

CH.S.D.ST.THERESA'S COLLEGE FOR WOMEN (AUTONOMOUS)

Gavaravaram, Sanivarapu peta, Eluru - 534003 Andhra Pradesh

Accredited by NAAC A+ 3.56/4 CGPA (Fourth Cycle)

College of Excellence | ISO Certified | Certified in ARIIA - Band Performer



ACADEMIC & ADMINISTRATIVE AUDIT 2021-22



Government of Andhra Pradesh
Commissionerate of Collegiate Education
Academic & Administrative Audit (AAA) – 2021-2022
FORMAT – I (COLLEGE PROFILE)

PART- A

1.Name of the College and Address: URL of Website: E Mail: Phone number:	Ch.S.D.St.Theresa’s College for Women (A), Eluru. www.stcelr.ac.in chsdtheresa@gmail.com 08812 251210
2. Vision & Mission	With a vision and mission to empower women hailing from rural backgrounds with skills of knowledge, values and excellence, St.Theresa’s Autonomous College strives relentlessly in the transformation of women into holistic individuals fit-for-life and fit-for-jobs.The Motto “From Darkness to Light” is the guiding factor instrumental in the creation and empowered women leaders committed to excellence through suitable curricular, co-curricular and extra curricular activities. The Mission Statement: True to Theresian Motto “From Darkness to Light” we strive to create integrated women leaders, empowered and committed to excellence, proactive, innovative, custodians to culture and heritage, channels of human values and lights of God’s transforming love - aims at the holistic development of women entering the portals of this glorious institution.
3. Name of the Principal: Email ID Mobile Number:	Dr.Sr.Mercy P srmercyp@gmail.com 9491198365
4.Name of the Vice-Principal: Email ID Mobile Number:	Dr.Sr.K.Showrilu kondaveetishowri@gmail.com 9493474281
5.Name of the IQAC Coordinator: Email ID: Mobile Number:	Dr.R.Madhavi madhavi.ped@gmail.com 9849571455
6. Name of the Academic Coordinator: Email ID: Mobile Number:	Dr.N.Gayatri Devi gayatride081971@gmail.com 9492702645

7. Year of Establishment:	1953
8. UGC 2(f) and 12 B status (certificates to be verified)	Yes
9. Autonomous status -Yes/No	Yes, Since1987
10.RUSA status:	Component – 8 “Enhancing Quality and Excellence in select Autonomous Institutions – In progress
11. College land and Plan details /documents	Available
12. Affiliation status : Permanent / temporary (certificates to be verified):	Permanent
13. AISHE Status– Document	13.01.2023
14. NAAC Status - a)Previous NAAC Cycle date and Month : b) Date of Expiry: c) Previous Grade and CGPA (certificates to be verified):	IV Cycle – Dt:30.10.2017 29.10.2024 A+ - 3.56/4.0

15. Status of peer team recommendations:

S. No	Recommendations made	Recommendations fulfilled.
1	Government to be requested to fill up sanctioned posts	Representation was submitted to the Government.
2	Some more professional courses may be introduced	Planning to introduce B.Sc. Agricultural & Rural Development course
3	Establish more collaborative linkages with other national and international institutes.	MOUs and collaborative linkages are established.
4	More books for home issue to students and computer/internet facility at the girls’ hostel to be improved.	Library – INFLIBNET Improved - Computer/Internet facilities at the girls’ hostel.
5	Long term perspective plan and road map may be prepared	Displayed in the College Website.
6	Task areas of research to be identified with emphasis on publications in referred journals.	Fulfilled and published in Peer reviewed, UGC CARE and Scopus Indexed.
7	Tap the potential of students under Earn While You Learn scheme by linking it to local market.	Fulfilled and initiated Start-up programmes.

