

**Government of Andhra Pradesh Commissionerate of
Collegiate Education**

Academic & Administrative Audit of Degree Colleges (2018-19)

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

COLLEGE PROFILE				
1	Name of the College, URL of Website, email and Phone number	The Pedanandipadu College of Arts & Sciences, Pedanandipadu. Www.pascollege.ac.in, pas.college@yahoo.com, 08643276626		
2	Name of the Principal, email & Mobile Number	Mr. M.Subba Rao, pas.college@yahoo.com, 9949647157		
3	Name of the Vice-Principal, email & Mobile Number	Mr. Y.Sridhar Rao, pas.college@yahoo.com, 9848406296		
4	Name of the IQAC Coordinator, email & Mobile Number	Mr. D.Eswara Rao, pas.college@yahoo.com, 9441244943		
5	Year of Establishment & details of land available if any	1968, 11.57 Acres		
6	Affiliating University & AISHE CODE:	Acharya Nagarjuna University, C-32781		
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	Ist Cycle, 2008, B Grade, CGPA 2.45		
8	UGC Recognition (2f & 12 B)	UGC, 2F & 12B		
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	10.00 to 5.00		
10	No. of Posts Sanctioned:	Regular Working : 9	Contract Working: Nil Guest Working: Nil	
11	Course wise & year wise Students strength particulars (Proforma enclosed)			
I-CURRICULAR ASPECTS				
	Item	Academic Advisors A (Good)/ B (Satisfactory)/ C (poor) after		Action Taken by the Principal
		Grade	Recommendation	

12	Implementation of Annual Institutional Plan	A		
13	Annual Curricular Plans	A		
14	Whether the above two circulated among Students?	A		
15	College Activity Register 2017-18	A		
16	College Calendar/College Magazine	A		
17	Add-on Courses (Department-wise) completed during 2016-17	B		
18	Add-on Courses (Department-wise) in 2017-18	B		
19	Coverage of Syllabus (Average Percentage)	A		
20	Teaching of Value added courses (HVPE & Foundation Courses)	A		
21	No. of New UG & PG Courses introduced in 2017-18	Nil	Suggested to start new Courses for Local needs	With the consultancy of management we will take necessary steps to start new Courses in the next Academic Year
22	Maintenance of Student Attendance Registers	A		
23	Whether feedback on curriculum was obtained from stake holders and analysed	B	Advised to analyse Feed back forms	Yes, We will analyse
II-TEACHING, LEARNING & EVALUATION				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	A		
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	A		
26	Demand Ratio (Group wise)	A		
27	Percentage of differently abled students (Divyangjan) on roll	Nil	Provide the facilities for Divyangjan Students	Necessary steps will be taken
28	Percentage of full time teachers against sanctioned posts in 2017-18	B		
29	Student - Full time teacher ratio	B		

	Student Profile as per prescribed	A		
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017- 18	A		
31	Teaching Diaries & Teaching Plans in Prescribed Formats	A		
32	Use of ICT in teaching and learning	B	Advised all the Staff Members to use ICT in Teaching and Learning	Already morethan 50% of the Staff are using ICT while Teaching. We will see that the rest of the 50% Staff also use ICT facilities.
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B	Advised all the Staff Members to use ICT in Teaching and Learning	Already morethan 50% of the Staff are using ICT while Teaching. We will see that the rest of the 50% Staff also use ICT facilities.
34	Co-Curricular Activities (College level)	B	Advised to introduce NSS Unit	We will follow the advise
35	Seminars/conferences/workshops organised in 2017-18	Nil	Advised to organise Seminars etc	Yes, We will Organise in the next Academic Year
36	Academic Competitions (College Level & Above)	B		
37	Conduct of Internal Examinations- Internal assessment	A		
38	Teacher wise result analysis (MARCH/APRIL - 2017 & SEP/OCT/NOV- 2017)	A		
39	Pass percentage of students (Group wise) in 2017-18	A		
40	Percentage of students undertaking field projects / internships	Nil	Advised student undertaking Field Projects	We will follow the advise
41	Remedial Classes	B	Advised to maintain the	Yes, We will Maintain
42	Conduct of Bridge course	B	Recorded to maintain the	Yes, We will Maintain
43	Feed back on Teachers by Students and its analysis	A	Advised for Feedback Analysis	Steps will be taken to analyse Feedback Forms

