

**Government of Andhra Pradesh**  
**Commissionerate of Collegiate Education**  
**Academic & Administrative Audit of Degree Colleges (2018-19)**  
**Format-I (Institutional Data)**

**Zone :II**

**District : KRISHNA**

**AISHE CODE: C-25312**

COLLEGE PROFILE			
1	Name of the College	K.T.R.WOMEN'S COLLEGE,GUDIVADA	
	URL of Website	www.ktrwomenscollege.com	
	email	ktrwc@yahoo.in	
	Phone number	08674-245298,08674-244378	
2	Name of the Principal, email & Mobile Number	K.B.Sujatha,ktrwcl@gmail.com,9440138588	
3	Name of the Vice-Principal, email & Mobile Number	K.Sujatha,sujatha.kambhampati63@gmail.com	
4	Name of the IQAC Coordinator, email & Mobile Number	Dr.A.V.V.V.Malleswaramma,vidyamalleswari@yahoo.com	
5	Year of Establishment & details of land available if any	1970,10.76 acres	
6	Affiliating University & College Code assigned by University	Krishna University-Machilipatnam	
7	NIRF Rank	Upload for 2018-2019	
8	Previous Grade of the College in Academic Audit	A	
9	NAAC Grade with Cycle, Accredited Year & CGPA (- Status of preparation if not Accredited)	Submitted SSR on 3.02.2019 for II cycle,I Cycle-2005,B+ Institutional score 75.30	
10	Affiliation certificate (Permanent/Temporary)	Temporary-Yes	
11	UGC Recognition (2f & 12 B) (Scanned certificate is to be sent)	2f of UGC Act 1956 on 31.3.1971	
12	College Working Hours (if shift system mention details of both shifts & give reasons for shift system)	10.00 AM to 5 PM	

13	No. of Posts Sanctioned:36	Regular Working Redeployed PTL Contract Guest	6 1 14 0 0	
14	Course wise & year wise Students strength particulars (Proforma enclosed)	proforma enclosed		
I-CURRICULAR ASPECTS				
	Item	Status ( Give Details, not just Yes/No)	Impression of Academic Advisor along with grade A(Good)/B( Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Advisors
15	Implementation of Annual Institutional Plan	Institutional Plans are prepared in the beginning of the year by the members of IQAC	A	
16	Departmental Annual Curricular Plans	Prepared by all Department	A	
17	Whether the above two circulated among Students?	YES	A	
18	College Activity Register 2018-19	YES	A	
19	College Calendar/College Magazine	College calendar & magazine published	A	
20	Record of review of			
21	Add-on Courses (Department-wise) completed during 2017-18	Conducted by Dept of English,Dept of Chemistry,Dept of Commerce,Zoology	B	
22	Add-on Courses (Department-wise) in 2018-19	Dept of Eng, Chem,Commerce,Zool ogy	A	

23	Coverage of Syllabus (Average Percentage)	IV,VI Semester- Morethan 95% II Semestre morethan 75%	A	
24	Teaching of Value added courses (Foundation Courses)	Human Values, Environmental Science- I year CSS,ICT,Leadership Quality,Enterprenuersh ip,Analytical Skills-for UG I& II Years	B	
25	No. of New UG & PG Courses introduced in 2018-19	-----		
26	Maintenance of Student Attendance Registers including Biometric Attendance	Manual Registers are available.Biometric for students not yet installed.	B	
27	Whether feedback on curriculum was obtained from stake holders and analysed	Yes,FeedBack taken from students,Lectures,Parents ,Alumni,Employers are taken	B	
28	Whether Online courses introduced	NO	No of Courses introduced:	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				
29	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2018-19	35% ST,SC,BC STATEMENT ENCLOSED	A	
30	Social-economic status of students enrolled(Group wise and Year wise) in 2018-19		A	

31	Demand Ratio (Group wise)	B.SC-CBZ(3:2), MPC(EM&TM)- (10:1) ,BA-(5:1),B.COM- (4:1),MSCS-(3:1)	C	
32	Percentage of differently abled students (Divyangjan) on roll	NIL	NIL	
33	Percentage of full time teachers against sanctioned posts in 2018-19	6:36 1:6		
34	Student - Full time teacher ratio	217:6 36:1	A	
35	Student Profile as per prescribed reservation			
36	Number of days from the date of last semester-end/ year-end examination till the declaration of results in 2018-19	30-32 DAYS		
37	The number of classes (per week) taken by the Principal	6		
38	Teaching Diaries & Teaching Plans in Prescribed Formats	All Departments prepared Dairies & plans in prescribed formats	A	
39	Use of ICT in teaching and learning	Using PPTS,Youtube lessons,OHP'sMana TV live(or) recorded lessons	B	
40	No. Of Virtual Classes presented	NIL		
41	No. Of Virtual Classes attended	Morethan 10	B	
42	Use of Digital Classes in Teaching Learning Process	Used by some faculty	B	
43	No. Of Mana TV lessons presented by Faculty	NIL	NIL	



44	No. Of lessons in LMS portal by Faculty ( MOODLE)	NIL	NIL	
45	Use of ICT evaluation Tools (Plickers, Kahoot etc.)	NO		
46	No. Of Videos prepared / presented through Presentation tube	3-Chemistry 2-English Dept	B	
47	No of TOTs conducted on ICT tools in Teaching	-----		
48	Average daily attendance in the Biometric devices from last one month	70%	A	
49	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	50%	B	
50	Co-Curricular Activities ( College level)	Conducted Intercollegiate Youth Festival in coordination with Dept of Youth affairs NSS,NCC activities under the aegis of respective program officers	B	
51	Seminars/conferences/workshops organised in 2018-19	2-One by Dept of English,One by Dept of Chemistry and one conducted by GD by Dept of English Seminars by Zoology&Chemistry Depts	B	
52	Academic Competitions ( College Level & Above)			

53	Conduct of Internal Examinations-Internal assessment	Conducted I mid for all Degree classes.II mid for IV & VI semsters is in the first week of march and II mid for II semester in the last week of March. Semianrs, Assignments conducted.	A	
54	Teacher wise result analysis (MARCH/APRIL -2018 & SEP/OCT/NOV- 2018)	Teacher wise resaults analysis prepared and documented	A	
55	Pass percentage of students (Group wise) in 2018-19	Results of I,III,V semesters are documented	A	
56	Percentage of students undertaking field projects / internships	40%-Science, Commerce, Languages	B	
57	Remedial Classes	Remedial classes conducted for academically backward students and attendance noted in register	B	
58	Conduct of Bridge course	Bridge course conducted for I degree by dept of English,Chemistry,Maths, Commerce,Physics etc.	A	

