

Academic Audit 2016-17
Academic Audit Report
(Status to be filled by the Principal)

Date of Audit: 15/06/2017				
Audit Team:				
Name	Contact Number	Address		
1. Sri G Shanker	9440837256	GDC W Karimnagar		
2. Sri Ch. Shiva Prasad	9393007552	GDC Nirmal		
3. Sri A Shankaraiah		SRR GDC Karimnagar		
College Particulars				
College Name & Address : Govt Degree College, KB Complex, Utnoor			Affiliating University : Kakatiya Unviersity	
Type of Institution: Govt. (co education)	Year of Establishment : 2007	Government/ Pvt. Aided: Govt.	Regular/ Shift : Shift	Working Hours : 9AM-5PM
College Phone Number :	Website Address :gdcts.cgg.gov.in/utnoor.edu		College Email id :gdc.utnoor55@gmail.com	
Name of the Principal : B Thirupathi (FAC)		Contact Number :9440587441		
Name of the Vice-Principal : P Prabhat Rao		Contact Number :8096000250		
Name of the IQAC Coordinator: P Prabhat Rao		Contact Number : 8096000250		
No. of Sanctioned Posts: 16	Teaching : 13	Regular Working : 8	Contract Working:5	Guest Working:1
	Non Teaching:3	Regular Working : 1	Contract Working: nil	
UGC:				
UGC Recognition Status (Date, Month & Year)	12 (B): Not recognised	2(F) : Recognised	Autonomous/ Non Autonomus :non autonomus	
Amount Sanctioned in 12th Plan period (Mention the names of the schemes):				Nil
Amount utilized in 12th Plan period (Mention the names of the schemes):				nil
	Grade:	Cycle (1/2/3/4) :	CGPA:	Validity upto:
NAAC Particulars : Year of Accreditation : Not accredited	AQAR for the year 2013-14 submitted to NAAC on:		AQAR for the year 2012-13 submitted to NAAC on:	

Building Particulars	Own Building/Not: own	Campus area in Acres: 4 acres	Compound wall : Not existing	Condition of Compound wall (Good/requires repairs): na
	No.of Class rooms: 8	No.of Labs: 1	No.of Toilets for boys: 3	No.of Toilets for Girls: 3
	No.of Toilets for staff: 3	Boys Hostel: 3	Girls Hostel: 3	
<u>Strength Particulars:</u>				
Name of the Course (UG/PG)	Sanctioned Strength:	No of applications received	No of students joined	remarks (compared to last year's admission)
BA I	60	80	36	decreased
BA II	60	85	75	same strength maintained
BA III	60	90	75	slightly declined
B.COM-I(General & Computers)	120	121	51	declined
B.COM-II (General & Computers)	120	147	80	declined
B.COM-III (General & Computers)	120	110	131	same strenght maintained
B.Sc.-I (MPC & BZC)	120	150	72	declined
B.Sc-II (MPC & BZC)	120	150	114	declined
B.Sc-III (MPC & BZC)	120	110	135	increased

I - CURRICULAR ASPECTS				Weightage: 100
1.1 Curricular Planning and Implimentation				Weightage: 20
				Grade/ Weightage (A-Excellent, B: Good, C: Average & D: Poor)
1	Annual Institutional Plan Prepared : Yes	Implementation of Annual Institutional Plan : Yes		B
2	Departmental Annual Curricular Plans Prepared: yes	Implementation of Annual Curricular Plan : Yes		
3	College & Department Activity Register 2016-17 Yes			
4	No.of staff members represented on the BOS of the concerned university : Nil			
5	Has the institution taken feed back from Teachers & Students on the syllabus and curriculum and communicated it to the University: Yes			
	Recommendation/Suggestions of Academic Advisors:	Maintain the records		
1. 2 Academic flexibility				Weightage: 30
1	No. of Existing Self-financed programmes: 01	No. of New Courses introduced : no		C
2	No. of Add-on /Certificate Courses (Department-wise) started during 2016-17: 02			
3	Add-on Courses/Certificate (Department-wise) completed during 2016-17 : 02			
	Recommendation/Suggestions of Academic Advisors:	Introduce more add on certificate courses		
1. 3 Curriculum Enrichment				Weightage: 30
1	Coverage of Syllabus (Average Percentage): 100	Maintenance of Student Attendance Registers : Yes		B
3	Teaching of HVPE Course: yes	No. of trained teachers: 4		
4	Teaching of Foundation Courses: yes	No.of teachers involved: 4		
5	Gender sensitization programmes: yes	No. Conducted : 1	Registers maintained/not : maintaned	
6	Career Guidance Programmes: yes	No. Conducted : 4	Registers maintained/not : maintaned	
	Recommendation/Suggestions of Academic Advisors:	Organise the career guidance programmes		

