

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

Academic & Administrative Audit (AAA) – 2023--2024

FORMAT – I (COLLEGE PROFILE)

PART- A

- 1.** Name of the College and Address: SKP GOVERNMENT DEGREE COLLEGE,
AMBEDKAR COLONY, GUNTAKAL

URL of Website: - <http://skpgcguntakal.ac.in/>

E- Mail: - skpgdc.guntakal@gmail.com

Phone number: - 9440561104, 0944051104

- 2.** Vision & Mission: - <https://skpgcguntakal.ac.in/page.php?type=about&id=vision-mission>

- 3.** Name of the Principal, **DR.A. LAKSHMAIAH**

Email: - alakshmaiah65@gmail.com and

mobile Number: - 9440561104

- 4.** Name of the Vice-Principal: - Sri A Ravi Sankar Sharma

Email: - arssarma2011@gmail.com and

mobile Number: - 9849018720

- 5.** Name of the IQAC Coordinator:- Dr.P. S.KIRAN KUMAR

Email: - kiranneerada@gmail.com

Mobile number: - 9290461736

- 6.** Name of the Academic coordinator: - Sri.A. Ravi Sankar Sharma

Email: - arssarma2011@gmail.com

mobile Number: - 9398657110

- 7.** Year of Establishment: - 1968

- 8.** UGC 2(f) and 12 B status (certificates to be verified):- YES

- 9.** Autonomous status – No

- 10.** RUSA status: - yes

- 11.** College land and Plan details /documents: - : [SKP Government Degree College, Guntakal \(skpgcguntakal.ac.in\)](http://SKP Government Degree College, Guntakal (skpgcguntakal.ac.in))

- 12.** Affiliation status: Permanent / temporary (certificates to be verified) Temporary

13. AISHE Status – Document: -

<https://skpgcguntakal.ac.in/page.php?type=about&id=aishe>

14. NAAC Status -

a) Previous NAAC Cycle date and Month:21/02/2014—20/2/2019

b) Date of Expiry:21/02/2019

c) Previous Grade and CGPA (certificates to be verified)

<https://skpgcguntakal.ac.in/page.php?type=about&id=naac-certificates>

15. Status of peer team recommendations

s.no	Recommendations made	Recommendations fulfilled
1	College may try for getting Autonomy	College applied for CPE status and presentation is given to UGC committee in Delhi
2	A central computing facility may be established and college can go for ICT based teaching and learning	Implemented
3	There is a scope for undertaking consultancy services to solve local problems	Not implemented due to paucity of funds
4	Hostel for boys and girls maybe constructed	Not implemented due to paucity of funds
5	Teachers may concentrate more on locally useful research	Implemented
6	College can think of some collaboration with local industry	MoUs are made with local institutions: Implemented
7	Students transportation problem from bus stand to college needs to be addressed	Bus passes are arranged and local request stop is made by consultation with RTC staff : Implemented
8	Sexual harassment cell be established	Implemented
9	Library needs more space for reading and reference section	To be implemented
10	Contingent staff to be paid reasonable salary	Implemented

Action taken report to be attached

16. Previous Recommendations of Academic Audit of the CCE

No. of suggestions made	No of suggestions implemented

Action taken report to be attached

17. NIRF Rank (if any) Year: Nil

18. ISO Certification Year: 2021

19. Awards & Achievements for the institution during the current Academic Year with details: Nil

PART-B

1. No. of Programmes Offered by the College

a. Current Academic Year: - 6

b. Last Two Years: -

Year	2022-23	List of programmes	2023-24	List of programmes
Number of Programmes	6	6	6	6

2. No of Value-Added Courses introduced (last two years)

Year	2022-23	List of courses	2023-24	list of programmes
Number of Value-Added courses	9	9	0	0

3. Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular	43	19	25
PTL	0	2	0
Contract	0	10	0
Guest	0	4	0
Total	44	34	25

4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D.	NET/SET
Regular	2	6	6	5
PTL	2	0	0	0
Contract	1	1	2	4
Guest	5	0	0	0
Total	10	7	8	9

5. Details of non- teaching faculty

No of posts	Sanctioned	Working	Vacancies
	25	13	12
Total	25	13	12

6. Student strength particulars

a) During the last two years

Year	2022-23			2023-24		
No. of students	I	II	III	I	II	III
	79	291	360	113	79	291