16.Previous Recommendations of Academic Audit of the CCE:

No. of suggestions made	No of suggestions implemented
Suggested to start more add-on courses in 2019-20	Each department will take up add-on courses from the year 2019-20
Try to conduct in the forthcoming month.	Workshop in IPR planned in first week of April 2019
Established Systems & Procedures for maintenance of Classrooms,Labs and academic support facilities	SOP's displayed in the College Website.
Try to conduct more job drives.	Many job drives were conducted in 2018-19.
Try to encourage all the students to attempt competitive exams.	IAS Coaching Centre is being commenced at the College in collaboration with Delhi based Institute.

17.NIRF Rank (if any) : Nil Year:2021-22

18.Green Audit Report by Government Agency:Yes Year:2021-22

- i) ISO 9001- Good quality management system
- ii) ISO 14001- Effective environmental management system
- iii) Iso 50001-Energy efficiency in development and consumption.
- iv) AIIRA, Ministry of Education (MoE), Govt. of India: Best practices in innovative and creative activities-Band A
- v) Hym International Certification Pvt. Limited: Health and good Hygiene practices.

19.Awards & Achievements for the institution during the current Academic Year with details:List Enclosed

PART-B

1.No. of Programmes Offered by the College

Year	2021-22	List of Programmes	2022-23	List of Programmes
Number of Programmes	33	List enclosed	34	List enclosed

2.No of Value Added Courses introduced (last two years)

Year	2020-21	List of Courses	2021-22	List of Courses
Value Added courses	6	List enclosed	13	List enclosed

3.Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular: Aided	85	23	62
Unaided		98	
PTL			

Contract			
Guest			
Total	85	121	62

4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular	86	1	30	4
PTL				
Contract				
Guest				
Total	86	1	30	4

5. Details of non-teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular: Aided	62	23	39
Unaided		27	
Total	62	50	39

6. Student strength particulars

a) During the last two years

Year	2020-21			2021-22		
No. of students	I	II	III	I	II	III
	854	1014	784	545	811	791

7. No of students appeared in the final year exams during the last two years:

Programme	2020-2021			2021-2022		
	Attended	Passed	%	Attended	Passed	%
B.Com	46	43	93	53	48	90.5
B.Com Computers	48	45	94	49	48	97.9
B.Com.Finance	21	21	100	16	16	100
BBA	30	30	100	30	29	97
B.A.HTP	7	7	100	10	9	90
B.A.HEP-T.M	12	11	92	6	5	83.3
B.A.HEP-E.M	19	18	95	44	43	97.7
B.A.EPSW	17	17	100	25	25	100
B.Sc.MPC-I	62	55	89	55	48	87.3
B.Sc.MPC-II	58	49	84	57	56	98.24
B.Sc.M.P.Com Science	43	35	81	56	50	89.3
B.Sc.M.C.Com Science	42	40	95	16	16	100
B.Sc.M.E.Com Science	43	35	81	27	27	100
B.Sc.M.S.Com Science	56	56	100	47	43	91.5
B.Sc.B.Z.C	60	57	95	61	53	86.8
B.Sc.Z.N.C	50	47	94	52	40	77

B.Sc.M.B.C	10	10	100	17	15	88.23
B.Sc.M.B.N	51	49	98	51	49	
B.Sc.M.B.Computers	12	12	100	18	15	83.3
B.Sc.Home Science	14	14	100	34	31	91.2
Clinical & Aqua Lab Technology	24	20	83	13	13	100
Web Technology & Multimedia	18	15	83	18	18	100
M.A Economics	10	10	100	5	5	100
M.A.English	18	18	100	10	10	100
M.A.Telugu	13	13	100	3	3	100
M.Sc.Maths	24	24	100	10	8	80
M.Sc.Physics	20	20	100	7	7	100
M.Sc.Chemistry	24	24	100	15	15	100
M.Sc.Clinical Nutrition	30	30	100	34	33	97
MBA	28	28	100	11	11	100