1.4 feedback on curriculum				Weightage: 20
1	Student feed back on Teachers conducted or not (Enclose proforma): conducted	Date on which conducted :	Records maintained/not : maintained	B
2	Feed back on teachers was analysed/ not: analysed	Whether action taken by Principal/not : taken		
	Recommendation/Suggestions of Academic Advisors:	Feed backs on teachers must analyse		
II-TEACHING, LEARNING & EVALUATION				Weightage: 350
2.1. student enrolment and profile				Weightage: 30
	Does the college has sufficient strength (Yes/No): yes	Action taken to improve the Strength: advertisement through pamphlets, brochures, social media etc.		B
	Student attendance on the day of Academic audit (%): %	Syllabus completed and last exstaction day over.		
	Availability of Social Profile of the students (Yes/No): (Give the strength of the following)			
	Boys:468	SC(B): 27 SC(G) : 4 ST(B): 427 ST(G) : 291		
	Girls:300	BC(B) : 14	BC(G) : 05	Differently abled :9
	Maintanance of student profiles by each department			
	No. of dropouts in the last two years (Course wise)	B.Sc.: 15	B.A.: 17	B.Com. :6
	Recommendation/Suggestions of Academic Advisors:	Improve the strength		
2.2 Catering to diverse needs				Weightage: 50
	Conduction of bridge courses?	No.of students attended :	Records Maintained/not:	C
	Conduction of Remedial Classes	No.of students attended :	Records Maintained/not: maintained	
	Programmes for Advanced learners	No.of students attended :	Records Maintained/not:	
	Co-Curricular Activities (College Level)	No.of students attended :	Records Maintained/not: maintained	
	Academic Competitions (College/Dist/State/ National level)	No.of students attended :	Records Maintained/not: maintained	
	Recommendation/Suggestions of Academic Advisors:	conduct more remedial classes		

2.3 Teaching-learning process			Weightage: 100
	Teaching Diaries in the Prescribed Formats (Yes/No): yes		Are they maintained properly: maintained B
	Teaching Plans in the Prescribed Formats (Yes/No): yes		Are they maintained properly:maintained
	Usage of Supplementary/ Innovative teaching methods by faculty	Type of Supplementary/innovative teaching methods used 1. PPT 2. smart board / Digital Board 3.	1.No.of /PPTsmodels/others prepared by faculty: 10 2.No.of /PPTsmodels/others prepared by students:
	Startegies used by the College to prepare students for the annual eaminations	1. conduction of regular tests 2. assignments 3.	Are these programmes really conducted by the college/not : conducted
	Maintanance of Departmental Library by each Dept: maintained:		
	Recommendation/Suggestions of Academic Advisors:	Advised to maintain the departmental library records	
2.4 Teacher quality			Weightage: 80
	Staff Development Programmes (for 2016-17) : Provide the following details :		
2	Give the no.of programs conducted by the college for the following items	Workshops: Int.Nat: Nat: State:	Seminars: Int.Nat: Nat: State:
		Conferences: Int.Nat: Nat: State:	Panel discussions:
		Guest / Extension lectures: 4	Others:
3	No.of faculty members attended (out side the college)	Workshops: Int.Nat: Nat: State: 4	Seminars: Int.Nat: Nat: State: 3
		Conferences: Int.Nat: Nat: State:	Panel discussions:
		Guest / Extension lectures:	