59	Feed back on Teachers by Students and its analysis	Conducted	Analysed	
60	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	Conducted,Collected and Anlysed	B	
61	No of Mana TV Special Live Programmes by Faculty/Students	NIL	NIL	
62	No. Of registrations on MOOCS platform : a) Teachers b) Students	-----		
63	No. of course completion Certificates obtained by teachers through MOOCs platform	-----		
64	No of course completion Certificates obtained by students through MOOCs platform	-----		
65	Other ICT initiatives if any ( Swayam, Swayam Prabha - DTH( Direct To Home), or Down loaded lessons)	INFLIBNET in the library	B	
66	Students' Grievances/Redressal (Examination Cell) Report	The grievances of the students are attended by members of the committee and taken to the notice of the principal and redressed	B	
67	Automation details of Exam Cell			
68	Student Satisfaction Survey	Conducted and uploaded in the website	B	
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
69	Is the College a Recognized Research Centre	NO		
70	Policy for Promotion of Research (A)	-----		
71	Institutional Seed money for Research	-----		
72	No. of Research Guides in the College	-----		

73	No. of Research Scholars working for M.Phil & Ph. D	2		
74	Rsearch Projects funded by Govt/Other Organisations	NIL		
75	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	NIL		
76	Code of Ethics/ Plagiarism software	NIL		
77	Research Papers/Chapters Published in 2018-19 ( SCOPUS, Web of Science ,ISBN/ISSN, ICI )	4	B	
78	Papers Presented in 2018-19 (International/ National/ State )	8	B	
80	Books Published in 2017-18 ( Single Author/ Co Author)	1	C	
81	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State )	2 Workshops by Dept of chemistry & English,Zoology	B	More number of dept.may be involved
82	No. Of teachers registered in ORCID / VIDWAAN	-----		Must be registered
83	Bibliometrics details	-----		
84	Consultancy Policy	-----		
85	Record of Consultancy in 2018-19			Should be maintained
86	Whether the Institution has created an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge	-----		Should be introduced
87	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	-----		Should be introduced



88	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents)	One MOU signed with APSSDC to enhance the skills of students through online/offline courses	B	Should be improve
	Collaborations for Research/Faculty Exchange/ Student Exchange (Attach MoUs/Linkages)	Dept of Youth affairs-AP is facilitating 'Student Exchange' programme	B	Should maintain more programmes
89	Record of Subject/Department Related Extension Activities	Extension activities are conducted by various cells/committees under the supervisor of conveners like women Development Cell, RRC, Eco-club	A	
90	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students	5-Youth Festival, JBMV, Atrocities against women	B	
91	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	6-AIDS awareness rally, Integration Rally, Peace rally, Breast cancer awareness rally, Gender sensitization programme, voters Day rally, JBMV, Grama Darshini.	B	Should conduct more programmes

92	Details of students participating in extension activities with Government Organisations, Non-Government Organisations, Gender Issues, UBA etc.	40-50 students participated in rallies. Nearly 100 students participated in awareness programmes	B	
<b>IV. INFRASTRUCTURE AND LEARNING RESOURCES</b>				
94	Number of Class rooms, Labs and computing equipment	<b>16-Class rooms</b> <b>6-Labs</b>	B	
95	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	Indoor Outdoor	B	
96	Classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	ICT Classrooms-2 Eclassrooms-03	B	
97	Women's Waiting Hall	YES	A	
98	No. Of Toilets : i) Staff - a) Men b) Women; ii) Students - a) Men b) Women c) Differently abled	Men-5, Women-5, 10 Students	A	
99	Budget allocated for infrastructure augmentation (CA certified statement)	RS.1,50,000/-	B	
100	Library is automated using Integrated Library Management System & NDL	Partly automated using new NewGenLib	B	
101	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	list enclosed	B	

102	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases (Give website URL)	YES	B	
103	Expenditure for purchase of books and journals in 2018-19 (CA Certified statement)	Books-Rs.2,154/- Journals-NIL	C	
104	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	50% Readus 20% -INFLIB net	B	
105	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	English lab NO YES 1-Lab 20:1 Wi-Fi provided to labs	B	
	Bandwidth of Internet Connections with details	35 mbps	B	
106	AMC details if any			
107	Insurances covered for infrastructure if any	NIL	C	
108	Expenditure incurred on a) Newly established b) maintenance of facilities (Classrooms, Equipment,sports, Auditorium & seminar halls etc.) excluding salary component	1,73,899	B	
110	Established Systems & Procedures for maintenance of Classrooms,Labs and academic support facilities	There are established system and procedures for maintenance of infrastructure/academic support facility	B	
<b>V-STUDENT SUPPORT AND PROGRESSION</b>				

111	Average percentage of students benefited by scholarships by the Government in 2018-19	95%	A	
112	Average percentage of students benefited by scholarships by the Institution in 2018-19	NIL	C	Mobilised institutional scholarships
113	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2018-19	10%	C	
114	Average percentage of placement of outgoing students in 2018-19	10%	C	
115	Student grievances Structure, redressal mechanism & Periodicity	Grievance Redressal Cell members receive complaints from students periodically and different redressal	B	
116	Number of capability enhancement and development schemes conducted (like Training for Competitive Exams, Career Guidance, Remedial coaching etc.,)	Competitive Exams Career Guidance Remedial Coaching	B	
117	Percentage of student progression to higher education	40%	B	
118	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)	10%	B	
119	Number of awards/ medals for outstanding performance in sports/cultural activities		C	Should improve
120	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Students representation in there in all bodies/committee	B	



121	Records of significant achievements in Sports & Games	Under-19 Kabbadi, Hand Ball-CM CUP South Zone-Kabbadi, Cricket-CM CUPS	B	
122	Number of sports and cultural activities / competitions organised in the Institution in 2018-19	Conducted Inter Collegiate 'Youth Festival' in coordination with AP Dept of Youth Affairs-25.8.2018	B	
123	Feed back from Employees on Online Web Job Portal, APSSDC( AP State Skill Development Corporation), SSC ( Skill Sector Council)		C	Should encourage
124	Alumni contribution in 2018-19 (In Rs) (CA audited statement)		C	Should encourage
125	Number of Alumni Association / Chapters meetings held in 2018-19		C	Should encourage
126	Number of industries identified & mapped locally for Internships/Placements		C	Should encourage
127	MOU - SSC Organisations		C	Should encourage
128	Maintenance of JKC facilities & records		C	Should encourage
129	Record of Student trained and placed in JKC		C	Should encourage
130	Record of Anti Ragging cell	YES	B	
131	Record of Women Empowerment Cell (WEC) No. of Times reviewed ? No. of activities conducted ?	YES 5	3 A	

