

Academic & Administrative Audit: 2022-23						
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	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;	B		
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 Grade C, if any two records match with each other	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. Extracurricular & Cocurricular 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	C		
B	Academic Flexibility & Curricula 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	B		
6	Implementation of Online Courses (MOOC set c)	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 course	C		

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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	C		
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	B		
Overall Grade				B		
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	Grade A, if two year reports are reproduced Grade B, if two year reports are reproduced Grade C, if only one year report is produced	A		
2	Demand Ratio (Groupwise) (No. of applications received / Sanctioned Seats) (Overall ratio)	Year wise report to the Principal	Grade A, if two year reports are reproduced Grade B, if two year reports are reproduced Grade C, if only one year report is produced	A		
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGA etc.) (Seat earmarked / Seats filled)	Year wise, Category wise report to the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A A A 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	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	Institutional mechanism for assessing the learning level 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)	Grade A, if all two are represented Grade B, if any two are represented Grade C, if any one is represented	B		

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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	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if < 50% Departments submit reports	B		
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	Grade A, if all two are represented Grade B, if any two are represented Grade C, if any one is presented	A		
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 teacher training / ICT enabled tools for effective teaching learning process	Lecturer 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 NIP (Student Induction Programme) / Value Education / Gender Sensitization / 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 for slow learners (Subject 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	B		
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		
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 (Pickers, 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	B		

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15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Logbooks related to the Virtual Classrooms	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	B		
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	C		
17	No. of Teachers completed courses on MOOCs platform/ARPIIT, 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	C		
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		
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)	C		
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	C		
D Teacher Profile Quality						
21	Staff Attendance	Staff Attendance Registers & TLP Records (Current Year)	Grade A, if 75% attendance throughout the year Grade B, if 60% attendance throughout the year Grade C, if < 60% attendance throughout 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/w orkshops organised in the last two ye ars	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 5 per year) Grade C, if District and College level events are organized (at least 5 per year)	C		
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25	Seminars/conferences/workshopsatt endedinthelasttwoyears(OverallStaff Attended)	ReportsbyDepartmentsvalidatedbyIQAC	GradeA,ifInternationalandNationaleventsareattended(atleast5 peryear) GradeB,ifStateleveleventsareattended(atleast5peryear)Grade C, if District and College level events are attended (atleast5peryear)	C		

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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. Blueprint 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		
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 other tool 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, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A		
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		
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 along with 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	B		
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	B		

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Student Satisfaction Survey						
32	Record of Feedback and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken 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	B		
Overall Grade				A		
III-RESEARCH, INNOVATIONS AND EXTENSION						
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	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	C		
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	C		
3	Research Scholars working for Ph.D	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	C		
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 is pending Grade C, if there is no Research Project	C		
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	Grade A, if > 3 Lakh Grade B, if < 3 Lakh Grade C, if there is no funding	C		
6	Financial Assistance extended by the institution to the faculty members for participating / presenting research papers in national / international seminars / workshop 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		

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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 at least one startup; Grade B if only innovation facility is established Grade C if no such centre is established till now.	C		
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	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	C		
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	C		
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 up to 1; C if it is zero.	C		
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	C		
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)	C		
D	Extension Activities					
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	C		

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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 received 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)	C		
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 separately)	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)	C		

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E Consultancy and Collaboration						
18	Areas of Consultancy offered and Amount generated (during the last 2 years)	1. Departmentwise Report on Activities validated by IQA 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		
19	Details of collaborations/linkages for					
	A. Faculty Exchange	1. Departmentwise Report on Activities validated by IQA and verified by Principal 2. Properly signed MOUs	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. Student Exchange		Grade A, if more than 5 Students exchanged Grade B, if 2 Students exchanged Grade C, if no Student exchanged	A		
	C. CSP & Internship		Grade A, if more than 100% Students attended Grade B, if 70% Students attended Grade C, if 50% Students attended	A		
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A		
	E. OJT's		Grade A, if more than 10 Students attended Grade B, if 5 Students attended Grade C, if 5 Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional MOUs	A C		
20	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Departmentwise Report on follow up Activities validated by IQA and verified by Principal				
21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia innovative practices	Report validated by IQA 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	B		
Overall Grade				C		

