Government of Andhra Pradesh
Commissionerate of Collegiate Education

Academic & Administrative Audit (AAA) – 2020-2021

FORMAT – I (COLLEGE PROFILE)

PART- A

1. Name of the College and Address: SKP Govt. College, Guntakal
URL of Website: https://skpgcguntakal.ac.in
E- Mail: skpgdc.guntakal@gmail.com
Phone number 8121011580

2. Vision & Mission: SKP Government Degree College, Guntakal (skpgcguntakal.ac.in)

3. Name of the Principal, email, and mobile Number: Dr K Gnaneswar, korikargnani@gmail.com, and 8121011580

4. Name of the Vice-Principal, email, and mobile Number: Sri A Ravi Sankar Sarma, arssarma2011@gmail.com, 9849018720

5. Name of the IQAC Coordinator, email, and mobile Number: Dr T Jithendra, jith.uti@gmail.com, 9440873638

6. * Name of the Academic Coordinator, email, and mobile Number: Sri A Ravi Sankar Sarma, arssarma2011@gmail.com, 9849018720

7. Year of Establishment: 1968

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

9. Autonomous status – Yes/No, If yes, Since_____ NO

10. RUSA status: YES

11. College land and Plan details /documents : SKP Government Degree College, Guntakal (skpgcguntakal.ac.in)

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

13. AISHE Status – Document: SKP Government Degree College, Guntakal (skpgcguntakal.ac.in)

14. NAAC Status -
a) Previous NAAC Cycle date and Month: Cycle II & Feb 2014
b) Date of Expiry: Feb 2019
c) Previous Grade and CGPA (certificates to be verified) B, 2.76
SKP Government Degree College, Guntakal (skpgcguntakal.ac.in)

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	MoUs are made with local institutions : Implemented
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
11	Number of classrooms be increased and indoor outdoor stadiums be constructed	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: No

PART-B

1. No. of Programmes Offered by the College

   a. Current Academic Year: 15

b. Last Two Years

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Programmes	13	13	13	15	14

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

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Value Added courses	9	9	9	9	9

3. Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular	44	17	27
PTL	0	2	0
Contract	0	17	0
Guest	0	8	0
Total	44	44	27

4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular	17	4	4	10
PTL	2	0	0	0
Contract	17	3	2	8
Guest	8	0	0	0
Total	44	7	6	18

5. Details of non- teaching faculty

No of posts	Sanctioned	Working	Vacancies
	26	17	9
Total	26	17	9

6. Student strength particulars

a) During the last two years

Year	2017-18			2018-19			2019-20			2020-21			2021-22		
	I	II	III	I	II	III	I	II	III	I	II	III	I	II	III

No. of students	516	494	475	332	516	494	378	332	516	360	378	332	291	360	378

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

Year	2017-18				2018-19			2019-20			2020-21			2021-22		
Programme wise	Appeared (A)	Passed (P)	%	A	P	%	A	P	%	A	P	%	A	P	%
	461	374	81.12	292	221	75.94	334	247	73.95	230	160	69.5			

8. Teacher – student ratio (Current Year):24.31 (1070/44)

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

   i. Total no of class rooms 21
   ii. Total no of laboratories 09
   iii. Total no of digital classrooms 02
   iv. Total no of virtual classrooms 03
   v. Total no of ICT enabled classrooms 05
   vi. Total no of studios Nil
   vii. Total no of Computers, Student & Computers Ratio 90., 11.88
   viii. Total no of printers 10
   ix. Total no of scanners 04
   x. Total no of Xerox facility 02
   xi. Total no of Wi-Fi routers Nil
   xii. Internet Bandwidth 100MBPS
   xiii. Seminar halls 02
   xiv. Auditorium 01
   xv. Details of sports facilities Yes
   xvi. Gymnasium (No of stations) 01
   xvii. Rooms for administration 02
   xviii. Water – RO facility Yes
   xix. Toilets for staff (Men/Women/Differently abled) 02/01
   xx. Toilets for students (Men/Women/Differently abled) 04/02

xxi.   Divyangan friendly facilities (Ramps/Lifts/Softwares) 01
xxii.   No of fire extinguishers in the labs and corridors   Nil
xxiii.   Solar energy details – LEDs , Green Audit Status   Yes
xxiv.   Library
-   No. of Books & Journals 36000.00
-   Status of Automation - Partially Automation
-   E-journals Yes
-   Nlist subscription Subscribed
-   Internet   Yes
xxv.   Women's waiting hall yes
xxvi.   Grievance Reddressal Cell 01 Yes
xxvii.   Health Centre No
xxviii.   ELL 01 Yes
xxix.   JKC Lab   01
xxx.   Computer Labs 02

10. Research :

❖ No of collaborations / Functional MoUs

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of collaborations / MoUs	06	06	06	06	

❖ No of publications in UGC – CARE listed journals

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Publications	12	7	14	17	75

❖ No of start-ups

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of start-ups	0	0	0	0	00

❖ No of patents

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of patents	0	00	0	0	0

❖ No of Research Guides

Year	2017-18	2018-19	2019-20	2020-21	2021-22

Number of Research Guides	0	0	0	0	0

❖ No of Research Scholars

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Research Scholars	0	0	0	0	0

❖ No of Major/ Minor Research Projects

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Major RPs	0	00	0	0	0
Number of Minor RPs	0	0		0	0