132	Record of Internal Complaints Committee (ICC) Committees constituted or not ? No. of Times reviewed ? No. of Complaints filed ?	YES NIL	2	Action Taken: B	
133	Maintenance of drinking water (R.O. Plant)	YES		A	
134	Maintenance of sanitation	YES		A	
135	Number of awards and recognition received for extension activities from Government/ recognised bodies	NIL		C	
136	No. of Executive Development Programmes (EDP) conducted	NIL		C	
<b>VI-GOVERNANCE AND LEADERSHIP</b>					
137	Staff Council Register	MAINTAINED		A	
138	Functioning of Committees in Administration ( Minutes of meetings)	YES		Examination, IQAC, Grievance Redressal, Scholarship etc-A.	
139	Awards/Achievements	NIL		C	
140	Use of ICT in Governance	Partially		B	
141	Implementation of CFMS / PFMS	Yes		B	
142	Number of RTI issues addressed	NIL			
143	Perspective/Strategic plan and deployment documents	Available		B	
144	Organizational structure of the Institution	Document placed on website		B	
145	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination				

146	Percentage of teachers provided with seed money financial support to attend conferences / workshops and towards membership fee of professional bodies in 2018-19		C	
147	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2018-19	NIL	C	
148	Percentage of teachers attended professional development programs(Faculty Development Programme, Orientation Program, Refresher Course, Short Term Course, Post Doctoral Fellowship etc.) in 2018-19	5%	C	
149	No. Of faculty undergone / attended: FDP, PDF, OC, RC, Short Term Course, other Trainings if any.	2	C	
150	Funds / Grants received from non-government bodies, individuals, philanthropists in 2018-19		C	
151	Average number of quality initiatives by IQAC for promoting quality culture per year	2	C	
152	Participation in NIRF-2018, If participated mention rank below 200	participated	C	
153	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	Yes-IQAC,Minutes of meeting is available AQAR of 2017-2018 submitted in october 2018	A	
154	Decentralisation and Participative Management Procedure	YES	B	

155	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	NIL	C	
156	Teachers attending OC /RC/FDP	NIL	C	
157	Performance appraisal system for Teaching and Non-Teaching Staff	YES	A	
158	Strategies for Mobilisation of Funds	Through old students	B	
159	Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)		C	

#### VII-INSTITUTIONAL VALUES AND BEST PRACTICES

160	<b>Social Responsibility:</b> Programs such as Nava Nirmana Deeksha, Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc.	Nava Nirmana Deeksha, Grama Darshini, Swachh Bharat, ODF, Jnana Bhumi, ODF	A	
161	<b>Gender Equity Promotion Programmes and facilities to address gender Sensitivity</b>	Conducted awareness programme on womens safety & security	A	
162	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.)	Plastic free campus, BOTANICAL GARDEN, LED LIGHTING ARE MAINTAINED	A	
163	Percentage of power requirement of the Institution met by the renewable energy sources (solar panels)	40%	A	

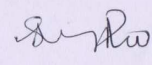


164	Waste Management steps taken	Solid waste collected,Liquid waste(Chemical waste) are collected in bucketd and disposed off	B	
165	Rain water harvesting structures and utilization in the campus	Pits are dug and rain water is collected in the pits and utilized for watering the plants	B	
166	Facilities for Differently abled (Divyangjan) (ramp, railings scribe for examination etc.)	Ramps are constructed,Scribes are provided	A	
167	Record of best/innovative practices by the institution	Skill development among students through online/offline courses of APSSDC	A	
168	College Activity Register 2018-19 & Hard Copy of AQAR 2017-18 ( should be available with the Principal & Placed in College Website )	AQAR of 2017-2018 placed in website	A	
	The number of classes(per week) taken by the Principal	6 hrs	A	
169	Research projects/Publications/ study material developed in 2018-19 by the Institution( Should be available in college website )		C	

170	Initiatives taken to engage and contribute to local community	Conducted Yoga classes for community women in coordination with manaseva samithi,Breast cancer awareness through pamphlets campaign	B	
171	Code of Conduct Book for Principal/Staff/Non Teaching and Students	Available on website	B	
172	Display of Core Values	Available on website	B	
173	Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights	Independence Day,RD,Rallies(Integration,Voter Day),Awareness talks on Human Rights,Women Rights,Laws etc.	B	
174	Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course	A course on HVPE is offered as foundation for I Degree students	B	
175	Institutional and Departmental Best Practices	1.Skill Development courses besides regular curriculum 2.Bio-Cultivation	B	
College Grading -				B

Name, Address, Contact No. & Signatures of Academic Advisors

1. S. G. NARAYANARAO  
Lect. in Commerce  
Dr LHR BDC, Mylavaram  
9440490959  
2. Smt. S. KALPANA  
Lect. in Chemistry  
SDMS College, VJAYAWADA 9849705335

  
S. Kalpana

☐ . Name & Signature of the Principal with date \_\_\_\_\_

1 K B SUJATHA .  
K B Sujatha 23.2.2019  
2

Name & Signature of the Vice-Principal with date \_\_\_\_\_

3 K B SUJATHA  
K B Sujatha 23.02.2019.

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



Government of Andhra Pradesh  
Commissionerate of Collegiate Education  
Academic & Administrative Audit of Degree Colleges (2018-19)  
Format - II (To be Filled by Faculty and handed over to Academic Advisor)

Zone:

District: Krishna

Name of the College and Address		KTR women's college, Guduvada						
Name of the Lecturer		K. SUJATHA						
Name of the Subject		CHEMISTRY						
Date of Joining in Degree College/Date of Joining in the present Institution		27.11.1998				Date of Retirement:		31.01.2023
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading
<b>Curricular Aspects</b>								
1	Curricular planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	1.Semester Wise curriculum plan/ Course Objectives & Outcomes	5 for Autonomous 10 for Non Autonomous	5 OR 10	20	A	20x3 = 60	60
		2. Teaching Diary	5 for Autonomous 10 for Non Autonomous	5 OR 10		A	20x3 = 60	
		3. Active Participation in BOS	Only for Autonomous Colleges	10		-	20x3 = 60	
		1. Additional inputs		20				

2	Curriculum enrichment	2. Certificate/Diploma/Value added courses /MOOCs Certificate	10	30	A	30x3 = 90	90
3	Feedback system	Feedback on Curriculum by Students	10	20	A	20x3 = 60	60
		Other stakeholders like Parents/ Alumni/ Industry/ Cross National Faculty	10		A		
4	Student Profile	Collection and Maintenance of Student profiles( 10 Points )	10	10	A	10x3 = 30	30
5	Catering to Student Diversity	1. Analysis of Students-grouping of students into Slow, Moderate and Advanced learners	10	30	A	10x3 = 30	30
		2. Remedial coaching	10		A	10x3 = 30	30
		3. Assignments-Critical, Innovative, text book and Internet based	10		B	10x2 = 20	20

