

**Commissionerate of Collegiate Education, A.P  
Academic Audit of Degree Colleges**

**Format-V (Action Taken Report by Principal of the College-ATR)**

**Zone : I                      District : Visakhapatnam**

<b>I-COLLEGE PROFILE</b>				
1	Name of the College, Website, email and Ph.No.	St. Joseph's College for Women (Autonomous), Visakhapatnam, www.stjosephsvizag.com, sjcwvizag@gmail.com      0891-2558346		
2	Name of the Principal, email & Mob.No	Dr. Sr. Shyji P.D, 9491789574 (vincysja1@gmail.com)		
3	Name of the Vice-Principal, email & Mob. No.	Sr. Hema. S. (hemasr9@gmail.com)                      9492620618		
4	Name of the IQAC Coordinator, email & Mob. No.	Dr. P. Sarada. psarada71@gmail.com, 9949498981		
5	Year of Establishment & own land if any	1958, Own land		
6	Affiliating University	Andhra University		
7	NAAC Grade with Cycle, Accredited Year & CGPA ( if not Accredited Status of Preparations)	Re-accredited by NAAC with 'A' Grade, 2014 (Third Cycle - 3.01/4.0)		
8	UGC Recognition (2F & 12 B)	Yes		
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	9.00 am to 3.30 pm		
10	No. of Posts Sanctioned:	Regular Working: 18 + 1	Contract Working: 68                      Guest Working: 9	
11	Course wise & Year wise Students strength particulars ( Proforma enclosed & to be submitted along with AAR)	Format-IV Enclosed		
<b>II-CURRICULAR ASPECTS</b>				
	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		
14	College Activity Register2016-17	A		
15	Departmental Activity Registers ( Dept. Wise)	A		
16	Add-on Courses (Department-wise) completed during 2015-16	A		
17	Add-on Courses (Department-wise) in 2016-17	A		
18	Coverage of Syllabus (Average Percentage)	A		
19	Teaching of HVPE & Foundation Courses	A		

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B( Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
20	No. of New UG & PG Courses introduced this year:	A	Introduce the new UG & PG courses	We are in the process of introducing new courses
21	Maintenance of Student Attendance Registers	A		
22	Feedback forms on Curriculum from students	A		
<b>III-TEACHING, LEARNING &amp; EVALUATION</b>				
23	Teaching Diaries & Plans in the Prescribed Formats	A		
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	Enclose the result analysis while sending the ATR	Enclosed
28	Teacher wise result analysis	A	Enclose the result analysis while sending the ATR	Enclosed
29	Remedial Classes	A		
30	Record of Evaluation of Teachers by Students ( Monthly from July 2016)	A		
<b>IV-RESEARCH AND CONSULTANCY</b>				
31	Is the College a Recognized Research Centre	C		
32	No. of Research Guides in the College	A		
33	No. of Research Scholars working for M.Phil & Ph. D	A		
34	Major/Minor/Other Research Projects	A		
35	Research Papers Published in 2016-17 ( International /National )	A		
36	Papers Presented in 2016-17 ( International /National/ State )	A		
37	Books Published in 2016-17 (Single Author/ Co Author)	A		
38	Seminars/Workshops/ Training Programme Conducted in 2016-17 ( International /National/ State )	A		
39	Record of Consultancy in 2016-17	A		

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B( Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
40	Record of MOUs in 2016-17	A		
<b>VI-EXTENSION ACTIVITIES</b>				
41	Record of Subject/Department Related Extension Activities	A		
42	Name of the NSS PO & Mobile No.	A		
43	NSS Attendance register	A		
44	NSS activity register	A		
45	Name of the NCC ANO & Mobile No.	A		
46	NCC Attendance register	A		
47	NCC activity register	A		
48	Name of the Red Ribbon Club Coordinator & Mobile No.	A		
49	Red Ribbon Club Activities	A		
50	Name of the Women Empowerment Cell Coordinator & Mobile No.	A		
51	WEC Activities	A		
52	Name of the Eco-Club Coordinator & Mobile No.	A		
53	Eco- Club Activities	A		
54	Name of the Consumer Club Coordinator & Mobile No.	A		
55	Consumer Club Activities	A		
56	Any other Club	A		
<b>IV-LEARNING RESOURCE</b>				
57	Name of the Librarian & Mob.No	A		
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		

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B( Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
64	Name of Mana TV Coordinator & Mob.No	A		
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		
68	Maintenance of MANA TV Viewers' Register	A		
<b>VII-Student Support Activities</b>				
69	Name of Physical Director & Mob.No	A		
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	Register the JKC in the College	Action is taken to start JKC in the campus
75	Record of Students trained in different verticals	A		
76	Record of Student trained and placed in JKC	A	Train the students through JKC	Action is taken to train the students through JKC
77	Name of Career Guidance Coordinator and Mob.No	A		
78	Record of activities Career Guidance and placement cell	A		
79	Name of DRC Coordinator & Mob. No.	A		
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		
<b>VIII-Basic Amenities</b>				
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	A		
88	Greenery & Cleanliness	A		
89	Health Care Facility	A		
90	Canteen	A		
<b>IX-GOVERNANCE AND LEADERSHIP</b>				
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		
<b>X - IT INITIATIVES</b>				
95	e-class rooms ( Number & Usage)	A		
96	Internet Centre	A		
97	Computer labs ( No. of labs & working systems)	A		
<b>XI-Best Practices</b>				
98	Record of best/innovative practices by the institution	A	Enclose the annexure IV	Enclosed
99	College Activity Register 2016-17 & Hard Copy of AQAR 2016-17 ( should be available with the Principal)	A		
100	Over All Impression on the College	A		
	<b>Signature of the Principal</b>			<b>Signature of the Vice-Principal</b>