8. Teacher – student ratio (Current Year):2021-22: **1:18**

9. Infrastructure details (Physical and Academic facilities of Criterion-IV)

i	Total no of class rooms	70
ii	Total no of laboratories	35
iii	Total no of digital classrooms	2
iv	Total no of virtual classrooms	3
v	Total no of ICT enabled classrooms	25
vi	Total no of studios	1
vii	Total no of Computers, Student & Computers Ratio:	427, 1:3
viii	Total no of printers	40
ix	Total no of scanners	8
x	Total no of Xerox facility (at Depts&Office)	4
xi	Total no of Wi-Fi routers	7
xii	Internet Bandwidth	50 mbps
xiii	Seminar halls	6
xiv	Auditorium	1
xv	Details of sports facilities	Badminton, Ball Badminton, Basket Ball, Hand Ball, Kabaddi, Kho - Kho, Volley Ball and Athletics. Chess, Caroms, Table – Tennis.
xvi	Gymnasium (No of stations)	1
xvii	Rooms for administration	5
xviii	Water – RO facility	Available

xix	Toilets for staff (Men/Women/Differently abled)	28
xx	Toilets for students (Men/Women/Differently abled)	74
xxi	Divyangan friendly facilities (Ramps/Lifts/Softwares)	Ramps
xxii	No of fire extinguishers in the labs and corridors	119
xxiii	Solar energy details – LEDs , Green Audit Status	100 KW Solar Plant
xxiv	Examination Cell:	Separate Block
xxv	Library: No. of Books & Journals:	1,01,133 +45
	Status of Automation	LIBMAN Integrated Library management software developed by IITMS, Nagpur. .OPAC (Online Public Access Catalogue)
	E-journals	Subscribed
	Nlist subscription	Subscribed
	Internet	Internet available
	Foot Fall	-
	E-footfall	-
xxvi	Xerox Facility (at Library)	Available
xxvii	Women's waiting hall	2
xxviii	Grievance Redressal Cell	Available
xxix	Health Centre	Available
xxx	ELL	Available
xxxi	JKC Lab	Available
xxxii	Computer Labs	6
xxxiii	Canteen Facility	Available

10. Research :

❖ No of collaborations / Functional MoUs

Year	2020-21	2021-22
Number of collaborations / MoUs	21	7
No. of Follow up Activities	12	10

❖ No of publications in UGC – CARE listed journals

Year	2020-21	2021-22

Number of Publications	111	104
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❖ No of start-ups

Year	2020-21	2021-22
Number of start-ups	7	12

❖ No of patents

Year	2020-21	2021-22
Number of patents	8	20

❖ No of Research Guides

Year	2020-21	2021-22
Number of Research Guides	8	8

❖ No of Research Scholars

Year	2020-21	2021-22
Number of Research Scholars	0	0

❖ No of Major/ Minor Research Projects

Year	2020-21	2021-22
Number of Major RPs	-	-
Number of Minor RPs	-	-

❖ Incubation Centre with Research Facility: Yes

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated
Academic enrichment	Y.N College, Narsipuram KBN college, VJA Maris Stella College, VJA Andhra Lyola College, VJA DNR College, BVRM JMJ College, TNL St.Josephs college, VZA	NIL

11.Policies prepared and implemented (Give Details) Available

12.No. of Committees appointed (Provide links of meeting minutes & reports)<https://steelr.ac.in/documents/IQAC%20minutes-21-22.pdf>

13.Extension activities (Current year): 37

- a) No. of Extension activities in the Neighborhood for social and holistic development
- b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC
- c) No of Extension activities in collaboration with government agencies
- d) No of Extension activities in collaboration with Non-Governmental Organizations

14. Feedback, Student Satisfaction Survey mechanism adopted : (Provide

Link): <https://stcelr.ac.in/satisfaction%20survey2022.php>

15. Alumni Association – involvement and activities : Yes

16. Awards and achievements-current year (to be verified):8

❖ Institution:

- i) ISO 9001- Good quality management system
- ii) ISO 14001- Effective environmental management system
- iii) ISO 50001-Energy efficiency in development and consumption.
- iv) AIIRA, Ministry of Education (MoE), Govt. of India: Best practices in innovative and creative activities-Band A
- v) Hym International Certification Pvt. Limited: Health and good Hygiene practices.
- vi) 2nd December, College is awarded with 4 star Rating for its activities under Innovation and Startups by Union Ministry of Education in our College

❖ Staff :

- i) Our beloved Principal Dr.Sr.MariettaD'Mello received Excellence Award on International Day of Education by "TIPS Great Educators Awards 2022" in association with YSDF India and AZADI KA AMRIT MAHOTSAV.

17. Total no of scholarships and free ships (CurrentYear):93

Total Amount in Rs:-7,55,350/-

18. Total no of capacity building and skill development activities conducted by the college (Current Year)

Teaching	7
Non –Teaching	Nil

19. Trainings conducted by JKC for competitive exams during the last two years: NIL

Training by College:

Year	2020-21	2021-22
Number of students registered	1002	1200
Number of students trained	1002	1200
a. from your GDC	-	-
b. from other colleges	-	-

Placements:

Year	2020-21	2021-22
No. of companies visited the campus	-	13
Number of students Placed	52	65

a. from your GDC	-	-
b. from other colleges	-	-

CSP:

Year	2020-21	2021-22
Number of students Participated in CSP	-	444
a) B.A	-	45
b) B.Com	-	84
c) B.Sc	-	315

Internship:

Year	2020-21	2021-22
Number of students completed Internship	NA	712
d) B.A	NA	64
e) B.Com	NA	147
f) B.Sc	NA	501

Type of Internships:

Year	2020-21	2021-22
Total No of Physical Internships	784	791
Total No of Online Internships	NA	NA
Total No of paid Internships	NA	NA

20.Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2020-21	2021-22
Number of students	251	212

B. Employment (Programme wise)

Year	2020-21	2021-22
Number of students	121	224

C. Entrepreneurship (Programme wise)

Year	2020-21	2021-22
Number of students	08	08
a) B.A	-	-
b) B.Com	05	05
c) B.Sc	03	03

21.Grants/funds received from (in Lakhs/Rs.)

A. Government : -

B. Non-governmental bodies :-

C. Individuals/ Philanthropists :Rs 1,53,250

D. CSR :-

E. Budget allocated for Infrastructure:Rs 76,02,399/-

F. Expenditure for Books & Journals

Budget SanctionedRs.4,00,000/-Utilized Rs.3,69,450/-

22.Governance and Leadership: Available

- ❖ Institutional Development Plan (Next two years)
- ❖ Institutional distinctiveness in specified area.

23.Contribution of IQAC:

- ❖ Incremental changes during the last two years:

1	AIIRA, Ministry of Education (MoE), Govt. of India: Best practices in innovative and creative activities-Band A
2	On 25 th January, as part of the PARAMARSH scheme, St. Ann's College for Women, Visakhapatnam, one of the mentee colleges, is accredited with a CGPA of 3.02 with an A Grade.
3	Extension of autonomy for 10 more years.
4	ISO 9001- Good quality management system
5	ISO 14001- Effective environmental management system
6	ISO 50001-Energy efficiency in development and consumption.
7	Hym International Certification Pvt. Limited: Health and good Hygiene practices.
8	College is identified as "District Level Coordinator" by Quality Assurance Cell of APSCHE
9	Capacity building programmes organized: 12
10	Number of webinars and seminars organized: 37
11	Number of patents published: 28
12	Number of MOUs established: 28
13	Number of placements : 117
14	Students Progression to Higher Education : 463
15	Number of value added courses : 30
16	Number of Research guides : 8

24.Best Practices of Institution:

a)**Title of the Practice-St. Theresa's Centre for International studies (STCIS):**

Objectives of the Practice: It aims at collaborating with various educational agencies abroad and in India To promote students and faculty exchange programmes.

b) **Title of the Practice- Alternative Learning Systems :**

Objectives of the Practice: We in collaboration with ALS are committed to transform the students to face not only the competitive examinations but also succeed brilliantly modelling their respective career paths and to grow up to be extra-ordinary citizens of the world.