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IV-INFRASTRUCTURE&LEARNING RESOURCES(Not covered under format-I)						
A	Detail of Library as a Learning Resource					
1	Detail of Library Automation a. Name of the LMS 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		
2	Detail 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 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	C		
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					
4	Detail 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	B		
5	Expenditure incurred for the last two years: a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar hall 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	B		
Overall Grade				B		

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V-STUDENTSUPPORTANDPROGRESSION(Notcoveredunderformat-I)						
A	StudentSupport					
1	Percentage of Students benefited byscholarships&freeshipsforthelasttwoyea rs	OfficeReportvalidatedbyIQACandverifiedbyPrincipal	GradeA,ifbenefitofferedbyallthe6bodiesGradeB,ifbenefitoffered byany3bodiesGradeC,ifbenefitofferedby3bodies	100%		
	a)Government			C		
	b)Institution					
	c)Non-Governmentalbodies					
	d)Industries					
	e)Individuals					
	f)Philanthropists					
2	Capacitybuildingandskillenhancementi nitiatives taken up by the Institutionduringthelast2years	ReportbyJKandPhysicalEducationDepartmentvalidat edbyIQACandverifiedbyPrincipal	GradeA,ifAllthe4areasarecovered GradeB,ifany3areasarecovered,GradeC,ifany2areasarecovered	A		
	a)SoftSkills					
	b)LanguageandCommunicationSkills					
	c)LifeSkills(Yoga,PhysicalFitness/Healt handHygiene)					
3	d)ICT/ComputerSkills Average Percentage of students benefitedbyguidanceforcompetitiveexam inationsand career counseling by the Institutionduring last 2 years (only final yearstudents)	1 RecordsbytheJKandDepartments2. Proofofemployem ent	Grade A,if more than 50% of students placed Grade B, if 30%ofstudentsplaced GradeC,iflessthan30%ofstudentsplaced	C		
4	StudentgrievancesRedressalmechanism No. ofgrievancesreceived&Redresseddu ringlast2years	1 StudentgrievancesRedressalPolicy2. ReportbyGRCincha rgevalidatedbyIQACandverifiedbyPrincipal	Grade A, if all grievances are redressed as per the policyGradeB,if50%ofgrievancesareredressedasperthepolicy GradeC,iflessthan50%ofgrievancesareredressedasperthepolicy	C		

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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	C		
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	Grade A, if All the 3 aspects are recovered Grade B, if any 2 aspects are recovered 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 recovered Grade B, if any 2 are recovered Grade C, if only WEC exists	B		
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	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	B		
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	C		
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		
12	Feedback from Employees on Online Web Job Portal, APSSDC (AP State Skill Development Corporation), SSC (Skill Sector Council)	Feedback consolidated Report from JKC	Grade A, if any 3 companies/Employers offer feedback Grade B, if any 2 companies/Employers offer feedback Grade C, if only 1 company/Employer offer feedback	C		