7. No of students appeared in the final year exams during the last two years

Year	2022-23			2023-24		
Programme wise	A	P	%	A	P	%
B.A	44	40	90	32	27	84.4
B.COM	53	48	90.5	68	53	77.9
B.SC	92	78	84.7	62	55	88.7

8. Teacher – student ratio (Current Year):1:14

9. Infrastructure details (Physical and Academic facilities of Criterion-IV)

- i. Total no of class rooms -20
- ii. Total no of laboratories -12
- iii. Total no of digital classrooms -3

- iv. Total no of virtual classrooms -2
- v. Total no of ICT enabled classrooms-7
- vi. Total no of studios-nil
- vii. Total no of Computers-150 Student & Computers Ratio1-1:3
- viii. Total no of printers -10
- ix. Total no of scanners -4
- x. Total no of Xerox facility -2
- xi. Total no of Wi-Fi routers -6
- xii. Internet Bandwidth -200mbps
- xiii. Seminar halls -2
- xiv. Auditorium-2
- xv. Details of sports facilities -yes
- xvi. Gymnasium (No of stations) -yes
- xvii. Rooms for administration-4
- xviii. Water – RO facility-yes
- xix. Toilets for staff (Men/Women/Differently abled)-yes
- xx. Toilets for students (Men/Women/Differently abled)-yes
- xxi. Divyangana friendly facilities (Ramps/Lifts/Softwares)-yes
- xxii. No of fire extinguishers in the labs and corridors -no
- xxiii. Solar energy details – LEDs , Green Audit Status -yes
- xxiv. Examination Cell-yes
- xxv. Library-yes
 - No. of Books & Journals-40000
 - Status of Automation -partial
 - E-journals-yes
 - Nlist subscription -yes
 - Internet -yes
- xxvi. Women's waiting hall-yes
- xxvii. Grievance Reddressal Cell -yes
- xxviii. Health Centre-no
- xxix. ELL-yes
- xxx. JKC Lab-yes
- xxxi. Computer Labs-yes
- xxxii. Canteen Facility-yes

10. Research :

❖ No of collaborations / Functional MoUs

Year	2022-23	2023-24
Number of collaborations / MoUs	22	4

❖ No of publications in UGC – CARE listed journals

Year	2022-23	2023-24
Number of Publications	2	6

❖ No of start-ups

Year	2022-23	2023-24
Number of start-ups	nil	nil

❖ No of patents

Year	2022-23	2023-24
Number of patents	nil	1

❖ No of Research Guides

Year	2022-23	2023-24
Number of Research Guides	nil	nil

❖ No of Research Scholars

Year	2022-23	2023-24
Number of Research Scholars	0	0

❖ No of Major/ Minor Research Projects

Year	2022-23	2023-24
Number of Major RPs	Nil	nil
Number of Minor RPs	Nil	nil

❖ Incubation Centre/s: No

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated
nil	nil	nil

11. Policies prepared and implemented -nil

12. Number of committees appointed (provide link of meeting minutes & reports)

[SKP Government Degree College, Guntakal](#)

13. Extension activities (Current year)-76

a) No. of Extension activities in the neighborhood for social and holistic development -10

b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC-52

c) No of Extension activities in collaboration with government agencies -11

d) No of Extension activities in collaboration with Non-Governmental Organizations -3

14. Feedback, Student Satisfaction Survey mechanism adopted: yes

15. Alumni Association – involvement and activities: yes

No. of meetings conducted: 02

16. Awards and achievements-current year (to be verified -)

❖ Students -nil

❖ Staff -3

17. Total no of scholarships and free ships (Current Year)-323

Total Amount in Rs: Rs. 7,65,079

18. Total no of capacity building and skill development activities conducted by the college (Current Year)

Teaching	nil
Non –Teaching	nil

19. Trainings conducted by JKC for competitive exams during the last two years

Training:

Year	2022-23	2023-24
Number of students registered	100	100
Number of students trained	100	100
a. from your GDC	100	100
b. from other colleges	0	0

Placements:

Year	2022-23	2023-24
No. of companies visited the campus	25	19
Number of students Placed	237	65
a. from your GDC	237	65
b. from other colleges	0	0

CSP:

