

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

**Zone : III**

**District : GUNTUR**

<b>COLLEGE PROFILE</b>			
1	Name of the College, URL of Website, email and Phone number	Andhra Christian College, Guntur, www.accollegegunturap.com, accollegeguntur@ymail.com, 0863-2322046	
2	Name of the Principal, email & Mobile Number	Dr.G.Deva Kumar, devakumar_g@yahoo.com, 9985189282	
3	Name of the Vice-Principal, email & Mobile Number	Dr. T. Anita Susan, Associate Principal, accollegeguntur@ymail.com, 9959382777	
4	Name of the IQAC Coordinator, email & Mobile Number	Mr. K. Moses, 9848183194	
5	Year of Establishment & details of land available if any	1885	
6	Affiliating University & AISHE CODE:	Acharya Nagarjuna University,	
7	NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)	2nd Cycle, 'A' Grade, June 2017, CGPA-3.01	
8	UGC Recognition (2f & 12 B)	Yes	
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	09:45 A.M. to 05:00 P.M.	
10	No. of Posts Sanctioned:	RegularWorking: 41	Contract Working:0 Guest Working:0

11	Course wise & year wise Students strength particulars ( Proforma enclosed)	copy enclosed		
12	<b>Current Year Admissions Abstract</b>	Copy enclosed		
13	<b>List of Programmes and Courses with Codes</b>	Copy enclosed		
<b>I-CURRICULAR ASPECTS</b>				
	<b>Item</b>	<b>Impression of Academic Advisor along with grade A (Good)/B (Satisfactory)/C (poor) after Observation</b>		<b>Recommendation/Suggestions by Academic Advisors</b>
		<b>Grade</b>	<b>Impression</b>	
14	Implementation of Annual Institutional Plan	The Institutional Plan is implemented as per the calander for 2018-19 as per ANU guidelines	<b>A</b>	
15	Departmental Annual Curricular Plans	The Curricular Plan was prepared and maintained in the CCE format and kept with respective H.O.Ds.	<b>A</b>	
16	Whether the above two circulated among Students?	Yes circulated among the students	<b>A</b>	

17	College Activity Register 2018-19	Activity Registers are maintained by all the Departments and also with the Principal.	<b>A</b>	
18	College Calendar/College Magazine	<b>Yes</b>	<b>B</b>	Advised to go for the pdf format of Academic Calendar which includes syllabus and students details and place in website
19	Add-on Courses (Department-wise) completed during 2017-18	1. Commerce - Tally & Taxation. 2. Chemistry - Water Quality Analysis 3. Zoology - Ornamental Fish Breeding	<b>A</b>	
20	Add-on Courses (Department-wise) in 2018-19	1. Commerce - Tally 2. Zoology- Ornamental Fish Breeding	<b>A</b>	Every Department is advised to think about Add On courses for the benefit of students
21	Coverage of Syllabus (Average Percentage)	<b>100%</b>	<b>A</b>	
22	Teaching of Value added courses (HVPE & Foundation Courses)	Some of the Lecturers were trained in HVPE/Foundation Courses and Classes are being taken regularly	<b>A</b>	Advised that More staff should undertake training in the Teaching of Foundation Courses.

23	No. of New UG & PG Courses introduced in 2018-19	M.Sc Mathematics and M.Com are introduced for 2018-19 academic year	<b>B</b>	The Management is advised to apply for more P.G. Courses in future.
24	Maintenance of Student Attendance Registers	Yes, Maintained by individual lecturers and the consolidated Attendance Register is in progress	<b>A</b>	
25	Whether feedback on curriculum was obtained from stake holders and analysed	yes	<b>B</b>	Feedback on Curriculum from the stakeholders and Alumni should be more effectively implemented
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				
26	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2018-19	35% for all B.A., B.Sc and B.com : S C - 67.6%,S T-6.7%,B C- 13.9%,OC-7.8%	<b>A</b>	Admissions in the case of SC, ST, BC should be increased.
27	Social-economic status of students enroled(Group wise and Year wise) in 2018-19	<b>Copy enclosed</b>	<b>A</b>	
28	Demand Ratio (Group wise)	<b>B.A: Bsc:B Com:: 40:70:90</b>	<b>A</b>	Efforts should be made to increase the Demand Ratio
29	Percentage of differently abled students (Divyangjan) on roll	<b>1.5% of the the combined strength of the college</b>	<b>A</b>	
30	Percentage of full time teachers against sanctioned posts in 2018-19	<b>72%</b>	<b>A</b>	
31	Student - Full time teacher ratio	<b>01:10</b>	<b>A</b>	

32	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2018-19	<b>approximately 35 days</b>	<b>A</b>	
33	Teaching Diaries & Teaching Plans in Prescribed Formats	Yes submitted in the prescribed formats	A	Well maintained
34	Use of ICT in teaching and learning	Most of the teaching staff have adopted the method of using ICT in teaching and learning	B	All the Teaching Staff should be encouraged to use ICT in teaching
35	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	60%	B	All the Teaching Staff should be encouraged to use LMS in teaching
36	Co-Curricular Activities ( College level)	Literary and debating associations, dramatic and fine arts associations conducted some activities .	A	
37	Seminars/conferences/workshops organised in 2018-19	Dept's have organised seminars in 18-19.	B	Advised to send proposals to UGC, ICSSR and other funding
38	Academic Competitions ( College Level & Above)	Inter collegiate quiz competition, debating, Carol singing, sports competitions were conducted	A	

