Academic & Administrative Audit : 2020-21
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			
			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	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		
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary	Grade A: if all the four records match with one another Grade B: if two records match with one another	A		
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports	Grade A: if all the two records are maintained Grade B: if any four records are maintained Grade C: if any two records are maintained	A		
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	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	C	High Country (handwritten)
			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	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		
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Grade A: if all Departments Conduct the courses Grade B: if 50% and above Departments Conduct the courses Grade C: if below 50% Departments conduct the courses	A		
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Grade A: if 90% and above syllabus is covered by the Departments Grade B: if 60% - 90% syllabus is covered by the Departments Grade C: if less than 40% - 60% and above syllabus is covered by the Departments	A		
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	Grade A: if 2 or more programmes are introduced Grade B: if only one programme is introduced Grade C: if no programme is introduced	A		
			II-TEACHING, LEARNING & EVALUATION			
			Student Enrolment and Profile			
			Feedback on curriculum			
9	Collection, Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ; 2. Analysis 3. Action Taken Reports (BoS Minutes to be compared and verified in the case of Autonomous Colleges)	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					

#	Criteria	Evidence / Documents	Grading Criteria	Grade
1	Average enrolment percentage for one last 3 years (Total no. of students admitted / Sanctioned seats x 100)	Admission register from the office. Consolidated Report from the Principal	Grade A, if two year reports are produced. Grade B, if one year reports are produced. Grade C, if not produced	A
2	Demand Ratio (Group wise) (No. of Application received / Sanctioned Seats) (Course wise)	Year wise report of the Principal	Grade A, if two year reports are maintained. Grade B, if improperly maintained. Grade C, if not maintained	A
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/PWD/MCM etc) (Seats earmarked / Seats filled)		Grade A, if two year reports are produced. Grade B, if one year report is produced. Grade C, if not produced	A A A A
4	Socio-economic status of students enrolled for the last two years	Survey wise and Year wise report prepared by the office and verified by the Principal	Grade A, if all the reports are maintained. Grade B, if improperly maintained. Grade C, if not maintained	A
B	**Catering to Student Diversity**			
5	Assessment mechanism for assessing the learning levels of the students (250-300 words)	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners 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
6	Details of special programmes organized by the departments for advanced learners	Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal	Grade A, if 75% of the Departments submit reports. Grade B, if 50% Departments submit reports. Grade C, if <70% Departments submit reports	A
7	Total no. of students enrolled in the last 2 years / Total no. of full time teachers	Consolidated Report validated by IQAC and verified by Principal	Grade A, if all two are presented. Grade B, if any one are presented. Grade C, if any one is presented	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
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecture wise and Department wise proofs validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports. Grade B, if 50% Departments submit reports. Grade C, if <50% Departments submit reports	A
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
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Student Wise/Semester)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports. Grade B, if 50% Departments submit reports. Grade C, if <50% Departments submit reports	A
12	Plans 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
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports. Grade B, if 50% Departments submit reports. Grade C, if <50% Departments submit reports	A
14	Use of ICT in teaching, learning and evaluation (Flickers, 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
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% Departments submit reports. Grade B, if 50% Departments submit reports. Grade C, if <50% Departments submit reports	A
16	No of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports. Grade B, if 50% of the Departments submit reports. Grade C, if <50% of the Departments submit reports	A
17	No. of Teachers completed courses on MOOCS platform/ABPIT, MIT. Courses etc.	Course completion certificates by Departments	Grade A, if 75% of the Teachers submit Certificates. Grade B, if 50% of the Teachers submit Certificates. Grade C, if <50% of the Teachers submit Certificates	A
18	Co-Curricular Activities (Academy) (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