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C StudentParticipationandActivities						
13	No. of awards/medals for outstandingperformance in sports/cultural activities(State/National/International/Un iversitylevelonly)	ConsolidatedReportsbytheCommittees,validatedbyI QAC&verifiedbyPrincipal	GradeA,ifInternationalandNationalLevelGradeB,ifUniversityan dStatelevel GradeC,ifbelowStatelevel	C		
	a)UniversityLevel					
	b)StateLevel					
	c)NationalLevel					
	d)InternationalLevel					
14	Presence of an active Student Council &representationofstudentsonacademic& administrative bodies/committees of theinstitution	1. CommitteesList 2. StudentCouncilReport	GradeA,ifactivestudentcouncilexistsalongwithreportsGrade B, If there is only active student council Grade C, ifnothingexists	B		
15	Numberofsportsandculturalactivities/co mpetitions organised in the Institutionforthelast2years	CommitteereportsvalidatedbyIQACandverifiedbyPrincip al	GradeA,if5events/competitionsorganizedatnationallevelGrade B, if 5 events/ competitions organized at State levelGradeC,ifeventsatdistrictlevel	C		
16	Percentage of Student participation insports and cultural events/ competitionsforthelast2years(Program mewise)Noof students participated/Total No ofstudentsx100	CommitteereportsvalidatedbyIQACandverifiedbyPrincip al	Grade A, if 50% of students participate Grade B, if 30% ofStudentsparticipate GradeC,iflessthan30%ofStudentsparticipate	C		
D AlumniEngagement						
17	Is thereregisteredAlumniAssociationforth e institution? If yes, year of registrationandnumber	Registrationcertificatetobeverified	GradeA,ifAlumniAssociationisregisteredandactive;Grade B,ifAssociationisregistered GradeC,ifAssociationisnotregistered	B		
18	Alumnicontributionforthelast2years	AlumniRegistertobeverifiedalongwith auditedstatementsofamount(incash/Kind)donated	GradeA,if2lakhsandabove GradeB,if1lakhsaboveGradeC,ifbelowonelakh	C		

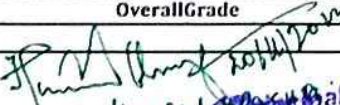
S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A (Good) / B (Satisfactory) / C (to improve))	Recommendation / Suggestions by Academic Advisors (AA*)
19	Number of Alumni Association Chapters / meetings held during the 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	C		
Overall Grade				B		
VI-GOVERNANCE AND LEADERSHIP						
Institutional Vision and Leadership						
A						
1	Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words)	Institutional Strategic Plan to achieve Vision and Mission with stagewise 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 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		
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	B		
6	Organizational structure of the Institution	Organogram showing hierarchy and in-charges	Grade A, if Organogram with hierarchy in charges prepared Grade B, if only hierarchy is presented Grade C, if Organogram is not prepared	A		
Institutional - governance						
B						
7	Implementation of governance in	Software 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 exists	A		
	a) Administration					
	b) Finance and Accounts					
	c) Student Admissions and support					
	d) Examinations					


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*)
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 IQA 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	C		
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 IQA 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	C		
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 IQA 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		
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	B		
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		
13	Funds / Grants received from non-government 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	C		

S.N o.	Item	Recordstobeverified	BenchMarks	Self assessmentby theInstitution	Grade by AcademicAdvisors (AA*)after verification(A{Goo d)/ B(Satisfactory)/C (toimprove))	Recommendatio n/Suggestionsb y AcademicAdvis ors(AA*)
E	InternalQualityAssuranceSystem					
14	SignificantContributionofIQACforq uality a. StrategiesandPlanofAction b. Review mechanisms of Teachinglearningprocess,methodol ogiesandlearningoutcomesbyIQAC c. DetailsofAQRspreparedands ubmitted d. NumberofIQACmeetingsheldduringth ecurrentyear e. AveragenumberofqualityinitiativesbyIQ AC for promoting quality culture peryear	1. IQACActivityregister 2. ActionPlan 3. MinutesofMeeting 4. ATR 5. ProofofsubmissionofAQRtoNAAClasttwoyears 6. HardcopiesofAQRssubmitted	Grade A, if all the records are maintained Grade B, if the firstfourrecordsaremaintained GradeC, ifany3recordsorbelowaremaintained	B		
15	ParticipationinNIRF	1. Recordofsubmission 2. ProofofRank, ifany.	GradeA, ifrankedGradeB, ifparticipated GradeC, ifnotparticipated	C		
				A		
	OverallGrade					
VII-INSTITUTIONALVALUESANDBESTPRACTICES						
A	ActivitiesthatteachvaluesoftheInstitution					
1	DetailsofActivitiesbytheInstitutionfor A) Promotionofgenderequalityands ensitization a) Safety and security b) Counsellingc) CommonRoomsforwo menstudents d) Detailsaboutsensitizationactivities B) Environmental consciousness andsustainability a) Solarenergy, b) Sensor- basedenergyconservation,c) Use of LED bulbs/ power efficientequipment	Approved Policy & Report focusing on details andactivitiesvalidatedbyIQACandverifiedbyPrincipal Approved Policy & Report focusing on details andactivitiesvalidatedbyIQACandverifiedbyPrincipal	GradeA, ifall4reportsarerepresentGradeB, ifany3arerepresent GradeC, ifany2orbelow GradeA, ifall3reportsarerepresentGradeB, ifany2arerepresent GradeC, ifanyoneisrepresent			
				C		
				C		