6	Teaching-Learning Process	1. Teaching notes 2. Use of ICT in teaching and learning 3. Computer/Internet assisted learning 4. Student seminars 5. Conduct of Quiz/Group discussion 6. Field trips 7. Student Study projects 8. Use of LMS 9. Involvement in development of LMS in the concerned subject 10. RBPTs (Research based pedagogical Tools)	* Maximum grade of 3 could be given to those faculty who have done more than 5 parameters and thereafter.	50	50	A	50x3 =150	150
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7	Teacher Profile and Quality	1. Organization of Seminars/conferences/workshops 2. Participation in Seminars/conferences/workshops 3. Innovations in teaching and learning 4. Awards and recognition 5. Participation in Short term courses/Restructuring of courses 6. E- Content Development /MOOCs (Massive Open Online Courses)	* Maximum grade of 3 could be given to those faculty who have done more than 4 parameters and thereafter.	40	40	A	40x3 =120	120
8	Evaluation Process and Reforms	1. Formative and Summative Evaluation (Pickers, Kahoot etc.)	* Examination Reforms and Innovations taken up at Individual level w.r.t the Internal evaluation	10	30	A	10x3 =30	30
		2. Use of ICT like MOODLE, EDMODO and LMS in evaluation		10		A	10x3 =30	20
		3. Marks Register & Result Analysis		10		A	10x3 =30	30
9	Student Performance and Learning Outcomes	1. Programme Outcomes		10	30	A	10x3 =30	60
		2. Attainment of Programme Outcomes		10		A	10x3 =30	



		3. Average pass percentage of Students		10		A	$3 \times 10 = 30$	30
10	Student Satisfaction Survey	Student feedback on the quality of Teaching Learning process adopted by the teachers	*Efforts of the faculty to take up the feedback. IQAC Coordinator should take the feedback and the record must be kept ready for verification	20	20	A	$20 \times 3 = 60$	50
11	Resource Mobilization for Research	1. Minor Research Project	For Current Year only (Either Ongoing OR Completed)	5	20	-	-	-
		2. Major Research Projects		10				
		3. Consultancy Projects		5				
12	Research Publications and Awards	1. Publications in Journals/ Author of Books/ Author of Book Chapters	One ISSN-2230-7303 * A maximum of 3 publications in Scopus/Web of Science/ICI or UGC approved journals	10	20	B	$2 \times 10 = 20$	20
		2. Research Guideship/ Awards in recognition of research work		5		-	-	-
		3. Registrations in Vidwan/		5		-	-	-
13	Extension Activities	Involvement in activities related to community service	* A maximum of 3 Programmes resulting in Community Service like ODF/Swath Bharat/UBA etc	20	20	A	$20 \times 3 = 60$	60
14	MoUs /Collaborations	Collaboration with University/ Industry/NGO/ Any other Agency		20	20	A	$20 \times 3 = 60$	60

15	Physical facilities	Infrastructural facilities in the Department/Colleges	Utilization of the facilities in the College/Department to be evaluated. Not on the availability of the facilities. Register should be maintained.	20	20	A	$20 \times 3 = 60$	60
16	Student Support	✓ 1. Counseling of students as Mentor/ Class teacher ✓ 2. Remedial coaching 3. Bridge course for 1st year students ✓ 4. Any other Study Material / Guidance 5. Freeships or Scholarships ✓ 6. Parent Teacher Meetings	* Participation and efforts made atleast for 3 of the parameters can be graded as 3.	30	30	A	$30 \times 3 = 90$	90
17	Student Progression	Efforts of the individual faculty member for furthering the students to take up employment or higher studies		20	20	A	$20 \times 3 = 60$	60
18	Student Participation and activities	Encouraging students participation in social, cultural and leisure activities		20	20	A	$20 \times 3 = 60$	60

19	Participation in Institutional Governance and Leadership	Participation in Institutional Governance and Leadership as member of different committees and cells	30	30	A	30x3 = 90	80
20	Best Practices	List of the Individual faculty members Best practices followed with details	20	20	A	20x3 = 60	60
				1500		1390	1360
		Total Grade points					

A' Grade

Bijalka  
Name & Signature of the Faculty with date  
23/02/2019

KBSUJATHA - KASJEL  
Name & Signature of the Principal with date 23-2-2019

Name & Signature of the Academic adviser with date

1. G. Narayana Rao  
Signature  
23/02/2019

2. S. Kalpate  
23/2/19

Government of Andhra Pradesh  
Commissionerate of Collegiate Education  
Academic & Administrative Audit of Degree Colleges (2018-19)  
Format - II ( To be Filled by Faculty and handed over to Academic Advisor )

District: Krishna

Zone:

Name of the College and Address	KTR women's college, Godivada							
Name of the Lecturer	P.S. Satya Vani							
Name of the Subject	Commerce							
Date of Joining in Degree College/Date of Joining in the present Institution	01.10.2001					Date of Retirement:	31.5.2030	
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading
<b>Curricular Aspects</b>								
1	Curricular planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	1. Semester Wise curriculum plan/ Course Objectives & Outcomes	5 for Autonomous 10 for Non Autonomous	5 OR 10	20	A	20x3 = 60	60
		2. Teaching Diary	5 for Autonomous 10 for Non Autonomous	5 OR 10		A		
		3. Active Participation in BOS	Only for Autonomous Colleges	10		D		
		1. Additional inputs		20				



2	Curriculum enrichment	2. Certificate/Diploma/Value added courses /MOOCs Certificate		10	30	B	$30 \times 2 = 60$	60
3	Feedback system	Feedback on Curriculum by Students		10	20	B	$20 \times 2 = 40$	40
		Other stakeholders like Parents/Alumni/Industry/Cross National Faculty)		10				
4	Student Profile	Collection and Maintenance of Student profiles( 10 Points )		10	10	A	$10 \times 3 = 30$	30
5	Catering to Student Diversity	1. Analysis of Students- grouping of students into Slow, Moderate and Advanced learners		10	30	A	$10 \times 3 = 30$	30
		2. Remedial coaching		10		A	$10 \times 3 = 30$	30
		3. Assignments-Critical, Innovative, text book and Internet based		10		B	$10 \times 2 = 20$	10

