

Commissionerate of Collegiate Education, A.P

Academic Audit of Degree Colleges

Format for submission of Action Taken Report by Principal of the College (ATR)

Zone : IV

District :Ananthapuramu

Date of Audit:29/10/2014

Audit Team:

**1 Dr. M.Ayyappa, Lecturer in Political Science,
Adoni Arts and Science College, ADONI**

**2 Sri.G.Mahaboob Basha, Lecturer in Physics,
Osmania College(UG & PG),KURNOOL**

I-COLLEGE PROFILE				
1	Name of the College, Website, email and Ph.No.	KSN GOVT DEGREE COLLEGE FOR WOMEN, Ananthapuramu www.ksngdcw.com, jkc.anantapurwomen@gmail.com		
2	Name of the Principal, email & Mob.No	Smt.N.Nirmala, jkc.anantapurwomen@gmail.com, 9849398187		
3	Name of the Vice-Principal, email & Mob. No.	Y.Vijaya Brunda, jkc.anantapurwomen@gmail.com, 9490130383		
4	Name of the IQAC Coordinator, email & Mob. No.	Dr.K.V.Ramana, jkc.anantapurwomen@gmail.com, 9490196393		
5	Year of Establishment & own land if any	1984, YES		
6	Affiliating University	Sri Kishna Devaraya University , Ananthapuramu		
7	NAAC Grade with Cycle, Accredited Year & CGPA (if not Accredited Status of Preparations)	B - II Cycle, 2014 with CGPA 2.51		
8	UGC Recognition (2F & 12 B)	YES, Recognised under 2F & 12B		
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)		9:AM to 3:30PM	
10	No. of Posts Sanctioned:	Regular Working: 13	Contract Working: 02 + 1(PTL) Guest Working: 19	
11	Course wise & Year wise Students strength particulars (Proforma enclosed & to be submitted along with AAR)	Proforma Enclosed		
II-CURRICULAR ASPECTS				
	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A		
13	Departmental Annual Curricular Plans	A		

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
14	College Activity Register 2014-15	A		
15	Departmental Activity Registers (Dept. Wise)	A		
16	Add-on Courses (Department-wise) completed during 2013-14	A	To Start Add on Courses in subjects like physics, Political Science and Economics	The Concerned departments are advised to start Add on Courses from next academic year
17	Add-on Courses (Department-wise) in 2014-15	A		
18	Coverage of Syllabus (Average Percentage)	A		
19	Teaching of HVPE & Foundation Courses	A		
20	No. of New UG & PG Courses introduced this year:	A	To start B.Sc (BZC) in English medium	Proposals are already sent to the CCE
21	Maintenance of Student Attendance Registers	A		
22	Feedback forms on Curriculum from students	A	Recommended to follow the official formats	Will be Followed
III-TEACHING, LEARNING & EVALUATION				
23	Teaching Diaries & Plans in the Prescribed Formats	A	To follow the updated formats	Following the updated proforma
24	Co-Curricular Activities (College Level)	A		
25	Academic Competitions (College & Above level)	A		
26	Conduct of Internal Examinations-Unit, Half-Yearly and Prefinal	A		
27	Subject wise result analysis	A		
28	Teacher wise result analysis	A		
29	Remedial Classes	A		
30	Record of Evaluation of Teachers by Students (Monthly from July 2014)	A		
IV-RESEARCH AND CONSULTANCY				

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
31	Is the College a Recognized Research Centre	NIL	Recommended to see that SK University grants Permission to start Research Center	Proposal submitted to SK University
32	No. of Research Guides in the College	A		
33	No. of Research Scholars working for M.Phil & Ph. D	NIL	Guest Faculty are recommended to acquire research qualification	Guest Lecturers are advised to aquire research qualification
34	Major/Minor/Other Research Projects	A		
35	Research Papers Published in 2013-14 (International /National)	A		
36	Papers Presented in 2013-14 (International /National/ State)	A		
37	Books Published in 2013-14 (Single Author/ Co Author)	A		
38	Seminars/Workshops/ Training Programme Conducted in 2013-14 (International /National/ State)	A	Recommended to conduct more No of seminars	One Proposal in Mathematics is submitted to UGC - SERO Another proposal for National Seminar in Quality Enhancement is submitted to NAAC Bangalore
39	Record of Consultancy in 2013-14	A	Recommended to have consultancy service in all subjects	All the Lecturers are advised to have consultancy service in their respective fields
40	Record of MOUs in 2013-14	A		
VI-EXTENSION ACTIVITIES				
41	Record of Subject/Department Related Extension Activities	A		
42	Name of the NSS PO & Mobile No.			
43	NSS Attendance register	A		