44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A	Advised for Feedback Analysis	Steps will be taken to analyse Feedback Forms
	Students' Grievances/Redressal (Examination Cell) Report	A		
	Automation details of Exam Cell			
III-RESEARCH, INNOVATIONS AND EXTENSION				
45	Is the College a Recognized Research Centre	Nil		
	Policy for Promotion of Research (A)			
	Institutional Seed money for Research			
46	No. of Research Guides in the College	B	Advised for recognition as Research Guides who are having Ph.D Qualiftcation under UGC Guidelines	Yes, We will follow the advise
47	No. of Research Scholars working for M.Phil & Ph. D	A		
	Rsearch Projects funded by Govt/Other Organisations			
48	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	Nil	Advised for applying Minor Research Projects	We are planning to apply for minor Research Projects to UGC in the next year
	Code of Ethics/ Plagiarism software			
49	Research Papers/Chapters Published in 2018-19 (SCOPUS, Web of Science ,ISBN/ISSN, ICI) (International/ National)	A	Advised to publish in Scopus Journals	We will follow the advise
50	Papers Presented in 2017-18 (International/ National/ State)	A		
51	Books Published in 2017-18 (Single Author/ Co Author)	B		
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	Nil	Advised to conduct Seminars etc	Yes, we will conduct the Seminars
	Bibliometrics details			

53	Record of Consultancy in 2017-18	Nil	Advised to offer Consultancy	We will follow the advise
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	Nil	Advised to create an Ecosystem and other Initiatives	Yes, We will take necessary steps to create Ecosystem and other Initiatives
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry- Academia Innovative practices	Nil	Advised to conduct Workshops etc	Yes
	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents	B	Advised to take more MOUS with Documentary Evidence	We will follow the advise
	Collaborations for Research/Faculty Exchange/Student Exchange (Attach MoUs/Linkages)			
57	Record of Subject/Department Related Extension Activities	A		
	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students	Nil	Advised to Organise Extension Programmes	Yes We will organise
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	B	Advised to conduct more no of Programmes by introducing NSS Unit	So far we have no NSS Unit in the college, We are applying permission to the University authorities to start NSS Unit in the college.
60	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	A	Advised to maintain the Student List	Yes We will maintain
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	Nil	Advised to encourage students for getting Awards	Yes
IV-INFRASTRUCTURE AND LEARNING RESOURCES				

62	Number of Class rooms, Labs and computing equipment	A		
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A	Advised for Yoga Center	We will try to establish Yoga Center in the college
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	A		
65	Budget allocated for infrastructure augmentation(CA certified statement)	A		
66	Library is automated using Integrated Library Management System	B		
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	B		
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases(Give books	B	Advised to subscribe E- Journals, E-Books for UG Courses	Yes, We will follow the advise
69	and journals in 2017-18(CA Certified statement)	A		
70	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	A		
71	Student-Computer ratio	A		
72	Wifi in the campus	B	Advised to Install Wifi facilities with in the entire campus	Already we have Wifi Facility in the College, We will enhance the Bandwidth.

73	Updation of IT facilities a) English Language Lab b) JKC Lab c) Computer Labs d) APSSDC Lab e) Student Computer Ratio f) Wi-fi enabled campus e) Media Centre / Studio	A		
	Bandwidth of Internet Connections with details			
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component.	A		
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	B	Established Systems & Procedures for maintenance of Classrooms,Labs and academic support facilities	We will follow the advise
V-STUDENT SUPPORT AND PROGRESSION				
76	Average percentage of students benefited by scholarships by the Government in 2017-18	A		
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	A		
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	A		
79	Average percentage of placement of outgoing students in 2017-18	B	Advised to improve Placements for outgoing students	Necessary steps will be taken to improve the placements for outgoing students
80	Student grievances redressal mechanism	A		
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	A		