6	Teaching-Learning Process	1. Teaching notes 2. Use of ICT in teaching and learning 3. Computer/Internet assisted learning 4. Student seminars 5. Conduct of Quiz/Group discussion 6. Field trips 7. Student Study projects 8. Use of LMS 9. Involvement in development of LMS in the concerned subject 10. RBPTs (Research based pedagogical Tools)	* Maximum grade of 3 could be given to those faculty who have done more than 5 parameters and thereafter.	50	50	B	50x2 =100	90
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7	Teacher Profile and Quality	1. Organization of Seminars/conferences/workshops 2. Participation in Seminars/conferences/workshops 3. Innovations in teaching and learning 4. Awards and recognition 5. Participation in Short term courses/Restructuring of courses 6. E- Content Development /MOOCs (Massive Open Online Courses)	* Maximum grade of 3 could be given to those faculty who have done more than 4 parameters and thereafter.	40	40	B	40x2 =80	60
8	Evaluation Process and Reforms	1. Formative and Summative Evaluation (Pickers, Kahoot etc.)	* Examination Reforms and Innovations taken up at Individual level w.r.t the Internal evaluation	10	30	B	10x2 =20	20
		2. Use of ICT like MOODLE, EDMODO and LMS in evaluation		10		B	10x2 =20	10
		3. Marks Register & Result Analysis		10		A	10x3 =30	30
9	Student Performance and Learning Outcomes	1. Programme Outcomes		10	30	A	10x3 =30	30
		2. Attainment of Programme Outcomes		10		A	10x3 =30	30



		3. Average pass percentage of Students		10		A	$10 \times 3 = 30$	30
10	Student Satisfaction Survey	Student feedback on the quality of Teaching Learning process adopted by the teachers	*Efforts of the faculty to take up the feedback. IQAC Coordinator should take the feedback and the record must be kept ready for verification	20	20	A	$20 \times 3 = 60$	60
11	Resource Mobilization for Research	1. Minor Research Project	For Current Year only (Either Ongoing OR Completed)	5	20	D	0	0
		2. Major Research Projects		10				
		3. Consultancy Projects		5				
12	Research Publications and Awards	1. Publications in Journals/ Author of Books/ Author of Book Chapters	* A maximum of 3 publications in Scopus/Web of Science/ICI or UGC approved journals	10	20	D	0	0
		2. Research Guideship/Awards in recognition of research work		5				
		3. Registrations in Vidwan/		5				
13	Extension Activities	Involvement in activities related to community service	* A maximum of 3 Programmes resulting in Community Service like ODF/Swath Bharat/UBA etc	20	20	A	$20 \times 3 = 60$	60
14	MoUs /Collaborations	Collaboration with University/ Industry/NGO/ Any other Agency		20	20	A	$20 \times 3 = 60$	60

15	Physical facilities	Infrastructural facilities in the Department/Colleges	Utilization of the facilities in the College/Department to be evaluated. Not on the availability of the facilities. Register should be maintained.	20	20	A	20x3 =60	50
16	Student Support	1. Counseling of students as Mentor/ Class teacher 2. Remedial coaching 3. Bridge course for 1st year students 4. Any other Study Material / Guidance 5. Freeships or Scholarships 6. Parent Teacher Meetings	* Participation and efforts made atleast for 3 of the parameters can be graded as 3.	30	30	A	30x3 =90	90
17	Student Progression	Efforts of the individual faculty member for furthering the students to take up employment or higher studies		20	20	B	20x2 =40	40
18	Student Participation and activities	Encouraging students participation in social, cultural and leisure activities		20	20	B	20x2 =40	40

19	Participation in Institutional Governance and Leadership	Participation in Institutional Governance and Leadership as member of different committees and cells		30	30	A	30x3 =90	80
20	Best Practices	List of the Individual faculty members Best practices followed with details		20	20	-	-	-
Total Grade points					1500		1,110	1,040

B Grade

Name & Signature of the Faculty with date

K. BSUGATHA - KASIR - 23.2.2019  
Name & Signature of the Principal with date

Name & Signature of the Academic adviser with date

1. G. Narayana Rao  
Rao  
23/02/2019

2. S. K. Patil  
23/2/19



Government of Andhra Pradesh  
Commissionerate of Collegiate Education  
Academic & Administrative Audit of Degree Colleges (2018-19)  
Format - II ( To be Filled by Faculty and handed over to Academic Advisor )  
District:

Zone:

Name of the College and Address		KTR Women's College, Godivada						
Name of the Lecturer		T. Karuna Sree						
Name of the Subject		MATHEMATICS						
Date of Joining in Degree College/Date of Joining in the present Institution		29.12.1999				Date of Retirement:		30.4.2031

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading
<b>Curricular Aspects</b>								
1	Curricular planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	1.Semester Wise curriculum plan/ Course Objectives & Outcomes	5 for Autonomous 10 for Non Autonomous	5 OR 10	20	A	10x3 = 30	30
		2. Teaching Diary	5 for Autonomous 10 for Non Autonomous	5 OR 10		A	10x3 = 30	30
		3. Active Participation in BOS	Only for Autonomous Colleges	10		B	0	0
		1. Additional inputs		20				

2	Curriculum enrichment	2. Certificate/Diploma/Value added courses /MOOCs Certificate	10	30	-	-	-
3	Feedback system	Feedback on Curriculum by Students	10	20	A	10x3 = 30	30
		Other stakeholders like Parents/Alumni/Industry/ Cross National Faculty)	10		B	10x2 = 20	20
4	Student Profile	Collection and Maintenance of Student profiles( 10 Points )	10	10	A	10x2 = 20	20
5	Catering to Student Diversity	1. Analysis of Students-grouping of students into Slow, Moderate and Advanced learners	10	30	A	10x3 = 30	30
		2. Remedial coaching	10		A	10x3 = 30	30
		3. Assignments-Critical, Innovative, text book and Internet based	10		B	10x2 = 20	20

6	Teaching-Learning Process	1. Teaching notes 2. Use of ICT in teaching and learning 3. Computer/Internet assisted learning 4. Student seminars 5. Conduct of Quiz/Group discussion 6. Field trips 7. Student Study projects 8. Use of LMS 9. Involvement in development of LMS in the concerned subject 10. RBPTs (Research based pedagogical Tools)	* Maximum grade of 3 could be given to those faculty who have done more than 5 parameters and thereafter.	50	50	B C	50x1 =50	50
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7	Teacher Profile and Quality	1. Organization of Seminars/conferences/workshops 2. Participation in Seminars/conferences/workshops 3. Innovations in teaching and learning 4. Awards and recognition 5. Participation in Short term courses/ Restructuring of courses 6. E- Content Development /MOOCs (Massive Open Online Courses)	* Maximum grade of 3 could be given to those faculty who have done more than 4 parameters and thereafter.	40	40	C	40x1 =40	30
8	Evaluation Process and Reforms	1. Formative and Summative Evaluation (Plickers, Kahoot etc.) 2. Use of ICT like MOODLE, EDMODO and LMS in evaluation 3. Marks Register & Result Analysis	* Examination Reforms and Innovations taken up at Individual level w.r.t the Internal evaluation	10	30	B	10x2 =20	20
				10		B	10x2 =20	20
				10		A	10x3 =30	30
9	Student Performance and Learning Outcomes	1. Programme Outcomes 2. Attainment of Programme Outcomes		10	30	A	10x3 =30	30
				10		A	10x3=30	30