4	No.of faculty members presented papers in	Workshops: Int.Nat: 01 Nat: State:		Conferences: Int.Nat: Nat: State:		
		Seminars: Int.Nat: Nat: State:				
5	No.of Faculty received awards in 2016-17	International:	National:	State:	Dist : Univerasity:	Others:
	Recommendation/Suggestions of Academic Advisors:	Compulsarily Attend more workshops/seminars				
2.5 Evaluation process and reforms						Weightage: 50
	Conduct of Internal Examinations	Unit: 2	Half-Yearly : yes	Prefinal : yes		B
		Others:	Maintanance of Internal marks registers by each department (Yes/No): yes			
	Are the internal examination marks communicated to parents (Yes/No):	Mode of communication of Internal marks to parents :				
	Recommendation/Suggestions of Academic Advisors:	Evaluate the papers and maintain the registers				
2.6 Student performance and learning out comes						Weightage: 40
1	Results of the College (2015-16)					B
	Group	College Average	University Average	Result of 2014-15		
	<u>B.A</u>	25				48
	B.Com(Gen) B.Com(Comp.)	36				29

	B.Sc 1. MPC 2.BZC		11		15
2					
3	Whether Teacher wise result analysis done or not : Analysis done				
4	Is the result improved/decreased from last year result or not (give the % group wise) : decreased				
	Recommendation/Suggestions of Academic Advisors:	Identify the slagness and take necessary steps to improve results			
III-RESEARCH AND CONSULTANCY					Weightage: 150
3.1 Promotion of research					Weightage: 20
	Does the Institution constituted Research committee: yes	Date of formation: 04/02/2014	Mention Dates of meetings :		D
31	Is the College a Recognized Research Centre(Y/N): No	No. of Research Guides in the College :	No. of Research Scholars working for M.Phil & Ph. D under them:		
33	No.of faculty which are Life members in at least one reputed International/ National reserch societies (Give Details):				
	Recommendation/Suggestions of Academic Advisors:	the research committee should encourage the staff to join the M.Phil and Ph.D			
3.2 Resource mobilisation for research					Weightage: 10
	No.of submitted/completed Research Projects (Last 4 yrs)	Major: -Nil	Minor :--Nil	Other: -	D
	No. of Research Projects applied to various funding agencies	Major:- -Nil	Minor :--Nil	Other:	
34	No.of Sanctioned/ on going Research Projects	Major:--Nil	Minor : --Nil	Other:	
	Recommendation/Suggestions of Academic Advisors:	all staff members apply for MRPs			

3.3 Research facilities				Weightage: 10	
	For Faculty	Labs/Equipment: yes	Library : yes	Computer with Internet facility: yes	D
	For Students to do in house projects like Study Projects/ Seminars/ Surveys etc.	Labs/Equipment: yes	Library : yes	Computer with Internet facility: yes	
		Funds:	No. Of Study Projects: conducted by students	Seminars: Surveys: other Reserch activities:	
	Recommendation/Suggestions of Academic Advisors:	apply for Major projects			
3.4 Research Publications & Awards				Weightage: 20	
	Give details of Research Publications (2016-17) of faculty:			D	
35		International:	National: 01	Others:	
		No. of Monographs published		No. of Chapter in Books published :	
		No. of Books Edited :		No. of Books published with ISBN/ISSN:	
5	No.of Faculty received Research awards during 2016-17	International:	National:	State:	
	No. of papers published by Students :	International:	National:	State: Others:	
	Recommendation/Suggestions of Academic Advisors:	all the staff members involve in research and submit the papers in seminars			
3.5 Consultancy and Institutional Social Responsibility				Weightage: 10	
1	List consultancy services provided by the institution	1. 2. 3.		C	
		Maintanance of Record of Consultancy :			
	Recommendation/Suggestions of Academic Advisors:	NSS should be strengthened and students and staff involve in social responsibility			