Year	2022-23	2023-24
Number of students participated in CSP	150	53
a) B.A	31	07
b) B.COM	59	26
c) B.SC	60	20

Internship:

Year	2022-23	2023-24
Number of students completed Internship	192	160
a) B.A	35	32
b) B.COM	67	68
c) B.SC	93	60

Types of Internships:

Year	2022-23	2023-24
Total No of Physical Internships	192	160
Total No of Online Internships	nil	nil
Total No of Paid Internships	nil	nil

20. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2022-23	2023-24
Number of students	20	17
a) B.A	5	3
b) B.Com	8	4
c) B.Sc	7	10

B. Employment (Programme wise)

Year	2022-23	2023-24
Number of students	6	3
a) B.A	1	0
b) B.Com	3	1
c) B.Sc	2	2

C. Entrepreneurship (Programme wise)

Year	2022-23	2023-24
Number of students	0	0
a) B.A	0	0
b) B.Com	0	0
c) B.Sc	0	0

21. Grants/funds received from (in Lakhs/Rs.)-Nil

A. Government

B. Non-governmental bodies

C. Individuals/ Philanthropists

D. CSR

E. Budget allocated for Infrastructure

F. Expenditure for Books & Journals

Budget Sanctioned Rs. _____ ; Utilized Rs. _____

22. Governance and Leadership

❖ Institutional Perspective Plan (Next two years)

❖ **No of policies developed by the Institution and details**

The Institution Strategic Goals (ISG) were set up based on the deliberations emanated from the brainstorming session by the intellectual brains of the institution on the vision, mission, core values, policies and procedures of the institution as well as the SWOC analysis. The expectations of the stakeholders are given due weightage in setting up ISG.

Institution Strategic Goals (ISG):

1. Ensuring Good Governance
2. Establishing Effective Teaching Learning Process
3. Developing leadership and participative learning
4. Developing Financial Management
5. Encouraging research and innovations
6. Establishing Internal Quality Assurance System
7. Ensuring student's development, participation and welfare
8. Ensuring staff development & welfare
9. Increasing internal resources
10. Increasing Alumni Interaction.
11. Engagement in Community Services and Extension Activities
12. Developing physical infrastructure
13. Getting highest accreditation from statutory bodies

STRATEGIC PLANNING	SPDD – IMPLEMENTATION MEASURABLE PARAMETERS
<p style="text-align: center;">Good governance</p> <ul style="list-style-type: none"> • Vision, Mission development & their articulation • Inclusion of industrialist & academicians on CPDC • Evaluation of Institutional Performance , i.e. Internal academic and administrative audit, feedback mechanism • Institutional strategic goals setting • Institutional Strategic development plan • Establishing Quality Assurance Systems • Constituting statutory committees • Implementation of e-governance • Decentralization of Administration for Leadership development • Formulation of institutional policies & procedures and implementation • Establishing fair and transparent performance appraisal system 	<ul style="list-style-type: none"> • GB selection (Inclusion of Academicians & Industrialist) • No. of GB meetings/ Semester • Vision Mission , Dissemination & Review • Organization structure in place • Degree of decentralization • Degree of E -Governance • Resource mobilization • Staff appraisal & career advancement scheme in place • Service rules & benefits

<p>Teaching Learning Process</p> <ul style="list-style-type: none"> • Academic Planning (Annual Curricular Planning) • Development of teaching plans • Development of teaching aids • Procurement of teaching, learning & evaluation Software • Development of e- learning resources and LMS • Adoption of ICT based teaching learning • Providing mentoring and personal support • Creating fair feedback system, Analysis and action taken on feedback • Evaluation parameters and benchmarking • Continuous Internal Assessment to measure outcomes • Performance development through credit system • Implementation of best practices 	<ul style="list-style-type: none"> • No. of teaching aids • Syllabus completion • Mini projects, Major projects, Seminars • No. of learning resources • No. of student counseling/mentoring/train ing sessions conducted • Result of examinations (Pass, First classes, Distinctions) • Graduate attribute attainment levels • Alumni feedback
<p>Leadership and Participative Management</p> <ul style="list-style-type: none"> • Motivating through interactions • Reporting structure • Decentralizing the academic, administration and student related authorities & responsibilities • Prescribing duties, responsibilities and accountability • Establishment of functional committees 	<ul style="list-style-type: none"> • Reporting structure in place • Decentralization in various domains - academic, administration, staff welfare, student development, infrastructure management – appointments of section heads& Associate deans code of conduct - duties, responsibilities and accountability Rotation of key posts to build leadership Functional & statutory committees – no. of meetings/ semester, minutes of meetings, planning & implementation.