No.	Parameter	Documents / Evidence	Grading Criteria	Grade
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
D				
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
Teacher Profile Quality				
21	Staff Attendance	Staff Attendance Registers &TLP Records (Current Year)	Grade A, if 75% attendance through out the year / Grade B, if 60% attendance through out the year / Grade C, if <60% attendance through out the year	A
22	Percentage of full time teachers against sanctioned posts in the last two years (Regular + Contract + Guest)	Consolidated Report from the Principal	Grade A, if 100% full time teachers / Grade B, if 50% full time teachers / Grade C, if <50% full time teachers	A
23	Full time teachers with Ph.D	Consolidated Report from the Principal	Grade A, if 75% teachers with Ph.D / Grade B, if 60% teachers with Ph.D / Grade C, if <60% teachers with Ph.D	B
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 5per 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
E				
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
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, if75% of the Departments produce all the reports / Grade C, if below 75% Departments produce the reports	A
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	Department wise reports regarding, 1 Mid exams, Seminar Report, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	Grade A, if all Departments produce all the reports / Grade B, if75% of the Departments produce all the reports / Grade C, if below 75% Departments produce the reports	A
F				
Student Performance and Learning Outcomes				
28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	Grade A, if 100% Students pass percentage is achieved / Grade B, if 75% Students pass percentage is achieved / Grade C, if <75% Students pass percentage is achieved	A
29	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports	Grade A, if 100% Teachers maintain all records / Grade B, if 75% Teachers maintain all records / Grade C, if <75% Teachers maintain all records	A
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	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
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	Grade A, If all Programmes are evaluated / Grade B, If 75% Programmes are evaluated / Grade C, If <75% Programmes are evaluated	A
G				
Student Satisfaction Survey				

No.	Criteria	Evidence / Report	Grade Descriptors	Grade	Remarks
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	Grade A, If all the two are done; Grade B, if any two are done; Grade C, if only one is done	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	Grade A, if 80% of students participated; Grade B, if 50% of students participated; Grade C, if < 50% of students participated	A	
	Overall Grade				

III-RESEARCH, INNOVATIONS AND EXTENSION

A — Promotion of Research and Facilities

No.	Criteria	Evidence / Report	Grade Descriptors	Grade	Grade	Remarks
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	Grade A, if Research Centre is functioning; Grade B, if Research Centre is established; Grade C, if there is no Research Centre	A		To have a research committee
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 50% are Research Guides; Grade B, if > 30% are Research Guides; Grade C, if < 30% are Research Guides	B	C	
3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Research work is going on; Grade B, if Research work is pending; Grade C, if there is no Research work	C	C	To have more research project
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Grade A, if MRP submitted; Grade B, if MRP's pending; Grade C, if there is no Research Project	C	C	more research project

B — Resource Mobilization for Research Purpose

No.	Criteria	Evidence / Report	Grade Descriptors	Grade	Grade	Remarks
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	Grade A, if > 3 Lkh; Grade B, if <3lkh; Grade C, if there is no funding	C	C	To get more resources
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	Grade A, If completely extended; Grade B, if partially extended; Grade C, if there is no funding	C	C	
7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurship Hub)	Report by Research Committee Coordinator, verified by the Principal	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established; Grade C if no such centre is established till now.	B	B	To start a centre for innovation

C — Research Publication and Awards

No.	Criteria	Evidence / Report	Grade Descriptors	Grade	Grade	Remarks
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	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		
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	Grade A, if each Department publishes one book; Grade B, if 50% of Departments publish one book each; Grade C, if < 50% of Departments publish one book each	B	C	To have more publication
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	Grade A, if each Department publishes one paper; Grade B, if 50% of Departments publish one paper each; Grade C, if < 50% of Departments publish one paper each	B		
11	No.of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if more than h-index is 2; Grade B if it is upto1; C if it is zero.	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	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		

D — Extension Activities

No.	Criteria	Evidence / Report	Grade Descriptors	Grade	Remarks
13	Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal	Grade A, If more than 3 Awards are bagged; Grade B, If 2 Awards are bagged; Grade C, If one Award is bagged (Considering all two years)	A	
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted; Grade B, If > 7 activities are conducted; Grade C, If < 7 activities are conducted	A	