		3. Average pass percentage of Students		10		A	$10 \times 3 = 30$	30
10	Student Satisfaction Survey	Student feedback on the quality of Teaching Learning process adopted by the teachers	*Efforts of the faculty to take up the feedback. IQAC Coordinator should take the feedback and the record must be kept ready for verification	20	20	A	$20 \times 3 = 60$	50
11	Resource Mobilization for Research	1. Minor Research Project 2. Major Research Projects 3. Consultancy Projects	For Current Year only (Either Ongoing OR Completed)	5 10 5	20	-	-	-
12	Research Publications and Awards	1. Publications in Journals/ Author of Books/ Author of Book Chapters 2. Research Guideship/Awards in recognition of research work 3. Registrations in Vidwan/	* A maximum of 3 publications in Scopus/Web of Science/ICI or UGC approved journals	10 5 5	20	-	-	-
13	Extension Activities	Involvement in activities related to community service	* A maximum of 3 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc	20	20	B	$20 \times 2 = 40$	30
14	MoUs /Collaborations	Collaboration with University/ Industry/NGO/ Any other Agency		20	20	A	$20 \times 3 = 60$	40

15	Physical facilities	Infrastructural facilities in the Department/Colleges	Utilization of the facilities in the College/Department to be evaluated. Not on the availability of the facilities. Register should be maintained.	20	20	A	$20 \times 3 = 60$	50
16	Student Support	✓ 1. Counseling of students as Mentor/ Class teacher 2. Remedial coaching 3. Bridge course for 1st year students 4. ✓ Any other Study Material / Guidance 5. Freeships or Scholarships 6. Parent Teacher Meetings	* Participation and efforts made atleast for 3 of the parameters can be graded as 3.	30	30	A	$30 \times 3 = 90$	70
17	Student Progression	Efforts of the individual faculty member for furthering the students to take up employment or higher studies		20	20	C	$20 \times 1 = 20$	10
18	Student Participation and activities	Encouraging students participation in social, cultural and leisure activities		20	20	B	$20 \times 2 = 40$	30

19	Participation in Institutional Governance and Leadership	Participation in Institutional Governance and Leadership as member of different committees and cells		30	30	A	30x3 = 90	70
20	Best Practices	List of the Individual faculty members Best practices followed with details		20	20	-	-	-
			Total Grade points		1500		920	790

B' Grade

P. Karuna Sree  
Name & Signature of the Faculty  
with date

K. S. SATHA - K. S. SATHA  
Name & Signature of the Principal with date 23.2.2019

Name & Signature of the Academic adviser with date

1. G. Narayana Rao  
Signature  
23.02.2019

2. S. Kelpate  
23/2/19



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

**Zone : II**

**District : KRISHNA**

COLLEGE PROFILE				
1	Name of the College, URL of Website, email and Phone number	K.T.R.WOMEN'S COLLEGE-GUDIVADA, www.ktrwomenscollege.com,ktrwc@yahoo.in,08674-245298,08674-244378		
2	Name of the Principal, email & Mobile Number	K.B.Sujatha,ktrwcl@gmail.com,9440138588		
3	Name of the Vice-Principal, email & Mobile Number	K.Sujatha, suajtha.kambhampati63@gmail.com,9491735642		
4	Name of the IQAC Coordinator, email & Mobile Number	Dr.A.V.V.V.Malleswaramma,vidyamalleswari@yahoo.com,7981330670		
5	Year of Establishment & details of land available if any	1970,10.76 acres		
6	Affiliating University & AISHE CODE:	KRISHNA UNIVERSITY-MACHILIPATNAM - C-25312		
7	NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)	2005,B+ Institutional score 75.30-1 CYCLE,SSR submitted for ii cycle on 3.2.2019		
8	UGC Recognition (2f & 12 B)	2F of UGC Act 1956 on 31.3.1971		
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	10 AM to 5 PM		
10	No. of Posts Sanctioned:36	Regular Working:6	Contract Working:PTLS(14) 17	Guest Working: —

11	Course wise & year wise Students strength particulars ( Proforma enclosed)	proforma enclosed		
12	Current Year Admissions Abstract	Abstract(enclosed)		
13	List of Programmes and Courses with Codes	1.B.A(HEP) 2.B.COM(General) 3. B.SC MPC(EM) 4. B.SC MPC(TM) 5.B.SC(CBZ) 6.B.SC(MSCS)		

**I-CURRICULAR ASPECTS**

	Item	Impression of Academic Advisor along with grade		Recommendation/Suggestions by Academic Advisors
		Grade	Impression	
14	Implementation of Annual Institutional Plan	A	GOOD	
15	Departmental Annual Curricular Plans	A	GOOD	
16	Whether the above two circulated among Students?	A	GOOD	
17	College Activity Register 2018-19	A	GOOD	
18	College Calendar/College Magazine	A	GOOD	
19	Add-on Courses (Department-wise) completed during 2017-18	B	SATISFACTORY	
20	Add-on Courses (Department-wise) in 2018-19	A	GOOD	
21	Coverage of Syllabus (Average Percentage)	A	GOOD	

22	Teaching of Value added courses (HVPE & Foundation Courses)	B	SATISFACTORY	
23	No. of New UG & PG Courses introduced in 2018-19			
24	Maintenance of Student Attendance Registers	B	SATISFACTORY	
25	Whether feedback on curriculum was obtained from stake holders and analysed	B	SATISFACTORY	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				
26	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2018-19	A	GOOD	
27	Social-economic status of students enrolled(Group wise and Year wise) in 2018-19	A	GOOD	
28	Demand Ratio (Group wise)	C	POOR	
29	Percentage of differently abled students (Divyangjan) on roll			
30	Percentage of full time teachers against sanctioned posts in 2018-19	G : 36 1 : 6	-	
31	Student - Full time teacher ratio	A	GOOD	
32	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2018-19			
33	Teaching Diaries & Teaching Plans in Prescribed Formats	A	GOOD	
34	Use of ICT in teaching and learning	B	SATISFACTORY	

35	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B	SATISFACTORY	
36	Co-Curricular Activities ( College level)	B	SATISFACTORY	
37	Seminars/conferences/workshops organised in 2018-19	B	SATISFACTORY	
38	Academic Competitions ( College Level & Above)			
39	Conduct of Internal Examinations-Internal assessment	A	GOOD	
40	Teacher wise result analysis (MARCH/APRIL -2018 & SEP/OCT/NOV-2018)	A	GOOD	
41	Pass percentage of students (Group wise) in 2018-19	A	GOOD	
42	Percentage of students undertaking field projects / internships	B	SATISFACTORY	
43	Remedial Classes	B	SATISFACTORY	
44	Conduct of Bridge course	A	GOOD	
45	Feed back on Teachers by Students and its analysis	ANALYSED		
46	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	B	SATISFACTORY	
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
47	Is the College a Recognized Research Centre			
48	No. of Research Guides in the College			
49	No. of Research Scholars working for M.Phil & Ph. D			