3.6 Extension Activities and Institutional Social Responsibility			Weightage: 60
1	No. of Extension activities conducted by the college: 5	Maintance of Records related to Extension Activities: yes	C
2	No. of outreach programmes conducted by the college:	Maintance of Records related to Outreach programmes:	
12	Any awards received by the institution for extension activities and/contributions to the social/community development during the present academic year		
3	NSS Details (2016-17)	No.of NSS Units in the college & strength : 2 & 110	No. of camps organised:
		Name of the NSS POs & Contact No. M Santhosh Kumar & M Narsing Rao	
		Maintanance of NSS Attendance Register:	Maintanance of NSS Activity Register: maintained
4	NCC Details (2016-17)	No.of NCC Units in the college & strength : Nil	No. of camps attended
		Name of the NCC Officer & Contact No.	
		Maintanance of NCC Attendance Register:	Maintanance of NCC Activity Register:
5	Red Ribbon Club (2016-17)	Name of the RRC Coordinator & Contact No. M Santhosh Kumar 9912852567 & M Narsing Rao 9441012766	
		No.of RRC Activities conducted:	Maintanance of RRC Activity Register:
6	Women Empowerment Cell(WEC) (2016-17)	Name of the WEC Coordinator & Contact No.: M Vanitha 9703637831	
		No.of WEC Activities conducted: 1	Maintanance of WEC Activity Register: yes
8	Consumer Club (2016-17)	No.of CC Activities conducted: 3	Maintanance of CC Activity Register: yes
9	Any other programmes conducted to promote citizenship roles in the students (Mention):		
	Recommendation/Suggestions of Academic Advisors:	Establish the NCC Unit-follow up it	

3.7 Collaboration				Weightage: 20
54	No.of MoUs/collaborative arrangements/linkages with the other institutes/ laboratories/organisations			D
55	No.of Programmes/ activities conducted in the college by these institutes/ laboratories/organisations:	Maintanance of MOU/Collaboration registers :		
	Recommendation/Suggestions of Academic Advisors:	Maintain the MOU with other departments		
IV-INFRASTRUCTURE & LEARNING RESOURCES				Weightage: 100
4.1 Physical facilities				Weightage: 30
	Give details of the facilities available in the college			
		Classrooms : 8	Technology enabled learning spaces: 5	B
		Seminar hall : 0	Laboratories :0	Equipment for teaching & learning :05
		Equipment for research: Not available	Gymnasium: available	Playground: not available
		Botanical garden :not available	Canteen: not available	Safe Drinking water : available
		No.of Toilets for Girls: 3	No.of Toilets for Boys: 3	No.of Toilets for Staff: 3
	Toilets	Condition of toilets (Working/not working) : working		Availability of Running water supply: available
		Does the existing toilets sufficient for the student strength: no		
	Hostel	Girls' hostel: not available/ Tribal welfare Hostel available		Boys' hostel: existing
	Health Centre (Existing/ Not): Not existing	No.of Programmes conducted through Health center :		
		Mainatance of activity register for Health center :		
	Recommendation/Suggestions of Academic Advisors:	conduct the health camps		

4.2 Library as a Learning Resource			Weightage: 20	
1	Library (Provide the following details)	Working hours:- 9-5	On working days: 9-5 On holidays:	C
		No.of Text books available: 2700	No.of Reference books available:No	
		No.of Journals/ Periodicals available:No	e-resources: No	
		Newspapers: 2	No.of Computers : 30	Availability of Previous years Question papers : yes
		Internet facility: yes	Xerox facility: yes	Printer facility: yes
		Subscription to N-list made or not: If not state the reasons: no	Library Automation: no	Are seperate logbooks maintained for Student & staff visitors: yes
		How many students visited the library in the current academic year so far (According to logbook) : 400	How many Lecturers visited the library in the current academic year so far(According to logbook):	
		No.of books Circulated to students :1400		
		Maintanance of feedback book to get feedback from its users:	Record of Visitors	
		Overall maintanance of the library		
Recommendation/Suggestions of Academic Advisors:	advised to maintain the registers and establish the net connections-prefer to digitalisation			

