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 : I	District : Visakhapatnam		

COLLEGE PROFILE				
1	Name of the College, URL of Website, email and Phone number	**St. Joseph's College for Women (Autonomous), Visakhapatnam** **www.stjosephsvizag.com, sjcwvizag@gmail.com 0891-2558346**		
2	Name of the Principal, email & Mobile Number	**Dr. Sr. Shyji P.D, (vincysja1@gmail.com) 9491789574**		
3	Name of the Vice-Principal, email & Mobile Number	**Sr. Hema. S. (hemasr9@gmail.com) 9492620618**		
4	Name of the IQAC Coordinator, email & Mobile Number	**Dr. P. Bhushanavathi. (bhushanavathipeketi@gmail.com), 9441518014**		
5	Year of Establishment & details of land available if any	1958, Own land		
6	Affiliating University	Andhra University		
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	**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 4.00 pm		
10	No. of Posts Sanctioned:	Regular Working: 18 (Aided) + 25 (Management) = 43	Contract Working: 34 (Full Time)	Guest Working: 5
11	Course wise & year wise Students strength particulars (Proforma enclosed)	**Annexure - I Enclosed**		

I-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		
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	A	Suggested to make Self Defence Course as mandatory	Training will be imparted in a phased manner on self defence withteh asistance oa qualified professionals
18	Add-on Courses (Department-wise) in 2017-18	A		
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	B	Suggested to introduce new UG & PG Restructred courses	To work along with IQAC to implement the recommendations
22	Maintenance of Student Attendance Registers	A		
23	Whether feedback on curriculum was obtained from stake holders and analysed	A		
	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	A		
28	Percentage of full time teachers against sanctioned posts in 2017-18	A		
29	Student - Full time teacher ratio	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	A		

33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B	Suggested to enhance the percentage ICT usage in Teaching and Learning	Teacher to be motivated to implement the recommandation and recognise individuals giving priority to ICT teaching and Learning methods
34	Co-Curricular Activities (College level)	A		
35	Seminars/conferences/workshops organised in 2017-18	A		
36	Academic Competitions (College Level & Above)	A		
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	A		
41	Remedial Classes	A		
42	Conduct of Bridge course	A		
43	Feed back on Teachers by Students and its analysis	A		
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A		
	III-RESEARCH, INNOVATIONS AND EXTENSION			
45	Is the College a Recognized Research Centre	B	Suggested to start Recognized Research centre	Ground work to be prepared - seminars to be conducted create more awareness
46	No. of Research Guides in the College	A		
47	No. of Research Scholars working for M.Phil & Ph. D	NA		
48	Major/Minor/Other Research Projects	B	Suggested to apply for UGC /DST Minor / Major Projects	Initiatives being teaken to encourage Research projects with qualerty reviews

49	Research Papers Published in 2017-18 (International/ National)	A		
50	Papers Presented in 2017-18 (International/ National/ State)	A		
51	Books Published in 2017-18 (Single Author/ Co Author)	A		
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	**A**		
53	Record of Consultancy in 2017-18	A		
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	B	Suggested to start incubation centre	Separate cell to be created to implement the recommendations
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	A		
56	Record of MoUs in 2017-18	A		
57	Record of Subject/Department Related Extension Activities	A		
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	A		
59	Number of extension programmes conducted in colloboration with Community/NGOs thrigh NSS/NCC/Red Cross/YRC etc.,	A		
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		
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	A		
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		
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	A		
66	Library is automated using Integrated Library Management System	A		
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	A		
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	A		
69	Expenditure for purchase of books and journals in 2017-18	A		
70	Percentage per day usage of library by teachers and students	A		
71	Student-Computer ratio	A		
72	Wifi in the campus	A		
73	Updation of IT facilties	A		
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	A		
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 Instituition in 2017-18	A		

78	Average percentage of students benefited by guidance for competitive examinations and c areer counseling offered by the institution in 2017-18	A		
79	Average percentage of placement of outgoing students in 2017-18	A		
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.,)	A		
84	Number of awards/medals for outstanding performance in sports/cultural activities	A		
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	A		
86	Records of significant achievements in Sports & Games	A		
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	A		
88	Alumni contribution in 2017-18 (In Rs)	A		
89	Number of Alumni Association /Chapters meetings held in 2017-18	A		
90	Maintenance of JKC facilities & records	A		
91	Record of Student trained and placed in JKC	A		
92	Record of Anti Ragging cell	A		
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	A		
100	Use of ICT in Governance	A		
101	Perspective/Strategic plan and deployment documents	A		
102	Organizational structure of the Institution	A		
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	A		
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	A		
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	A		
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.,) in 2017-18	A		
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	A		
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	A		
109	Average number of quality initiatives by IQAC for promoting quality culture per year	A		
110	Participation in NIRF-2017	A		
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A		

	VII-INSTITUTIONAL VALUES AND BEST PRACTICES		
112	Percentage of power requirement of the Institution met by the renewable energy sources	A	
113	Waste Management steps taken	A	
114	Rain water harvesting structures and utilization in the campus	A	
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	A	
116	Green Practices(plastic free campus, green landscaping etc.,)	A	
117	Record of best/innovative practices by the institution	A	
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 (should be available with the Principal)	A	
119	The number of classes(per week) taken by the Principal	A	
120	Research projects/Publications/ study material developed in 2017-18 by the Principal	A	
	Signature of the Vice-Principal:	**Signature of the Principal:**	