No.	Criteria	Document / Report	Grading Scale	Grade	
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	Grade A, if > 10 activities are conducted / Grade B, if > 7 activities are conducted / Grade C, if < 7 activities are conducted	A	
16	No. of Awards and Recognitions recived for Extension activities from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged / Grade B, if 2 Awards are bagged / Grade C, if one Award is bagged (Considering all two years)	A	
E					
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)	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	
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	C	C *To have more consulta...*
19	Details of collaborations/linkages for				
A	A. Faculty Exchange		Grade A, if more than 2 Faculty members exchanged / Grade B, if 1 Faculty member exchanged / Grade C, if no Faculty member exchanged	A	
B	B. Student Exchange		Grade A, if more than 2 Students exchanged / Grade B, if 1 Student exchanged / Grade C, if no Student exchanged	A	
C	C. Internship		Grade A, if more than 10 Students attended / Grade B, if 10 Students attended / Grade C, if 5 Students attended	A	
D	D. Field trips		Grade A, if more than 10 Students attended / Grade B, if 10 Students attended / Grade C, if 5 Students attended	A	
E	E. OJTs		Grade A, if all Departments conducted / Grade B, if 50% Departments conducted / Grade C, if below 50% Departments conducted	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	
21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	1. Department wise Report on Activities validated by IQAC and verified by Principal / 2 Properly signed MOUs	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	
	Overall Grade				

IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)

Details of Library as a Learning Resource

No.	Criteria	Document / Report	Grading Scale	Grade	
A	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	Grade A, if 100% automation is done / Grade B, if partially done / Grade C, if not automated	B	13 *Automation should be done*
1		Librarian's Report validated by IQAC and verified by Principal	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	
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	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 below 50% Teachers and Students make use of Library	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	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	
B	**IT Infrastructure**				

No.	Criteria	Required Documents / Evidence	Grading Criteria	Grade
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	Grade A, if Policy and Report are maintained / Grade B, if only Policy or Report is maintained / Grade C, if nothing is available	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	Grade A, if Minutes and Report are maintained / Grade B, if only Minutes or Report is maintained / Grade C, if nothing is available	A
A	**Overall Grade**			A
	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	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	A
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years a) Government b) Institution c) Non - Governmental bodies d) Industries e) Individuals f) Philanthropists			A A A A / C C C C C
	a) Soft Skills b) Language and Communication Skills c) Late Skills (Yoga, Physical Fitness / Health and Hygiene) d) ICT / Computer Skills	Report by JKC and Physical Education Department validated by IQAC and verified by Principal	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	C
3	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1 Records by the JKC and Departments 2. Proof of employment	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
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	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
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research plaforms out side the parent institution.	1. Department wise reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate / Grade B, if 30% of Students participate / Grade C, if less than 30% of Students participate	A
6	The Institution has a transparent mechanism for timely redressal of: A. Sexual harrassment B. Ragging	1. Anti ragging Policy to prevent Sexual harrassment 2. Committee(s) Report(s) about grievance redressal 3. Proofs and Meeting Minutes	Grade A, if All 3 aspects are covered / Grade B, if any 2 aspects are covered, / Grade C, if only policies exist	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	Grade A, if All the 3 are covered, / Grade B, if any 2 are covered, / Grade C, if only WEC exists	A
B	**Student Progression**			
8	Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available / Grade B, if only reports are available / Grade C, if no record is maintained	C
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
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
11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOEFL/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	C
C	**Student Participation and Activities**			
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