Financial Management <ul style="list-style-type: none"> • Framing & implementation of Procurement and Financial policies • Planning Department wise Budget • Expenditure management • Forecasting income & expenditure • Surplus Fund Management / Emergency plans <ul style="list-style-type: none"> • Budget formulation & approval through Finance Committee • Periodic Internal/ External • Audit 	<ul style="list-style-type: none"> • Annual Budget forecasting income & expenditure • Utilization / Allocation of funds • Internal & External Audit
Institute – Industry Interaction <ul style="list-style-type: none"> • MoUs with industries • Support for internships, visits, trainings, guest lectures • Providing career guidance • Strengthen training & placement • MoUs with training institutes 	<ul style="list-style-type: none"> • No. of active MOUs • No. of Initiatives/activities through MOU • No. of Initiatives/contributions
Research and innovation <ul style="list-style-type: none"> • Fund raising through Project proposals • Applying for Government/ other funding Collaborations with research organizations 	<ul style="list-style-type: none"> • Publications in national/international journals and conference proceedings • No. of industry based/ sponsored projects from different funding agencies • No. of funded research projects • Patents filed • Conferences & workshops organized • New MOUs signed with academic and industrial organizations • Laboratory development • Center of research established • No. of students pursuing higher education

<p>Internal Quality Assurance System</p> <ul style="list-style-type: none"> • Establishment of IQAC Framing of Quality Policy & publishing • Educating & Training of all employees • Periodic check & guidance • Establishment of audit team and process Audit and remedial measures • Identifying best practices • Formation of Quality circle & functioning • Annual report preparation & submission 	<ul style="list-style-type: none"> • Number of IQAS initiatives/ semester • IAMC audits remarks • AQAR submission
<p>Staff development & welfare</p> <ul style="list-style-type: none"> • Staff performance evaluation system • Staff Training • Best work facilities and infrastructure • Membership of professional bodies • Code of conduct & service rules • Staff welfare policy formation and implementation • Career advancement scheme • Rewards, recognitions and incentives • Deputation for seminars, conferences • Sponsorship/ Motivation for qualification improvement 	<ul style="list-style-type: none"> • Number of Staff attending training programs • Staff training programs organized • Number of memberships of professional bodies • Sponsorships for higher education • Number of staff welfare programs • Staff awards/ recognitions/ incentives
<p>Student's development and participation</p> <ul style="list-style-type: none"> • Budget allocation • Establishment of infrastructure • Formation of student council • Student's representation • Participation in competitions • Organizing competitions • Rewards & recognitions of achievers 	<ul style="list-style-type: none"> • Number of student participants • Number of tournaments won • Number of sports, technical, cultural events organized • Regional, National & International competitions participated • Regional, National & International recognitions received • Number of skill development trainings • Number of placement drives organized • Number of placements and career guidance programmes

<p>Alumini Interaction</p> <ul style="list-style-type: none"> • Formation of Alumni association and registration • Data base creation, Regular interactions with alumni and networking • Recognition of successful alumni • Leverage for guest lecturers/internships/placements • Exploring Contributions • Brand ambassadors • Sponsorships/scholarship 	
<p>Community Services and Extension activities</p> <ul style="list-style-type: none"> • Budget from institution resources/Faculty/students/other donors Identify nearby villages for adoption • Projects based on rural challenges • Provide vocational training /job oriented training as per local needs at the institute • Educational support to village students • Conducting awareness camps 	
<p>Physical infrastructure</p> <ul style="list-style-type: none"> • Smart Class rooms, Tutorials, Seminar halls • Modernization of Laboratory & equipment • Library infrastructure up gradation • Establishment of Virtual classrooms and networking, System up gradation • Functional facilities for e-learning • Safety & Security management • Safe drinking Water facility (RO Plants) • Medical facility • Developing sports (indoor/outdoor) facilities • Hostels facility within the campus • Plantation • Rain water harvesting 	