50	Major/Minor/Other Research Projects			
51	Research Papers Published in 2018-19 (International/ National )	B	SATISFACTORY	
52	Papers Presented in 2018-19 (International/ National/ State )	B	SATISFACTORY	
53	Books Published in 2018-19 ( Single Author/ Co Author)	C	POOR	
54	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State )	B	SATISFACTORY	More number of departments may be involved
55	Record of Consultancy in 2018-19			
56	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge			Should be introduced
57	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices			Should be introduced
58	Record of MoUs in 2018-19	B	SATISFACTORY	Should improve
59	Record of Subject/Department Related Extension Activities	A	GOOD	
60	Number of extension programmes conducted in the neighbourhood community to sensitize the students	B	SATISFACTORY	
61	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	B	SATISFACTORY	Should conduct more programmes

62	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	B	SATISFACTORY	
63	Number of awards and recognition received for extension activities from Government/ recognised bodies			
<b>IV-INFRASTRUCTURE AND LEARNING RESOURCES</b>				
64	Number of Class rooms, Labs and computing equipment	B	SATISFACTORY	
65	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	B	SATISFACTORY	
66	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	B	SATISFACTORY	
67	Budget allocated for infrastructure augmentation	B	SATISFACTORY	
68	Library is automated using Integrated Library Management System	B	SATISFACTORY	
69	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	B	SATISFACTORY	
70	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	B	SATISFACTORY	
71	Expenditure for purchase of books and journals in 2017-18	C	POOR	

72	Percentage per day usage of library by teachers and students	B	SATISFACTORY	
73	Student-Computer ratio	B	SATISFACTORY	
74	Wifi in the campus	B	SATISFACTORY	
75	Updation of IT facilities	B	SATISFACTORY	
76	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	B	SATISFACTORY	
77	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	B	SATISFACTORY	
<b>V-STUDENT SUPPORT AND PROGRESSION</b>				
78	Average percentage of students benefited by scholarships by the Government in 2017-18	A	GOOD	
79	Average percentage of students benefited by scholarships by the Institution in 2017-18	C	POOR	Mobilised institution scholarships
80	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	C	POOR	
81	Average percentage of placement of outgoing students in 2017-18	C	POOR	
82	Student grievances redressal mechanism	B	SATISFACTORY	

83	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	B	SATISFACTORY	
84	Percentage of student progression to higher education	B	SATISFACTORY	
85	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)	B	SATISFACTORY	
86	Number of awards/medals for outstanding performance in sports/cultural activities	C	POOR	Should improve
87	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	B	SATISFACTORY	
88	Records of significant achievements in Sports & Games	B	SATISFACTORY	
89	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	B	SATISFACTORY	
90	Alumni contribution in 2017-18 (In Rs)	C	POOR	
91	Number of Alumni Association / Chapters meetings held in 2017-18	C	POOR	Should encourage
92	Maintenance of JKC facilities & records	C	POOR	Should encourage
93	Record of Student trained and placed in JKC	C	POOR	Should encourage
94	Record of Anti Ragging cell	B	SATISFACTORY	
95	Maintenance of drinking water	A	GOOD	



96	Maintenance of sanitation	A	GOOD	
<b>VI-GOVERNANCE AND LEADERSHIP</b>				
97	Staff Council Register	A	GOOD	
98	Functioning of Committees in Administration (Minutes of meetings)	A	GOOD	
99	Awards/Achievements	C		
100	Use of ICT in Governance	B	SATISFACTORY	
101	Perspective/Strategic plan and deployment documents	B	SATISFACTORY	
102	Organizational structure of the Institution	B	SATISFACTORY	
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	C	POOR	
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	C	POOR	
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	C	POOR	
106	Percentage of teachers attended professional development programs (Orientation Program, Refresher Course, Short Term Course etc.,) in 2017-18	C	POOR	

107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	C	POOR	
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	C	POOR	
109	Average number of quality initiatives by IQAC for promoting quality culture per year	C	POOR	
110	Participation in NIRF-2017	C	POOR	
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A	GOOD	
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>				
112	Percentage of power requirement of the Institution met by the renewable energy sources	A	GOOD	
113	Waste Management steps taken	B	SATISFACTORY	
114	Rain water harvesting structures and utilization in the campus	B	SATISFACTORY	
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	A	GOOD	
116	Green Practices(plastic free campus, green landscaping etc.,)	A	GOOD	

117	Record of best/innovative practices by the institution	A	GOOD	.
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 ( should be available with the Principal & placed in Website	A	GOOD	
119	The number of classes(per week) taken by the Principal	A	GOOD	
120	Research projects/Publications/ study material developed in 2017-18 by the College	C	POOR	
College Grading - <b>B</b>				

Name & Signature of the Principal with date (KBSUJATHA) <i>KBSUJATHA</i> 23.2.2019		Signatures of Academic Advisors 1. <i>[Signature]</i>	
Name & Signature of the Vice-Principal with date K. SUJATHA <i>[Signature]</i> 23.2.2019		1	G. NARAYANA RAO Dr LHR GDC, Mykavallam 9440490959
		2	S. Kalpate Dr. S. KALPANA SDMS M. Kalasala 9849705335
		3	

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



**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 : II** **District :KRISHNA**

District -KRISHNA

COLLEGE PROFILE				
1	Name of the College, URL of Website, email and Phone number		K.T.R.WOMEN'S COLLEGE-GUDIVADA, www.ktrwomenscollege.com,ktrwc@yahoo.in,08674-245298, 08674-244378	
2	Name of the Principal, email & Mobile Number		K.B.Sujatha,ktrwcl@gmail.com,9440138588	
3	Name of the Vice-Principal, email & Mobile Number		K.Sujatha, sujatha.kambhampati63@gmail.com,9491735642	
4	Name of the IQAC Coordinator, email & Mobile Number		Dr.A.V.V.V.Malleswaramma,vidyamalleswari@yahoo.com,7981330670	
5	Year of Establishment & details of land available if any		1970,10.76 acres	
6	Affiliating University & AISHE CODE:		KRISHNA UNIVERSITY-MACHILIPATNAM & C-25312	
7	NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)		2005,B+ Institutional score 75.30-I cycle,SSR submitted for II cycle on 3.2.2019	
8	UGC Recognition (2f & 12 B)		2F of UGC Act 1956 on 31.3.1971	
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)		10 AM to 5 PM	
10	No. of Posts Sanctioned:36		Regular Working: 6	PTLS-17 Guest Working:
11	Course wise & year wise Students strength particulars ( Proforma enclosed)		proforma enclosed	
I-CURRICULAR ASPECTS				
	Item	Recommendation/Suggestions by Academic		Action Taken by the Principal
		Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A		