❖ Incubation Centre/s: Yes/No

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated
0	0	0

11. Policies prepared and implemented Nil
12. Extension activities (Current year) 05
    a) No. of Extension activities in the Neighborhood for social and holistic development

    b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC
    c) No of Extension activities in collaboration with government agencies
    d) No of Extension activities in collaboration with Non-Governmental Organizations

13. Feedback, Student Satisfaction Survey mechanism adopted :Uploaded
14. Alumni Association – involvement and activities Uploaded
15. Awards and achievements-current year (to be verified -) Nil
    ❖ Students
    ❖ Staff
16. Total no of scholarships and free ships (Current Year)
    1032_____
    Total Amount in Rs:- _1484575/-_____
17. Total no of capacity building and skill development activities conducted by the college (Current Year) 04

Teaching	01

Non –Teaching	01

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

Training:

Year	2020-21	2021-22
Number of students registered	139	110
Number of students trained	139	110
a. from your GDC	139	110
b. from other colleges	0	0

Placements:

Year	2020-21	2021-22
No. of companies visited the campus	0	1
Number of students Placed	0	24
a. from your GDC	0	17
b. from other colleges	0	7

19. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	02	
b) B.Com	06	
c) B.Sc	13	

B. Employment (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	0	
b) B.Com	0	
c) B.Sc	0	

C. Entrepreneurship (Programme wise)

Year	2020-21	2021-22
Number of students		

a) B.A	0	0
b) B.Com	0	0
c) B.Sc	0	0

20. Grants/funds received from (in Lakhs/Rs.)

    A. Government
    B. Non-governmental bodies NII
    C. Individuals/ Philanthropists
    D. CSR
    E. Budget allocated for Infrastructure
    F. Expenditure for Books & Journals
    Budget Sanctioned Rs. _____ ; Utilized Rs.
    _____

21. Governance and Leadership

    ❖ Institutional Perspective Plan (Next two years) Uploaded in Website
    ❖ No of policies developed by the Institution and details Uploaded

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

TRATEGIC PLANNING	SPDD – IMPLEMENTATION MEASURABLE PARAMETERS
Good governance • 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	• 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

Teaching Learning Process • 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	• No. of teaching aids • Syllabus completion • Mini projects, Major projects, Seminars • No. of learning resources • No. of student counseling/mentoring/training sessions conducted • Result of examinations (Pass, First classes, Distinctions) • Graduate attribute attainment levels • Alumni feedback
Leadership and Participative Management • Motivating through interactions • Reporting structure • Decentralizing the academic, administration and student related authorities & responsibilities • Prescribing duties, responsibilities and accountability • Establishment of functional committees	• 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
 	
• Framing & implementation of Procurement and Financial policies
• Planning Department wise Budget
• Expenditure management
• Forecasting income & expenditure
• Surplus Fund Management / Emergency plans
    • Budget formulation & approval through Finance Committee
    • Periodic Internal/ External Audit
	• Annual Budget forecasting income & expenditure
	• Utilization / Allocation of funds
	• Internal & External Audit

Institute – Industry Interaction • MoUs with industries • Support for internships, visits, trainings, guest lectures • Providing career guidance • Strengthen training & placement • MoUs with training institutes	• No. of active MOUs • No. of Initiatives/activities through MOU • No. of Initiatives/contributions
Research and innovation • Fund raising through Project proposals • Applying for Government/ other funding Collaborations with research organizations	• 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

Internal Quality Assurance System • 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	• Number of IQAS initiatives/ semester • IAMC audits remarks • AQAR submission
Staff development & welfare • 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	• 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
Student's development and participation • Budget allocation • Establishment of infrastructure • Formation of student council • Student's representation • Participation in competitions • Organizing competitions • Rewards & recognitions of achievers	• 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

Alumni Interaction • 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	
Community Services and Extension activities • Budget from institution resources/Faculty/students/ot her 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	

Physical infrastructure - 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 - Renewable Energy harvesting - Hygiene, solid waste management (zero plastic usage, dry & wet refuse) - Recycling waste water	
Accreditations - 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.

22. Contribution of IQAC
   ❖ Incremental changes during the last two years Uploaded

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 (2016-17 to 2020-21) :

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

Case : 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 2016-17 Teaching and Non teaching staff are trained on MS Word .
2. In 2017-18 Teaching and Non- Teaching are trained on MS Word and MS PPT
3. In 2018-19 Both Teaching and non teaching staff were given training on MS Excel
4. In 2019-20 , All the Staff are trained on Basic Internet Concepts .
5. In 2020-21 All the Staff, Teaching and Non Teaching are trained on working with e-mail and Social Networking.
    Hence with persistent efforts IQAC has institutionalized quality assurance process .

Case : 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 :
2	2017-18	9	Ø English, Ø Mathematics, Ø Physics, Ø Chemistry,
3	2018-19	9	Ø Botany, Ø Computer Science, Ø Commerce
4	2019-20	9	Ø Economics and Ø Women Empowerment Cell
5	2020-21	9	

Incremental improvements initiated by IQAC assessing the need based on Feedback from 2016-17 to 2020-21

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.
- ➢ Campus recruitment drives through JKC and Departmental collaboration.
- ➢ 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. Charity of stake holders – An excellent self –help model
   2. GREEN CAMPUS

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) To be uploade
27. College Magazine (to be uploaded on the college website) to be Uploade
28. Monthly News Letters(to be uploaded on the college website)Uploaded
29. Departmental meeting Minutes Registers (to be verified) 1
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)