<ul style="list-style-type: none"> • Renewable Energy harvesting • Hygiene, solid waste management (zero plastic usage, dry & wet refuse) • Recycling waste water 	
<p>Accreditations</p> <ul style="list-style-type: none"> • Discussion in CPDC/Staff council and approval for Accreditations Resource planning & budget approval • Constitution of committee to prepare Accreditations Plan • Establishment of Accreditation cell • Preparation of reports • Inspections facilitation & remedial measures 	

IMPLEMENTATION AT INSTITUTION LEVEL

The Strategic development plan is put before the CPDC/Staff Council for approval followed by its implementation. The progress of strategy shall be evaluated from time to time. Hence the measurable success indicators are clearly spelt out in the implementation document. The Principal along with the members of the Committees will be the custodian for strategic plan and its deployment.

Governance & Administration	Chairman & Members of CPDC/Staff Council, Administration Office
Branding /Expansion	CPDC members, CPDC/Local Management Committee
Students Admissions	Principal, HODs, Admissions team
Statutory Compliance	Principal, HODs, all faculty and Coordinators
Infrastructure (physical)	Principal and Team
Infrastructure (Academics)	Principal, HODs/ Deans
Teaching- Learning	Principal, HODs, Faculty and Staff
Research& Development	Deans/ HODs
Students Development	HODs , Faculty
Departmental Activities	HODs and Faculty
Training &Placement	JKC Coordinator & HODs
Quality Assurance	Deans/HODs and IQAC team

Monitoring The Strategic Plan

The implementation of strategic plan will be monitored from time to time by the respective committees through periodic review. The heads of departments will prepare the detailed progress report and present it in the council meetings. The benchmarking of quality standards and its monitoring, evaluation of attainment will be carried out by the IQAC independently and it reports the findings to the Council directly. With thorough analysis of outcomes and IQAC report, the council will recommend the corrective actions, need of refinement of processes and deployment of resources. All these reports will be forwarded for further discussions and approval of GB.

Conclusion

The SPDD is an effort to scribble out a pathway towards achievement of goals the institution has set. Mere formulating the strategic plan doesn't ensure success, but it provides a guiding framework which is a collective wisdom delivered by the process of participative brainstorming of stakeholders. The proper implementation of strategies through teamwork with good spirit leads to success and sustainability over a longer time. The strategic planning is not a static document but it is dynamic process which must respond to the changing environment. There are restrictions in spelling out the detailed processes to be deployed to get the desired outcomes. Hence it needs continuous evolution to incorporate the lessons we learn during the implementation. It emphasizes the role of IQAC in ensuring the quality of implementation by periodic evaluations of outcomes.

23. Contribution of IQAC

❖ Incremental changes during the last two years

The S.K.P. Government College is in its 3rd Cycle of NAAC Assessment and Accreditation. The College has constituted IQAC on 01/06/2006 during 1st cycle with the primary objective of developing a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution . The IQAC has initiated various quality enhancement measures and institutionalized them to ensure their sustainability.

Two Major Achievements of IQAC in past 5 years (2019-20 to 2023-24) :

The IQAC has initiated various quality enhancement measures and institutionalized them to ensure their sustainability. Two sample practices institutionalized by IQAC are narrated below.

1. Institutionalize Faculty Development and Training Programmes in ICT

There is growing trend towards integrating Information and Communication technology (ICT) into teaching and learning. Hence, IQAC has introduced institutional training every year for its Teaching and Non- teaching staff on uses of ICT. Two weeks training session is planned and executed for teaching and non teaching staff separately on basics of ICT in MS office :MS word , MS Excel, MS PowerPoint and basic Internet concepts. The Staff of the computer Science volunteered to train the staff on ICT. Training included a one hour theoretical session followed by practical hands on experience.

1. In 2019-20 Teaching and Non teaching staff are trained on MS Word .
2. In 2020-21 Teaching and Non- Teaching are trained on MS Word and MS PPT
3. In 2021-22 Both Teaching and non teaching staff were given training on MS Excel
4. In 2022-23 , All the Staff are trained on Basic Internet Concepts, LMS Video Making.
5. In 2023-24 All the Staff, Teaching and Non Teaching are trained on working with various APPs and Social Networking.