13	Departmental Annual Curricular Plans	A		
14	Whether the above two circulated among Students?	A		
15	College Activity Register 2017-18	A		
16	College Calendar/College Magazine	A		
17	Add-on Courses (Department-wise) completed during 2016-17	B		
18	Add-on Courses (Department-wise) in 2017-18	A		
19	Coverage of Syllabus (Average Percentage)	A		
20	Teaching of Value added courses (HVPE & Foundation Courses)	B		
21	No. of New UG & PG Courses introduced in 2017-18			
22	Maintenance of Student Attendance Registers	B		
23	Whether feedback on curriculum was obtained from stake holders and analysed	B		
II-TEACHING, LEARNING & EVALUATION				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	A		
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	A		
26	Demand Ratio (Group wise)	C		
27	Percentage of differently abled students (Divyangjan) on roll			
28	Percentage of full time teachers against sanctioned posts in 2017-18	B		
29	Student - Full time teacher ratio	A		
	Student Profile as per prescribed reservation			

30.	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18			
31	Teaching Diaries & Teaching Plans in Prescribed Formats	A		
32	Use of ICT in teaching and learning	B		
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B		
34	Co-Curricular Activities ( College level)	B		
35	Seminars/conferences/workshops organised in 2017-18	B		
36	Academic Competitions ( College Level & Above)			
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	B		
41	Remedial Classes	B		
42	Conduct of Bridge course	A		
43	Feed back on Teachers by Students and its analysis	ANALYSED		
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	B		
	Students' Grievances/Redressal (Examination Cell) Report	B		

	Automation details of Exam Cell			
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
45	Is the College a Recognized Research Centre			
	Policy for Promotion of Research (A)			
	Institutional Seed money for Research			
46	No. of Research Guides in the College			
47	No. of Research Scholars working for M.Phil & Ph. D			
	Rsearch Projects funded by Govt/Other Organisations			
	Major/Minor/Other Research Projects			
48	a) Completed in this year			
	b) ongoing			
	Code of Ethics/ Plagiarism software			
49	Research Papers/Chapters Published in 2018-19 ( SCOPUS, Web of Science ,ISBN/ISSN, ICI ) (International/ National )	B		
50	Papers Presented in 2017-18 (International/ National/ State )	B		
51	Books Published in 2017-18 ( Single Author/ Co Author)	C		
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State )	B	More number of departments may be involved	Will insist every department to conduct atleast one workshop
	Bibliometrics details			
53	Record of Consultancy in 2017-18			
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	C	Should be introduced	Will be initiated in the next academic year



55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices		Should be Conducted	Will try to conduct a workshop on IPR in the acadmic year
	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents)	B	Should improve	
	Collaborations for Research/Faculty Exchange/Student Exchange (Attach MoUs/Linkages)			
57	Record of Subject/Department Related Extension Activities	B		
	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students	B		
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	B	Should conduct more programmes	Taken MOU with YRC ,will conduct more service programme in the
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	B		
61	Number of awards and recognition received for extension activities from Government/ recognised bodies			
<b>IV-INFRASTRUCTURE AND LEARNING RESOURCES</b>				
62	Number of Class rooms, Labs and computing equipment	B		

63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	B		
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	B		
65	Budget allocated for infrastructure augmentation(CA certified statement)	B		
66	Library is automated using Integrated Library Management System	B		
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	B		
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases(Give website URL)	B		
69	Expenditure for purchase of books and journals in 2017-18(CA Certified statement)	C		
70	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	B		
71	Student-Computer ratio	B		
72	Wifi in the campus	B		
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	B		

	Bandwidth of Internet Connections with details	B		
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	B		
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	B	Established Systems & Procedures for maintenance of Classrooms,Labs and academic support facilities	
<b>V-STUDENT SUPPORT AND PROGRESSION</b>				
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 2017-18	C	Mobilize institution scholarships	Already Financial aid to the meritorious students is being given
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	C		
79	Average percentage of placement of outgoing students in 2017-18	C		
80	Student grievances redressal mechanism	B		
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	B		
82	Percentage of student progression to higher education	B		
83	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)	B		

	Number of awards/medals for outstanding performance in sports/cultural activities	C		
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	B		
86	Records of significant achievements in Sports & Games	B		
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	B		
88	Alumni contribution in 2017-18 (In Rs) (CA audited statement)	C		
89	Number of Alumni Association /Chapters meetings held in 2017-18	C	Should conduct more meetings	An Alumni Meet is planned next year
90	Maintenance of JKC facilities & records	C		
91	Record of Student trained and placed in JKC	C		
92	Record of Anti Ragging cell	B		
93	Maintenance of drinking water	A		
94	Maintenance of sanitation	A		
<b>VI-GOVERNANCE AND LEADERSHIP</b>				
97	Staff Council Register	A		
98	Functioning of Committees in Administration ( Minutes of meetings)	A		
99	Awards/Achievements	C		
100	Use of ICT in Governance	B		
101	Perspective/Strategic plan and deployment documents	B		
102	Organizational structure of the Institution	B		



103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	C		
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	C		
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	C		
106	Percentage of teachers attended professional development programs (Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	C	Teachers should attend more PDF & Short Term Training Programme	Mobilize teachers to participate in these programme
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	C		
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	C		
109	Average number of quality initiatives by IQAC for promoting quality culture per year	C		
110	Participation in NIRF-2017	B		
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	B		

	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	A		
	Strategies for Mobilisation of Funds	B		
	Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)	C		
<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.	A		
	<b>Gender Equity Promotion Programmes and facilities to address gender Sensitivity</b>	B		
	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.)	A		
112	Percentage of power requirement of the Institution met by the renewable energy sources(solar panels)	A		
113	Waste Management steps taken	B	Steps for E-waste management to be taken	Will follow the instructions
114	Rain water harvesting structures and utilization in the campus	C	Storage pits should be dug in the campus	Will do
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.)	B		

117	Record of best/innovative practices by the institution	B		
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	C		
	Initiatives taken to engage and contribute to local community	B		
	Code of Conduct Book for Principal/Staff/Non Teaching and Students	B		
	Display of Core Values	B		
	Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights	A		
	Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course	A		
	Institutional and Departmental Best Practices	B		

### College Grading - B

Signature of the Vice-Principal

Name K.SUJATHA

Date 02.03.2019

Signature of the Principal

Name K.B.SUJATHA

Date :02.03.2019