25.Evaluative Reports of the Departments: Available

26.For Autonomous Colleges:

A. Academic Council

- Last Academic Council meeting date: 2021-22 – 08.07.2022
- Major decisions for enriching curriculum/Academics: Minutes available.

B. Controller of Examinations

- Examination reforms proposed and implemented
- CIA
- Mechanism for addressing grievances
- Mechanism for transparency in setting up of Question papers
- Mechanism for appointing examiners
- Mechanism adopted to ensure the security of information
- CoE expenditure report with details

C. Board of Studies

- Mechanisms for updating curriculum
- Justification Reports for Curricular revamp

D. Governing Body

- Last G.B meeting date : 13-07-2022
- Major resolutions for administration: Minutes available.

27.College Handbook (uploaded on the college website)

28.College Magazine (uploaded on the college website)

29.Monthly News Letters(uploaded on the college website)


30.Departmental meeting Minutes Registers : Available

31.Reports of various committees : Available


32.CPDC/Finance Committee Meeting Minutes Register: Available

33.Implementation status of Biometric Attendance and TLP Reports (to be verified):


Name and Signature of the Principal
CH.S.D.ST. THERESA'S COLLEGE FOR WOMEN
ELURU-534003, ELURU DIST., A.P.


Signature of the Vice-Principal
Name : Sr.K.Showalu
CH. S. D. St. Theresa's College for Women
ELURU - 2. (West Godavari Dist.)

Signatures of Academic Advisors


1.Dr.K.Ravi, Lecturer in Telugu,
Govt.Degree College, Narayanapuram


2.Dr.V.Sandhya, Head of the Department of Zoology
YVNR Govt Degree College, Kaikaluru, Eluru Dist.
DR. V. SANDHYA
Head of the Department of Zoology
Y.V.N.R. Government Degree College
Kaikaluru, Eluru District

Academic & Administrative Audit : 2021-22

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

S.No.	Item	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))	Recommendation/Suggestions by Academic Advisors (AA*)
I-CURRICULAR ASPECTS						
A	Curricular Planning and Implementation					
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 1,2,4 -Yes, maintained by individual departments.	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	A	
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary. 2,3,4 are maintained by each department.	Grade A, if all the four records match with one another Grade B, if two records match with one another Grade C, if any two records match with each other	A	A	
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports All are maintained by the departments.	Grade A, if all the two records are maintained Grade B, if any four records are maintained Grade C, if any two records are maintained	A	A	

4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues Reports maintained -Annexure -I	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	A	
B	Academic Flexibility & Curriculaum Enrichment					
5	Institution's contribution to enrichment of curriculum	1.Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum. Yes, maintained by individual departments.	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	A	
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates) Maintained by individual departments.	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	B	B	All the departments can plan for online courses
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus Yes, maintained by individual departments.	Grade A, if 90% and above syllabus is covered by the Departments Grade B, if 60% - 90% syllabus is covered by the Departments Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	A	A	

8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates. Annexure- II	Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	B	B	New skill oriented programs can be introduced,
C	Feedback on curriculumA					
9	Collection , Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ; 2. Analysis 3. Action Taken Reports (BoS Minutes to be compared and verified in the case of Autonomous Colleges). IQAC Coordinator – ATR – Annexure -III	Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	A	A	
Overall Grade						
II-TEACHING, LEARNING & EVALUATION						
A	Student Enrolment and Profile					
1	Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office Consolidated Report from the Principal. Annexure- IV A	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	A	A	
2	Demand Ratio (Group wise) (No.of applications received/ Sanctioned Seats) (Overall ratio)	Year wise report of the Principal Annexure- IV B	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	A	A	
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) (Seats earmarked / Seats filled)	Year wise, Category wise report of the Principal Annexure- IV C	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	