82	Percentage of student progression to higher education	A		
83	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.)	B	Advised to motivate more number of students	Yes, We will motivate more no. of students.
84	Number of awards/medals for outstanding performance in sports/cultural activities	B		
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	A	Advised to constitute student Council	Yes, We will follow the advise
86	Records of significant achievements in Sports & Games	B	Advised to maintain the Record	We will maintain
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	A		
88	Alumni contribution in 2017-18 (In Rs) (CA audited statement)	A		
89	Number of Alumni Association /Chapters meetings held in 2017-18	A		
90	Maintenance of JKC facilities & records	Nil	Advised to establish JKC Center	Necessary steps will be taken to establish
91	Record of Student trained and placed in JKC	Nil		
92	Record of Anti Ragging cell	B		
93	Maintenance of drinking water	A		
94	Maintenance of sanitation	A		
VI-GOVERNANCE AND LEADERSHIP				
97	Staff Council Register	A		
98	Functioning of Committees in Administration (Minutes of meetings)	A		

99	Awards/Achievements	B	Advised to encourage Faculty Members for State Best Teacher Award	We will encourage
###	Use of ICT in Governance	B	Advised to develop ICT in Governance	We will follow the advise
	Perspective/Strategic plan and ### deployment documents	B	Suggested to improve Strategies	We will follow the suggestion
###	Organizational structure of the institution	A		
	Implementation of e-governance in Planning and Development, ###Administration, Finance and Accounts, Student Admission and Support, Examination	B	Advised to implement E- Governance	Yes, We will implement
	Percentage of teachers provided with financial support to attend ###conferences / workshops and towards membership fee of professional bodies in 2017- 18	B	Advised to provide Financial Support	Yes, We will provide financial support to the Staff who are attending for conferences, Seminars etc
###	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	B	Advised to organise National Seminars etc	We will follow the advise
###	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2017-18	A	Advised to encourage to attend more number of Faculty	We will follow the advise
###	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	A	Advised to encourage to attend more number of Faculty	We will follow the advise
###	Funds / Grants received from non- government bodies, individuals, philanthropers in 2017-18	Nil		
	Average number of quality initiatives ###by IQAC for promoting quality culture per year	B	Advised to motivate Faculty to attend National Conferences and Workshops	We will follow the advise
###	Participation in NIRF-2017	A	Advised to get NIRF Rank	Yes, We hope to get considerable NIRF Rank

###	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	B	Advised to update Activity Register	We will update
	Decentralisation and Participative Management Procedure			
	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination			
	Teachers attending OC /RC/FDP			
	Performance appraisal system for Teaching and Non-Teaching Staff			
	Strategies for Mobilisation of Funds			
	Funds /Grants received from non- government bodies and philanthropists (CA Audited statement)			
VII-INSTITUTIONAL VALUES AND BEST PRACTICES				
	Social Responsibility: Programs such as Nava Nirmana Deeksha, Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc.			
	Gender Equity Promotion Programmes and facilities to address gender Sensitivity			
	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,)	B		
###	Percentage of power requirement of the Institution met by the renewable energy sources(solar panels)	A		
###	Waste Management steps taken	B	Advised to establish Waste Management System	We will follow the advise

###	Rain water harvesting structures and utilization in the campus	A		
###	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	B	Suggested to arrange facilities like Ramp for Divyagan	Necessary steps will be taken for arranging Ramp
###	Record of best/innovative practices by the institution	B	Suggested to improve Green Landscaping	We will follow the advise
###	College Activity Register 2018-19 & Hard Copy of AQAR 2016-17 (should be available with the Principal)	A		
###	The number of classes(per week) taken by the Principal	A		
###	Research projects/Publications/ study material developed in 2018-19 by the Principal	A		
	Initiatives taken to engage and contribute to local community			
	Code of Conduct Book for Principal/Staff/Non Teaching and Students			
	Display of Core Values			
	Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights			
	Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course			
	Institutional and Departmental Best Practices			
College Grading - A				


Signature of the Vice-Principal

Name : Sri. Y.Sridhar Rao

Date: 28-02-2019


Signature of the Principal

Name : Sri. M.Subba Rao

Date : 28-02-2019