39	Conduct of Internal Examinations-Internal assessment	As per CBCS method mid exams were conducted in all subjects ,and internal assesment is done as per the guidelines	A	
40	Teacher wise result analysis (MARCH/APRIL -2018 & SEP/OCT/NOV- 2018)	enclosed,	A	
41	Pass percentage of students (Group wise) in 2018-19	copy enclosed	B	Advised to organise remedial classes for slow learners
42	Percentage of students undertaking field projects / internships	80%	A	
43	Remedial Classes	Conducting remedial classes at evenings both in college and in attached hostels	A	Advised to organise Remedial Classes more effectively taking into consideration of slow learners
44	Conduct of Bridge course	Conducted Classes for Bridge Course	A	
45	Feed back on Teachers by Students and its analysis	feed back on teachers was conducted and its outcome is satisfactory	A	
46	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	submitted to cce /hard copy is available with IQAC	A	Collect Feedback through Google Sheet (online)

### III-RESEARCH, INNOVATIONS AND EXTENSION

47	Is the College a Recognized Research Centre	applied for research centre and Research Students are allotted to the faculty	<b>B</b>	
48	No. of Research Guides in the College	1		
49	No. of Research Scholars working for M.Phil & Ph. D	05 for M.Phil	<b>D</b>	
50	Major/Minor/Other Research Projects	5 minor research projects are in progress by UGC	<b>B</b>	Staff are advised to apply for more Minor and Major Research projects.
51	Research Papers Published in 2018-19 (International/ National )	6 International papers were published in Journals	<b>A</b>	
52	Papers Presented in 2018-19 (International/ National/ State )	50		
53	Books Published in 2018-19 ( Single Author/ Co Author)	1	<b>A</b>	Staff should be encouraged to write and publish books for CBCS syllabus.
54	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State )	Nil	<b>C</b>	Advised to conduct National / International Seminars
55	Record of Consultancy in 2018-19	Mrs K Sunithi Kumari ,Mrs G A Shalini have taken classes to medical students	<b>B</b>	Advised to improve Consultancy in various fields
56	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	No	<b>B</b>	Effective Ecosystem should be created for transfer of knowledge

57	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Yes		<b>A</b>	
58	Record of MoUs in 2018-19	Depts of commerce,telugu,urdu, Mathematics,physics, chemistry,zoology,botany and humanities have MoU's		<b>A</b>	
59	Record of Subject/Department Related Extension Activities	Record is maintained by HOD's of departments		<b>A</b>	
60	Number of extension programmes conducted in the neighbourhood community to sensitize the students	4		<b>A</b>	
61	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	7		<b>A</b>	
62	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	Students participated in janmabhoomi,ODF aids awareness.the list with NSS		<b>A</b>	

63	Number of awards and recognition received for extension activities from Government/ recognised bodies		A	
<b>IV-INFRASTRUCTURE AND LEARNING RESOURCES</b>				
64	Number of Class rooms, Labs and computing equipment	<b>Class Rooms-60,Labs-14,40 computers</b>	<b>A</b>	
65	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	college has play ground,gymnasium, a big auditorium for conducting cultural activities	<b>A</b>	
66	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	Class rooms-60,Smart Class rooms,-5	<b>A</b>	Advised to subscribe for more number of e-journals
67	Budget allocated for infrastructure augmentation	Waiting for RUSA grants	<b>A</b>	
68	Library is automated using Integrated Library Management System	Partially done using ILMS	<b>A</b>	Advised to subscribe for more no of e-journals.
69	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	several rare books are available in the library	<b>A</b>	
70	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	Nil	<b>C</b>	
71	Expenditure for purchase of books and journals in 2018-19	Nil	<b>C</b>	Suggested to Purchase Books
72	Percentage per day usage of library by teachers and students	40%	<b>A</b>	
73	Student-Computer ratio		<b>A</b>	

74	Wifi in the campus	Yes		<b>A</b>	
75	Updation of IT facilities			<b>A</b>	
76	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	15 lakhs		<b>A</b>	
77	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	Head of the Departments will take care with the help of Office Superintendent		<b>A</b>	
<b>V-STUDENT SUPPORT AND PROGRESSION</b>					
78	Average percentage of students benefited by scholarships by the Government in 2018-19	<b>65%</b>		<b>A</b>	
79	Average percentage of students benefited by scholarships by the Institution in 2018-19	30% from poor students fund		<b>A</b>	Advised to invite companies for campus placements & strengthen the J.K.C.
80	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	40%		<b>A</b>	
81	Average percentage of placement of outgoing students in 2017-18	20%		<b>B</b>	
82	Student grievances redressal mechanism	Greivance redressal cell is actively working		<b>A</b>	
83	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	J K C and skill development offer trainig		<b>A</b>	Advised to encourage students to appaer for competetive exams

