activities by the commerce and computer science department	
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	D	Suggested to go for innovation	Study material developed
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	C	Suggested to conduct National seminars and workshops by all the departments.	seriously thinking of organizing seminars/workshops
	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents	A		
	Collaborations for Research/Faculty Exchange/Student Exchange (Attach MoUs/Linkages)			

57	Record of Subject/Department Related Extension Activities	A		
	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students	A		
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	A		
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	A		
61	Number of awards and recognition received for extension activities from Government/recognised bodies	C	suggested to apply for awards at district and state level.	NSS PO was awarded for Janmabhoomi activity
<b>IV-INFRASTRUCTURE AND LEARNING RESOURCES</b>				
62	Number of Class rooms, Labs and computing equipment	A		
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A		
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	A		
65	Budget allocated for infrastructure augmentation(CA certified statement)	A		
66	Library is automated using Integrated Library Management System	B	suggested to go for digitilization	Libaray automation is in progress

67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	C	suggested to collect rare books	collecting rare books
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases(Give website URL)	B	Suggested to improve the number of students enrollment in INFLIB NET	improved and maximum students enrolled in INFLIBNET
69	Expenditure for purchase of books and journals in 2017-18(CA Certified statement)	B	suggested to purchase the books for competitive examinations	purchased competitive exam books
70	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	A		
71	Student-Computer ratio	A		
72	Wifi in the campus	A		
73	Updation of IT facilities a) English Language Lab b) JKC Lab c) Computer Labs d) APSSDC Lab e) Student Computer Ratio f) Wi-fi enabled campus e) Media Centre / Studio	A		
	Bandwidth of Internet Connections with details			
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	A		
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	C	suggested to utilize physical and academic resources optimally by maintaining log books	library maintained

### V-STUDENT SUPPORT AND PROGRESSION

76	Average percentage of students benefited by scholarships by the Government in 2017-18	A		
77	Average percentage of students benefited by scholarships by the Institution in 2018-19	B	suggested to encourage the students to apply for Jindal, santoor scholarships	regularly merit students are applied for Jindal scholarships and awarded.
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2018-18	B	suggested to conduct career counselling for the benefit of the students at regular intervals	counselling classes are planned
79	Average percentage of placement of outgoing students in 2018-19	C	Suggested to improve the number of placement by the APITA	approaching to companies for conducting.
80	Student grievances redressal mechanism	A		
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	B	suggested to conduct course for entry into services	Planning to conduct
82	Percentage of student progression to higher education	A		
83	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.,)	B	suggested to guide the students to apply for central university in reputed institutions by circulating notifications	Giving awareness to the students
84	Number of awards/medals for outstanding performance in sports/cultural activities	A		
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	A		
86	Records of significant achievements in Sports & Games	A		



87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	A		
88	Alumni contribution in 2017-18 (In Rs) (CA audited statement)	A		
89	Number of Alumni Association /Chapters meetings held in 2017-18	A		
90	Maintenance of JKC facilities & records	B		
91	Record of Student trained and placed in JKC	A		
92	Record of Anti Ragging cell	A		
93	Maintenance of drinking water	A		
94	Maintenance of sanitation	A		
<b>VI-GOVERNANCE AND LEADERSHIP</b>				
97	Staff Council Register	<b>A</b>		
98	Functioning of Committees in Administration ( Minutes of meetings)	<b>A</b>		
99	Awards/Achievements	<b>A</b>		
100	Use of ICT in Governance	<b>B</b>	<b>suggested to go for e-filing to resolve the problems in at real time</b>	<b>Aided colleges do not have e-filing facility</b>
101	Perspective/Strategic plan and deployment documents	A		
102	Organizational structure of the Institution	A		
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	A		

104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	C	suggested the management to enhance the financial support to attend the more no.of conferences, workshops.	requested to management for financial support
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	C	suggested to organize more number of professional development/administrative training programmes periodically	Planning to organize
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	B	suggested to attend more number of faculty members for orientation programmes refreshers courses etc	Lecturers will be advised to attend refresher courses
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	C	suggested to attend more number of faculty members for the short term courses	suggested to faculty members to apply for short term courses
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	A		
109	Average number of quality initiatives by IQAC for promoting quality culture per year	B	suggested to take more no.of initiatives for IQAC for promoting quality	
110	Participation in NIRF-2017	B	suggeste to apply for NIRF better ranking	applied for NIRF ranking
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A		
	Decentralisation and Participative Management Procedure			

	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination			
	Teachers attending OC /RC/FDP			
	Performance appraisal system for Teaching and Non-Teaching Staff			
	Strategies for Mobilisation of Funds			
	Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)			
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>				
	<b>Social Responsibility:</b> Programs such as Nava Nirmana Deeksha, Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc.			
	<b>Gender Equity Promotion Programmes and facilities to address gender Sensitivity</b>			
	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.)			
112	Percentage of power requirement of the Institution met by the renewable energy sources(solar panels)	<b>A</b>		
113	Waste Management steps taken	<b>A</b>		
114	Rain water harvesting structures and utilization in the campus	<b>A</b>		
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.)	<b>C</b>	<b>suggest to build ramps</b>	<b>planning to construct ramps</b>

117	Record of best/innovative practices by the institution	A		
118	College Activity Register 2018-19 & Hard Copy of AQAR 2016-17 ( should be available with the Principal)	A		
119	The number of classes(per week) taken by the Principal	A		
120	Research projects/Publications/ study material developed in 2018-19 by the Principal	B	suggested to go for research publications by the faculty members	advised to faculty members to go for research publications
	Initiatives taken to engage and contribute to local community			
	Code of Conduct Book for Principal/Staff/Non Teaching and Students			
	Display of Core Values			
	Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights			
	Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course			
	Institutional and Departmental Best Practices			
<b>College Grading -</b>				

**Signature of the Vice-Principal**

Name  
Date

**Signature of the Principal**

Name  
Date