S.N o.	Item	Recordstobeverified	BenchMarks	Self assessmentby theInstitution	Grade by AcademicAdvisors (AA*)after verification(A{Goo d)/ B(Satisfactory)/C (toimprove))	Recommendatio n/Suggestionsb y AcademicAdvis ors(AA*)
	C) WasteManagement a) Solidwastemanagement b) Liquidwastemanagement c) LabWastemanagement d) E-wastemanagement	Approved Policy & Report focusing on details andactivitiesvalidatedbyIQACandverifiedbyPrincipal	GradeA,ifall4reportsarepresentGradeB,ifany3arepresent GradeC,ifany2orbelow	C		
	D) WaterConservation a) Rainwaterharvesting b) Borewell/Openwellrecharge	Approved Policy & Report focusing on details andactivitiesvalidatedbyIQACandverifiedbyPrincipal	GradeA,ifall2reportsarepresentGradeB,ifanyoneispresentGr adeC,ifnothingispresent	B		
	E) Greencampusinitiatives a) Plasticfreecampus(BanontheuseofPl astics) b) Botanicalgardenc)Greenhoused d)Greenlandscaping e) Greenaudit f) Batteryvehicles	Approved Policy & Report focusing on details andactivitiesvalidatedbyIQACandverifiedbyPrincipal	GradeA,ifall6reportsarepresentGradeB,ifany4arepresent GradeC,ifany3orbelow	C		
	F) Divyanganfriendlybarrier- freeenvironment a) Rampsb)Railings c)Scribeforexaminationd)Provisionofli ft/Wheelchairs e)Alternativearrangementsfor Divyangan	Approved Policy & Report focusing on details andactivitiesvalidatedbyIQACandverifiedbyPrincipal	GradeA,ifall4reportsarepresentGradeB,ifany3arepresent GradeC,ifany2orbelow	C		
B	Initiativesforinculcatingvalues					
2	Crosscuttingissuesandvaluei nitatives a)Toleranceandharmonyagainstseveraldiv ersities i) Cultural ii) Regionaliii) Linguistic iv) Communalv) Socio- Economic	College Activity Register & Report focusing on details andactivitiesvalidatedbyIQACandverifiedbyPrincipal	GradeA,ifall5reportsarepresentGradeB,ifany4arepresent GradeC,ifany3orbelow	C		
	b) Humanvaluesandprofessionalethics	Syllabus copy, College Activity Register & Reportfocusingondetailsandactivities validatedbyIQACandverifiedbyPrincipal	GradeA,ifall3reportsarepresentGradeB,ifany2arepresent GradeC,ifanyoneispresent	A		
	c) Codeofconductforstudentsandte achers	ApprovedPolicy&Reportonimplementationwithdetailsval idatedbyIQACandverifiedby Principal	GradeA,ifall2reportsarepresentGradeB,ifanyoneispresent GradeC,ifnothingispresent	C		

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	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		
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		
C	Best Practices	Record of two best / innovative practices by the institution				
	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 nothing is present	B		
	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 reproduced Grade B, if only one is produced Grade C, if no document is available	C		
Overall Grade				C		
		College Grade- B				


 A.P. Hussain
 Name & Signature of the Principal
 Degree College
 Srisaillam
 Kurnool (Dist) A.P.
 Dr. M. B. V. ...
 Name & Signature of the Vice-Principal


 20/11/2023
 IQAC Coordinator

Name & Signatures of the Academic Advisors

1

2

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