84	Percentage of student progression to higher education	40%	<b>A</b>	
85	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)	2	<b>B</b>	
86	Number of awards/medals for outstanding performance in sports/cultural activities	around 60 medals secured by students	<b>A</b>	
87	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Representation of students is there in various committees	<b>A</b>	
88	Records of significant achievements in Sports & Games	Copy enclosed	<b>A</b>	
89	Number of sports and cultural activities / competitions organised in the Institution in 2018-19	Inter collegiate ball badminton tournament is conducted	<b>A</b>	
90	Alumni contribution in 2018-19 (In Rs)	1 lakh approximately	<b>A</b>	Adivsed to maintain JKC effecively and procure more number of computers
91	Number of Alumni Association /Chapters meetings held in 2018-19	4	<b>A</b>	Advised to improve JKC activities and its performance in specified records
92	Maintenance of JKC facilities & records	Maintained	<b>B</b>	
93	Record of Student trained and placed in JKC	Maintained by JKC	<b>B</b>	
94	Record of Anti Ragging cell	Maintained by anti ragging cell	<b>A</b>	
95	Maintenance of drinking water	Yes, Maintained	<b>A</b>	
96	Maintenance of sanitation	Yes, Maintained	<b>B</b>	

### **VI-GOVERNANCE AND LEADERSHIP**

97	Staff Council Register	<b>Maintained</b>	<b>A</b>	
98	Functioning of Committees in Administration ( Minutes of meetings)	<b>Maintained</b>	<b>A</b>	
99	Awards/Achievements	<b>NAAC 'A'Garde</b>	<b>A</b>	
100	Use of ICT in Governance	<b>Office automation is partially done</b>	<b>B</b>	the process of office automation should be speed up for good ICT governance
101	Perspective/Strategic plan and deployment documents	Principal and Board of Collegiate Education will prepare the Strategic plan	<b>A</b>	
102	Organizational structure of the Institution		<b>A</b>	
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	Correspondent,Principal,Vice Principal,HOD's, Office manger and wardens	<b>A</b>	
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2018-19	10%	<b>B</b>	Advised the management to provide finances to attend international coferances
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2018-19	nil	<b>B</b>	Advised to organize training programmes
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.,) in 2018-19	10%	<b>A</b>	

107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty		<b>A</b>	
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2018-19	Nil	<b>B</b>	Adivised the management to approach more number of philanthropers and NGO's for development funds
109	Average number of quality initiatives by IQAC for promoting quality culture per year	75%	<b>A</b>	
110	Participation in NIRF-2018	Yes	<b>A</b>	
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	Yes, Copy enclosed	<b>A</b>	
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>				
112	Percentage of power requirement of the Institution met by the renewable energy sources	<b>Nil</b>	<b>B</b>	Management is adivised to set up solar panal for power requirements
113	Waste Management steps taken	<b>1</b>	<b>B</b>	Advised to collect waste from departments and send it for recycling
114	Rain water harvesting structures and utilization in the campus	<b>percolation pits were dug at prominent points in the campus</b>	<b>A</b>	

115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	<b>Scribes are provided as per the instructions of the ANU and other bodies</b>	<b>B</b>	Advised to construct ramps for the differently abled students
116	Green Practices(plastic free campus, green landscaping etc.,)	<b>Yes</b>	<b>B</b>	Advised to make Plastic Free Campus
117	Record of best/innovative practices by the institution	Yes	<b>A</b>	
118	College Activity Register 2018-19 & Hard Copy of AQAR 2017-18 ( should be available with the Principal & placed in Website	Yes	<b>A</b>	
119	The number of classes(per week) taken by the Principal		<b>A</b>	
120	Research projects/Publications/ study material developed in 2018-19 by the College	Yes	<b>B</b>	
<b>College Grading - A</b>				
<b>Name &amp; Signature of the Principal with date</b>		<b>Signatures of Academic Advisors</b>		
		1		
<b>Name &amp; Signature of the Vice-Principal with date</b>		2		
		3		



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

115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	Scribes are provided as per the instructions of the ANU and other bodies	B	Advised to construct ramps for the differently abled students
116	Green Practices (plastic free campus, green landscaping etc.,)	Yes	B	Advised to make Plastic Free Campus
117	Record of best/innovative practices by the institution	Yes	A	
118	College Activity Register 2018-19 & Hard Copy of AQAR 2017-18 (should be available with the Principal & placed in Website)	Yes	A	
119	The number of classes (per week) taken by the Principal		A	
120	Research projects/Publications/ study material developed in 2018-19 by the College	Yes	B	
<b>College Grading - A</b>				
Name & Signature of the Principal with date <i>T. ANWITA SUEAN</i>		Signatures of Academic Advisors		
Name & Signature of the Vice-Principal with date		1	<i>H. Kamesh</i> (Dr. H. KAMESH 998403706)	
		2	<i>[Signature]</i> 28/12/19 Dr. M. Anubabu 9293798054	
		3		

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