4	Socio-economic status of students enrolled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal Annexure- IV D	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	
B	Catering to Student Diversity					
5	Institutional mechanism for assessing the learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words) Records maintained.	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A	A	
6	Details of special programmes organized by the departments for advanced learners and slow learners	Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal. Reports maintained by the departments.	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
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. Mentors list maintained.	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A	A	
C	Teaching Learning Process					
8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples -validated by IQAC and verified by Principal.	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal. Reports maintained by the departments.	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	

10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted	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	A	
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC. Reports maintained by the departments.	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
12	Ratio of Final year students undertaking field trip or project or internships (No. of students attending field trip or project/ Total No. of Final year students)	Reports by Departments validated by IQAC.	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC. Reports maintained by the departments.	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
14	Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.) Lesson plans should reflect ICT based planning in teaching	Department wise ICT usage reports	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	
16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC. Reports maintained by the departments.	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	A	A	

17	No. of Teachers completed courses on MOOCS platform/ARPIT, 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	B	B	Teachers to be encouraged to register for MOOCs courses.
18	Co-Curricular Activities (Academic) (Student Seminars/Quizzes, debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	A	A	
19	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	A	
20	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	A	A	
D	Teacher Profile Quality					
21	Staff Attendance	Staff Attendance Registers & TLP Records (Current Year) Annexure- V A	Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	A	A	
22	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest)	Consolidated Report from the Principal. Annexure- V B	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	A	A	

23	Full time teachers with Ph.D	Consolidated Report from the Principal. Annexure- V C	Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D	A	A	
24	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 5per year) Grade C, if District and College level events are organized (at least 5per year)	A	A	
25	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 5per year) Grade C, if District and College level events are attended (at least 5per year)	A	A	
E	Evaluation Process and Reforms					
26	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations- Internal assessment	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce	A	A	

		other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal. Yes, maintained by individual departments.	all the reports Grade C, if below 75% Departments produce the reports			
28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports. Yes, maintained by individual departments.	Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% fStudents pass percentage is achieved	A	A	
29	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports. Yes, maintained by individual departments.	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	A	
F	Student Performance and Learning Outcomes					
30	Announcement of Programme Outcomes and Course Outcomes by the Departments	1.Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students. Yes, maintained by individual departments.	Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records	A	A	
31	Evaluation of attainment of Programme Outcomes and Course Outcomes	Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability. IQAC	Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated	A	A	

G						
Student Satisfaction Survey						
32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers Annexure -III	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	A	A	
33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC Annexure -III	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated	A	A	
Overall Grade						
III-RESEARCH, INNOVATIONS AND EXTENSION						
A						
Promotion of Research and Facilities						
1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal Annexure- VI A	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	A	A	
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal Annexure- VI B	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	A	A	
3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal Annexure- VI C	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	A	A	
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal Annexure- VI D	Grade A, if MRP submitted Grade B, if MRPs pending Grade C, if there is no Research Project	A	A	
B						
Resource Mobilization for Research Purpose						
5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years	Report by Research Committee Coordinator, verified by the Principal Annexure- VI E	Grade A, if > 3 Lkh Grade B, if <3lkh Grade C, if there is no funding	A	A	

6	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops etc to foster research culture.	Report by Research Committee Coordinator, verified by the Principal Annexure- VI F	Grade A, if completely extended Grade B, if partially extended Grade C, if there is no funding	A	A	
7	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 Annexure- VI G	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	A	
C	Research Publication and Awards					
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal. Annexure- VI H	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	A	
9	Books Published for the last two years (Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal. Annexure- VI I	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	A	A	
10	No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science, ICI) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal Annexure- VI J	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	A	
11	No.of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal Annexure- VI K	Grade A if more than h-index is 2; Grade B if it is upto 1; C if it is zero.	A	A	