Hence with persistent efforts IQAC has institutionalized quality assurance process .

2. Introduction of Certificate courses :

Owing to the importance of areas like Finance, Marketing , HR , Information Technology, Teaching etc getting a Certification Course has become necessary for a person to stand ahead of others in competition. When companies hire new employees or analyze their job performance, preference is given to those candidates who have additional certification with specific knowledge .

In tune to the changing preferences of market needs, IQAC proposed to introduce to Certificate courses to the Principal and Staff Council for starting new Certificate Courses and the proposal was implemented and institutionalized by the Principal with approval from Staff Council.

S.N	Year	No of Courses introduced	Certificate courses
1	2016-17	9	Certificate Course were introduced by Departments : English, Mathematics, Physics, Chemistry, Botany, Computer Science, Commerce Economics and Women Empowerment Cell
2	2017-18	9	
3	2018-19	9	
4	2019-20	9	
5	2020-21	9	
6	2021-22	9	
7	2022-23	5	
8	2023-24	1	

Incremental improvements initiated by IQAC assessing the need based on Feedback from 2021-22 to 2023-24

Incremental improvements in Infrastructure:

- The construction of the Third building block with 4 class rooms and a seminar hall in 2016 was initiated by IQAC by applying for RUSA funding. Further Flooring of the College, 15 KV solar plant has been installed under RUSA .
- 1000 Ltrs. RO plant for purified drinking water.
- Vehicle parking shed and 20 Urinals and 20 toilets were constructed additionally .
- A Library with INFLIBNET facility, a 300 members capacity seminar hall with all the necessary furniture equipment and electronic devices.
- Modern Gym was established
- Internet Facility was upgraded from 30Mbps band width through OFC to 100Mbps currently.
- Wi-fi networking was facilitated in the entire campus.
- 6 conventional class rooms were converted to e-classrooms. .
- Canteen was established.
- An Auditorium: Ferrer Auditorium, named after the founder of Philanthropic contribution from RDT (Rural Development Trust), an NGO from Spain is constructed

Incremental improvements in Academic and administrative areas:

- Continuous internal evaluation of the students started with the introduction of CBCS in semester mode by the affiliating University.
- Social and extension activities started on a move forward.
- Plantation, Blood Donation, Clean and Green, JanmaBhoomi, SwachaBharath, ODF village adoption.
- Free certificate programmes were initiated and took fast pace.
- Faculty development programmes were conducted by IQAC for Teaching and Non-Teaching
- Faculty attending National seminars, Workshops and International Seminars increased phenomenally with 110 Journal Publications, 600 National and International Seminars Participation, 27 FDPs between 2016-17 to 2020-21
- Career counseling training classes conducted.
- Mercurial raise in Games and sports achievements.
- Deposit of Endowment Fund for awards to the merit students.
- Alumni meetings are held.
- Celebration of Fresher's Day and Fare well day.
- Bio-metric attendance to the staff and Students as per Govt. of AP guidelines
- MOOCS course to the staff and students introduced.

- Participation in NIRF and AISHE and State Government Academic and administration audit.
- Raising of financial resources by staff alumni and public to the extent of 35 Lakhs rupees for the college development fund.

23. Best Practices of Institution

1. Green Campus
2. Solar Energy

24. Evaluative Reports of the Departments

25. For Autonomous Colleges -NA

A. Academic Council

- Last Academic Council meeting date
- Major decisions for enriching curriculum/Academics

B. Controller of Examinations

- Examination reforms proposed and implemented
- CIA
- Mechanism for addressing grievances
- Mechanism for transparency in setting up of Question papers
- Mechanism for appointing examiners
- Mechanism adopted to ensure the security of information
- CoE expenditure report with details

C. Board of Studies

- Mechanisms for updating curriculum
- Justification Reports for Curricular revamp

D. Governing Body

- Last G.B meeting date
- Major resolutions for administration

26. College Handbook (to be uploaded on the college website)

27. College Magazine (to be uploaded on the college website)

28. Monthly News Letters(to be uploaded on the college website)

29. Departmental meeting Minutes Registers (to be verified)

30. Reports of various committees (to be verified)

31. CPDC/Finance Committee Meeting Minutes Registers (to be verified)

32. Implementation status of Biometric Attendance and TLP Reports (to be verified)