No.	Item	Documents / Proof	Grade Criteria	Grade
13	No. of awards / medals for outstanding performance in sports / cultural activities (State, National/International (University levels only) a) University Level b) State Level c) National Level d) International Level	Consolidated Reports by the Committee, validated by IQAC & certified by Principal	Grade A: if International and National Level Grade B: if University and State level Grade C: if below State level	A C A C
14	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1. Committee List 2. Student Council Report	Grade A: if active Student council exists along with respect level Grade B: if there is only active student council Grade C: if nothing exists	A
15	Number of sports and cultural activities / competitions organised at the institution for the last 2 years	Committee reports validated by IQAC and verified by Principal	Grade A: if 5 events/ competitions organised at State level Grade B: if events at district level Grade C: if nothing exists	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 student 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
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	A
18	Alumni contribution for the last 2 years (in cash /kind) donated	Alumni Register to be verified along with audited statements of amount	Grade A: if 2 lakhs and above Grade B: if 1 lakh above Grade C: if below one lakh	C
19	Number of Alumni Association Chapters / meetings held during the last 2 years 1. Meeting minutes 2. Consolidated reports	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
	Overall Grade			

Institutional Vision and Leadership

No.	Item	Documents / Proof	Grade Criteria	Grade
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
2	Explain the Institutional Practices like de-centralization and participative management to show case effective leadership	1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees	Grade A: if both are maintained Grade B: if only one is maintained Grade C: if only committees are constituted	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
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	A
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
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

Institutional e - governance

No.	Item	Documents / Proof	Grade Criteria	Grade
7	Implementation of e - governance in a) Administration b) Finance and Accounts c) Student Admissions and support d) Examinations	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 A
B				
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

No.	Particulars	Documents Required	Grading Criteria	Grade	
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 programme are organized	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	
D	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	

Financial Management and Resource Mobilization

No.	Particulars	Documents Required	Grading Criteria	Grade	
11	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	
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 records is maintained	A	

Internal Quality Assurance System

No.	Particulars	Documents Required	Grading Criteria	Grade	
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 AIR 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	
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	A	
A	Overall Grade			A	

VII INSTITUTIONAL VALUES AND BEST PRACTICES

Activities that teach values of the Institution

No.	Particulars	Documents Required	Grading Criteria	Grade	
A)	Details of Activities by the Institution for A) Promotion of gender equality and sensitization a)Safety and security b)Counselling c)Common Rooms for women students d)Details about sensitization activities	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A: If all 4 reports are present Grade B: If any 3 are present Grade C: If any 2 or below	A	
B)	Environmental consciousness and sustainability a)Solar energy b)Sensor-based energy conservation c)Use of LED bulbs / power efficient equipment	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A: If all 3 reports are present Grade B: If any 2 are present Grade C: If any one is present	A	
C)	Waste Management a)Solid waste management b)Liquid waste management c)Lab Waste management d)E-waste management	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A: If all 4 reports are present Grade B: If any 3 are present Grade C: If any 2 or below	A	
D)	Water Conservation a)Rain water harvesting b)Borewell /Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A: If all 2 reports are present Grade B: If one is present Grade C: If nothing is present	A	
F)	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	

#	Criteria	Initiatives	Grading	Grade	Grade	Notes
B	F) Divyangan friendly barrier - free environment a) Ramps b) Railings c) Scribe for examination d) Provision of lift/Wheel chairs e) Alternative arrangements for Divyangan	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	B	B	Ramps have to be built
		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		
	b) Human values and professional ethics	Syllabus copy, 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		
	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		
	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		
	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values					
3	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		
C	**Best Practices**	Record of two best/innovative practices by the institution	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A		
	i.	i) Departmental Best Practices Report in the NAAC prescribed format	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if any one is present	A		
	ii.	ii) Institutional Best Practice Report in the NAAC 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		
	Overall Grade					

College Grade -

Name & Signature of the Principal :

Name & Signature of the Vice-Principal :
(Dr. M. VIJAYA SEKARAM)
(G. M. SHANMUGAM)

Name & Signatures of the Academic Advisors
1
2 28/08/2022
3 (Dr. K. MADHAVI)

C.
26/08/2022
(Dr. C. Rajyalakshmi)

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