4.3 IT Infrastructure					Weightage: 30
1	Number of computers available in the colleg (in use): 30	No.of computers in working condition: 30	Computer-student ratio :1:30	LAN facility: yes Wifi Facility: yes	B
	Number of computers with Internet facility : 05		No.of computers with internet facility made available to the faculty and students on the campus :		
2	Does the college website in working condition (plz.Ckcek): working		Is the website updated regularly: updated date when it was last updated : 08/05/2017		
3	Whether MANA TV is functional or not: functioning	Whether schedule is circulated to the students or not : circulated		Maintenance of MANA TV Viewer's Register : maintained	
	No. of MANA TV presenters from college : Faculty : Students : nil	Whether feedback collected from students or not : collected		Whether feedback collected from students is sent regularly to CCE or not : sent	
	Recommendation/Suggestions of Academic Advisors:	advised to take necessary steps to adopt the wifi			
4.4 Maintenance of Campus Facilities					Weightage: 20
1	Maintanance of Campus:				C
2	Maintanance of Terrace of college building :	Date of last cleaning :			
	Maintanance of Water tanks/sumps : 1	Date of last cleaning : 09/06/2017			
3	Maintanance of equipment: maintained				
4	Maintanance of toilets: maintained				
5	Maintanance of furniture: maintained				
	Recommendation/Suggestions of Academic Advisors:	Try to get funds for the constructions of college compound			

IV-STUDENT SUPPORT AND PROGRESSION			Weightage: 100
5.1 Student Mentoring and Support			Weightage: 50
Does the institution publish its updated prospectus annually: NO	Is the Prospectus placed in the college website or not : not If not state the reasons:		C
Career guidance & Placement Cell	No. Of students received support and guidance for preparation of competitive exams : 300		
	Maintenance of Career guidance & Placement Cell activity register : maintained		
Type of counselling services are made available to the students	academic: maintained	personal	career : maintained psycho-social:
	Maintenance of a Record for counselling services of the institution		
TSKC: Provide the details	No.of students enrolled in the present academic year: all	No.of students attended the interview : nil	
	No.of students selected through Job drives in the last academic year: nil		
Student Grievance Redressal Cell	No of grievances reported in the present academic year: nil	No of grievances redressed in the present academic year: nil	
Internal Complaints Committee(ICC) (2016-17)	Name of the ICC Coordinator & Contact No. M Vanitha		
	No.of ICC Activities conducted: 1	Maintenance of ICC Activity Register: yes	
Anti-ragging committee.	Maintenance of a Record of Anti-ragging committee activities : yes, maintained		
Does the institution have a registered Alumni Association : No	Maintenance of a Record of Alumni Association activities :		
Any welfare schemes (other than Govt.) planned by the institution for students			
Recommendation/Suggestions of Academic Advisors:	maintain the above all registers and complaint box		

5.2 Student Progression				Weightage: 30
Details of the students passed out and progressing to higher education or employment (current academic year)				B
	Give No.of Students	Joined PG :5	B.Ed :10	Other courses: 15 (TTC, ITI etc)
		Employed :10	Self employed :	
		Maintance of a Record of Student progression : maintained		
	Recommendation/Suggestions of Academic Advisors:	encourage the students to self employment generation		
5.3 Student Participation and Activities				Weightage: 20
	Sports/games:	Name & Contact no. of PED: M Swamy		C
	No.of sports & games events conducted: 3	Record of Physical Education Department: maintained		
	Significant achievements in Sports & Games	International Level :	National Level	State Level : District Level :02
	Record of activities of Clubs (if any)			
	Give the no.of Student Centric Activities conducted by the institution in the present academic year	Quizzes: 04	Student seminars: 70	Debates/discussions: 01
		Literary activities: Sports/games:03 any other:	Cultural activities: 03	
		Maintanance of records for all these activities: maintained		
	Encouragement given by the instituion for students to publish materials in			
	College magazine	Name of college magazine:		Year of publishing started:
		No.of articles published by students this academic year:		
	Does each Department Display latest news clippings/articles in the concern subject: yes	Maintanance of records for this activity:		
	Existance of College wall magazine (Y/N)			
	Recommendation/Suggestions of Academic Advisors:	ensure all students to participate in YUVATHARANGAM		
IX-GOVERNANCE AND LEADERSHIP				Weightage: 100
6.1 Institutional Vision and Leadership				Weightage: 10
	Staff council and its activities	Whether College has a Staff Council or not: yes		B
		Is the Staff Council active or not: ctive		
		Maintanance of Staff Council Register: maintained		
92	List of Committees in the College: 10	Maintanance of activity register for all these committees: maintained		