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
44	NSS activity register	A		
45	Name of the NCC ANO & Mobile No.			
46	NCC Attendance register	A		
47	NCC activity register	A		
48	Name of the Red Ribbon Club Coordinator & Mobile No.			
49	Red Ribbon Club Activities	A		
50	Name of the Women Empowerment Cell Coordinator & Mobile No.			
51	WEC Activities	A		
52	Name of the Eco-Club Coordinator & Mobile No.			
53	Eco- Club Activities	A		
54	Name of the Consumer Club Coordinator & Mobile No.			
55	Consumer Club Activities	A		
56	Any other Club	A		
IV-LEARNING RESOURCE				
57	Name of the Librarian & Mob.No			
58	Access timings of the Library	A		
59	Circulation of Books among Students	A		
60	Availability of Previous years Question papers	A		
61	Record of Visitors	A		
62	Status of Library Automation	A		
63	e- Resources & e-Journals	A		
64	Name of Mana TV Coordinator & Mob.No			
65	Usage of Internet by students in the Library	A		
66	Status of MANA TV functioning	A		
67	Whether MANA TV schedule is circulated to the students	A		

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
68	Maintenance of MANA TV Viewers' Register	A	Recommended to take feed back from the students on the program in the register itself	Followed from 30/10/2014
VII-Student Support Activities				
69	Name of Physical Director & Mob.No			
70	Record of Physical Education Department	A		
71	Records of events conducted and significant achievements in Sports & Games	A		
72	Record of cultural programmes conducted	A		
73	Record of any other extra-curricular activities conducted	A		
74	Maintenance of JKC facilities & records	A		
75	Record of Students trained in different verticals	A		
76	Record of Student trained and placed in JKC	A	Recommended to take steps to see that more number of students get Placement through JKC	JKC Coordinator is advised to encourage the students to attend Campus drives
77	Name of Career Guidance Coordinator and Mob.No			
78	Record of activities Career Guidance and placement cell	A		
79	Name of DRC Coordinator & Mob. No.			
80	Implementation of DRC Action Plan	A		
81	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/ submission of AQAR to NAAC etc)	A		
82	Record of Support by Alumni Association	A		
83	Record of Grievance Redressal Cell / Anti Ragging Cell	A		
84	Mentoring / Counseling System	A		
VIII-Basic Amenities				
85	Maintenance of drinking water	A		

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
86	Maintenance of Sanitation	A		
87	Rest room for women students	C	Recommended to provide Rest Room for Women students	As there is dearth of class rooms the rest room is not provided but proposal is submitted to UGC under 12 th Plan for common room
88	Greenery & Cleanliness	A		
89	Health Care Facility	B	Recommended to maintain record	To be Maintained from 1/11/2014
90	Canteen	A		
IX-GOVERNANCE AND LEADERSHIP				
91	Staff Council Register	A		
92	Functioning of Committees in Administration (Minutes of Meetings)	A		
93	Awards/Achievements	A		
94	Faculty development initiatives if any	A		
X - IT INITIATIVES				
95	e-class rooms (Number & Usage)	A		
96	Internet Centre	A		
97	Computer labs (No. of labs & working systems)	A		
XI-Best Practices				
98	Record of best/innovative practices by the institution	A		
99	College Activity Register 2013-14 & Hard Copy of AQAR 2013-14 (should be available with the Principal)	A		
	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
100	Over All Impression on the College	A		
	<i>N. Divya</i>		<i>U. Ujaya Brinda</i>	
	Signature of the Principal 3/4/14		Signature of the Vice-Principal 3/11/14	

PRINCIPAL
KSN Govt. Degree College (Women)
ANANTAPUR.