12	No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal Annexure- VI L	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	A	A	
13	Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal. Annexure- VI	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	A	
D	Extension Activities					
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal Annexure - VII	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
15	Number of extension programmes conducted in collaboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WEC etc.,	Report on Activities validated by IQAC and verified by Principal. Annexure - VII	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
16	No. of Awards and Recognitions received for Extension activities from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal. Annexure - VII	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	A	
17	Average percentage of students and their details participating in extension activities with Government/ Non- Government Organisations above mentioned (Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately) Annexure - VII	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	A	

E	Consultancy and Collaboration					
18	Areas of Consultancy offered and Amount generated (during the last 2 years)	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Audited Statements	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	A	A	
19	Details of collaborations/linkages for					
	A. Faculty Exchange	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs Yes, maintained by the departments.	Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged	A	A	
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	A	A	
	C. Internship		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	A	A	
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A	A	
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	A	A	
20	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal.	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	A	

21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	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	A	A	
Overall Grade						
IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)						
A	Details of Library as a Learning Resource					
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal. Available.	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	A	A	
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal. Available.	Grade A, if All the Teachers and Students make use of the e-resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	A	A	
3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e- footfall validated by IQAC and verified by Principal. Available.	Grade A, if more than 60% Teachers and Students make use of Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	A	A	
B	IT Infrastructure					
4	Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex)	1. Infrastructure procurement and maintenance policy approved by the Principal 2. Report showing the expenditure towards repairs, maintenance and upgradation. Available.	Grade A, if Policy and Report are maintained Grade B, if only Policy or Report is maintained Grade C, if nothing is available	A	A	

5	Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment,sports, Auditorium & seminar halls etc.) excluding salary component	1. Finance Committee Meeting Minutes 2. Report validated by IQAC and verified by Principal Available	Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available	A	A	
Overall Grade						
V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)						
A	Student Support					
1	Percentage of Students benefited by scholarships & free ships for the last two years	Office Report validated by IQAC and verified by Principal. Report available.	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	B	B	Finances assistance need to be mobilised
	a) Government					
	b) Institution					
	c) Non - Governmental bodies					
	d) Industries					
	e) Individuals					
	f) Philanthropists					
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	Report by JKC and Physical Education Department validated by IQAC and verified by Principal. Available.	Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered	A	A	
	a) Soft Skills					
	b) Language and Communication Skills					
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)					
	d) ICT/ Computer Skills					
3	Average Percentage of students benefited by guidance for competitive examinations and career counselling by the Institution during last 2 years (only final year students)	1.Records by the JKC and Departments 2. Proof of employment Available.	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	A	

4	Student grievances Redressal mechanism , No. of grievances received & Redressed during last 2 years	1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal. Available.	Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy	A	A	
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research 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	B	B	Encourage students to participate in platforms outside the parent institution
6	The Institution has a transparent mechanism for timely redressal of: A. Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harassment 2. Committee(s) Report(s) about grievance redressal 3. Proofs and Meeting Minutes Available.	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A	A	
7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities. Record maintained.	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A	A	
Student Progression						
8	Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal.	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	
9	Students' Progression to Employment	1. Department wise Reports with proof of Joining 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	

10	Students' Progression to Entrepreneurship	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	
11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100)	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	
12	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)	Feed back consolidated Report from JKC	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	A	A	
C Student Participation and Activities						
13	No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)	Consolidated Reports by the Committees, validated by IQAC & verified by Principal	Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level	A	A	
	a) University Level					
	b) State Level					
	c) National Level					
	d) International Level					
14	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1. Committees List 2. Student Council Report	Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists	A	A	
15	Number of sports and cultural activities / competitions organised in the Institution for the last 2 years	Committee reports validated by IQAC and verified by Principal	Grade A, if 5 events/ competitions organized at national level Grade B, if 5 events/ competitions organized at State level Grade C. if events at district level	A	A	