	Recommendation/Suggestions of Academic Advisors:	Establish the alumni association and invite them to take suggestion	
6.2 Strategy Development and Deployment			Weightage: 10
93	Is the college an Autonomous college": no	If 'No', what are the efforts made by the institution in obtaining autonomy	
94	Does the Institution have a mechanism for analyzing student feedback on Institutional performance: yes		D
	Recommendation/Suggestions of Academic Advisors:	advised to take the necessary steps for NAAC as soon as possible	
6.3 Faculty Empowerment Strategies			Weightage: 30
1	Number of faculty nominated for (current academic year)	Orientation programmes	Refresher courses: nil
		Staff training conducted by CCE:	Others :
	Recommendation/Suggestions of Academic Advisors:	all staff members are advised to participate in RC/OC/Workshops and seminars	

6.4 Financial Management and Resource Mobilization				Weightage: 20
When was the last financial audit conducted in the institution: September, 2015	Internal Audit :	External Audit : 01	B	
List the efforts made by the institution in securing additional funding	1. submitted proposals to CCE for construction of additional class rooms and got sanctioned 1 crore.			
Has the institution utilized all the funds	Amount mobilized/ received in Rs/- Amount Unutilized :	Amount Utilized : Amount recovered from Non - utilizer:		
Recommendation/Suggestions of Academic Advisors:	Propose for regular internal audit			
6.5 Internal Quality Assurance System (IQAS)				Weightage: 30
Date of establishment of Internal Quality Assurance Cell (IQAC):15/07/2014				B
No.of Programmes conducted through college IQAC:	Maintenance of IQAC activity register (Action Plan/Minutes of Meeting/ submission of AQAR to NAAC etc): maintained			
whether AQAR hosted in the college website:	AQAR for the year 2013-14 submitted to NAAC on:	AQAR for the year 2012-13 submitted to NAAC on:		
Recommendation/Suggestions of Academic Advisors:	conduct the workshop on NAAC/CBCS system			
VII: INNOVATIONS AND BEST PRACTICES				Weightage: 100
7.1 Environment Consciousness				Weightage: 30
Eco Club (EC) (2016-17):	No.of EC Activities conducted: 2	Maintanance of EC Activity Register:	C	
Initiatives taken by the college to make the campus eco-friendly	Plantation:250	Water harvesting:	Energy conservation	
	Use of renewable energy	e-waste management::	Efforts for Carbon neutrality:	
	Maintanance of record for these activities			
Telangana ku Haritha Haram(TKHH)	No.of plants Planted: 250	No. survived: 70	Maintanance of TKHH record	maintained
Recommendation/Suggestions of Academic Advisors:	maintain the plantation and swatch bharath with the help NSS students			

7.2 Innovations				Weightage: 30
	List of innovative practices adopted by the institution (Mention the practice & Impact of the practice on the stakeholders)	1. Charts Formulae 2. Grouping of Students 3. Prize distribution 4. Digital boards. 5. books donated to poor students	Maintanace of register for the same:	C
	Recommendation/Suggestions of Academic Advisors:	advised to do more and more innovative practices and maintain the records		
7.2 Best Practices				Weightage: 40
	List of Best practices adopted by the institution Students 3. giving Subject notes and Material.	1. Group Discussions Conducted for students 2. Blood Grouping of science	Maintanace of register for the same:	C
	Recommendation/Suggestions of Academic Advisors:	to encourage the students award the gold medals from all the departments		
	Total Weightage:	Criteria I: B	Criteria II: B	Criteria III: D Criteria IV: B
		Criteria V: C	Criteria VI: B	Criteria VII: C
	Signature of the Principal (with College stamp)	Names & Signatures of Academic Advisors along with contact numbers		
		1 Sri G Shanker (9440837256)		
		2 Sri Ch Shiva Prasad (9393007552)		
		3 Sri A Shankaraiah		
Overall Weightage: B				