16	Percentage of Student participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100	Committee reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	A	A	
D	Alumni Engagement					
17	Is there registered Alumni Association for the institution? If yes, year of registration and number	Registration certificate to be verified	Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered	C	C	Alumni association need to be registered.
18	Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated	Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	A	A	
19	Number of Alumni Association Chapters / meetings held during the last 2 years	1. Meeting minutes 2. Consolidated reports	Grade A, if 4 and above Grade B, if 2 and above Grade C, if one and below	A	A	
Overall Grade						
VI-GOVERNANCE AND LEADERSHIP						
A	Institutional Vision and Leadership					
1	Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words)	Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs	Grade A, if strategic plan is in action Grade B, if the mechanism is in planning stage Grade C, if nothing is available	A	A	
2	Explain the Institutional Practices like decentralization and participative management to show case effective leadership	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	A	
3	Staff Council Register (Minutes of meetings)	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	A	

4	Implementation of OTLP	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	B	B	Try to achieve throughout the year
5	Number of RTI issues addressed	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	A	
6	Organizational structure of the Institution	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	A	
B	Institutional e - governance					
7	Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	A	A	
	a) Administration					
	b) Finance and Accounts					
	c) Student Admissions and support					
	d) Examinations					
C	Faculty Empowerment Strategies					
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	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	A	A	
9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	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	A	A	


10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	A	A	
11	Details of performance appraisal system designed by institution for Teaching and non- teaching staff	ASAR reports	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	A	A	
D	Financial Management and Resource Mobilization					
12	Institutional mechanism for internal and external financial audits	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	A	
13	Funds / Grants received from nongovernment bodies, individuals, 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	A	

E Internal Quality Assurance System						
14	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by IQAC for promoting quality culture per year	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted.	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	A	
15	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	B	Try to get NIRF Rank next year
Overall Grade						
VII-INSTITUTIONAL VALUES AND BEST PRACTICES						
A Activities that teach values of the Institution						
1	Details of Activities by the Institution for	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	A	
	A) Promotion of gender equality and sensitization a) Safety and security b) Counselling c) Common Rooms for women students d) 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	A	

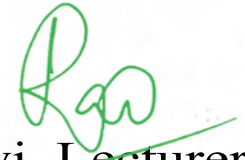
	C) Waste Management a)Solid waste management b)Liquid waste management c)Lab Waste management d)E-waste management	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	A	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	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	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	A	
B	Initiatives for inculcating values					
2	Cross cutting issues and value initiatives a) Tolerance and harmony against several diversities i)Cultural ii) Regional iii)Linguistic iv) Communal v)Socio - Economic	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	A	A	
	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	


		Principal				
	c) Code of conduct for students and teachers	Approved Policy & Report on implementation with details 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	A	
	d) Celebration of National and International commemorative days and festivals	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	
3	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a)Liberty, Equality, Fraternity, Justice b)Fundamental rights and duties c)Responsibilities of citizenship.	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	
C	Best Practices	Record of two best/innovative practices by the institution		A	A	
	i.	i) Departmental Best Practices Report in the NAAC prescribed format ii) Institutional Best Practice Report in the NAAC	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	
	ii.	prescribed format				
D	Institutional Distinctiveness					
	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	A	
Overall Grade				A	A	


Name and Signature of the Principal
CH.S.O.ST. THERESA'S COLLEGE FOR WOMEN
ELURU-534003, ELURU DIST., A.P.


Signature of the Vice-Principal
Name : Sr.K.Showri
S.D. St. Theresa's College for Women
ELURU - 2. (West Godavari Dist.)

Signatures of Academic Advisors


1.Dr.K.Ravi, Lecturer in Telugu,
Govt.Degree College, Narayanapuram


2.Dr.V.Sandhya, Head of the Department of Zoology
YVNR Govt.Degree College, Kaikaluru, Eluru Dist.
Dr. V. SANDHYA
M.Sc. Zoology
Head of the Department of Zoology,
Y.V.N.R. Government Degree College
Kaikaluru, Eluru District