Commissionerate of Collegiate Education, Telangana
Academic Audit of GDCs
Format – I (Institutional Data)

Name of the College and Address   :

Year of Establishment   :

Name of the Principal   :

Academic Year   : 2020-2021

NAAC Grade With CGPA   :   AISHE Code:

Basic Information

S.No	Details	Status	Remarks
1	Vision and Mission of the College	Please provide the web-link.	
2	Whether College Website is being updated regularly or not?	**Yes/No**	Please provide the website link.
3	Mention the NAAC Cycle and Due Date of Next NAAC Reaccreditation		Please provide the NAAC Certificate web-link.
4	Implementation of e-Governance (CAIMS, e-Office, Online Student Fee Payment, etc.,)	**Yes/No**	
5	Total Strength of the College • 2018-19 • 2019-20 • 2020-21		

Basic Facilities

S.No	Details	Status	Remarks
6	Drinking Water facility (Please mention if college has RO Plant with its capacity)	**Yes/No**	
7	Maintenance of Sanitation	**Yes/No**	
8	Rest rooms for Women Students	**Yes/No**	

Quality Initiatives

S.No	Activity	Status	Remarks
9	Participation in NIRF Ranking	**Yes/No**	If Yes, please provide the Participation web-link.
10	Whether the Institution is Certified with	-	Please provide the certificate web-link.

	ISO? If Yes, mention the latest renewal date of ISO Certification		
11	Status of the Green Audit Whether has been completed	**Yes/No**	If Yes, please provide the certificate web-link.
12	Details of the activities conducted under Entrepreneurship Development Cell	Please provide the activities web-link.	

Details of Student Strength
(Programme wise and Year wise (I,II,III) Strength Particulars)

S.No	Programme	Strength Particulars			
13	B.A.	I year	II year	III year	Total
14	B.Com./BBA	I year	II year	III year	Total
15	B.Sc. (Life Sciences)	I year	II year	III year	Total
16	B.Sc. (Physical Sciences)	I year	II year	III year	Total

Details of Result Analysis
(Programme wise and Year wise (I, II, III) Result Analysis)

S.No	Programme	Particulars						
17	B.A.		Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI
		Appeared						
		Pass						
		Pass%						
18	B.Com. /BBA		Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI
		Appeared						
		Pass						
		Pass %						
19	B.Sc. (Life Sciences)		Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI

		Appeared					
		Pass					
		Pass%					

S.No			Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI
20	B.Sc. (Physical Sciences)							
		Appeared						
		Pass						
		Pass %						

Initiatives of the College

S.No	Activity	Status	Remarks
21	Whether the College has prepared Institutional Action Plan / Academic Calendar	**Yes/No**	If Yes, please provide the web-link.
22	Details of College-level Committees with the Representation of Staff & Students (including Statutory Committees)		Please provide the Committees web-link.
23	Details of Activities conducted under various Clubs/College-level Committees		Please provide the club/Committees activities through web-link.
24	Whether the College has facilities for *Divyangjan* Students and Staff	**Yes/No**	If Yes, please provide the facilities list in Pdf.
25	No. of Certificate Courses offered (Overall) during the Academic Year		Please provide the details of Certificate Courses through web-link.
26	Percentage of Students enrolled in Certificate Courses		
27	Details of the Activities conducted under NSS Unit (s)		Please provide the Activities through web-link.
28	Does the College have NCC unit? If Yes, mention the activities of an NCC.	**Yes/No**	If Yes, please provide the activities of NCC through web-link.
29	Details of Extension & Outreach Programmes, in Collaboration with Industry/ Community/NGOs through NSS/NCC/ Red Cross/YRC, etc. (outside the College Premises only)		Please provide the activities/ Programmes conducted through web-link.
30	Did the College receive any Award(s) under Extension & Outreach	**Yes/No**	If Yes, please provide the web-link.

S.No.	Details	Remarks	
	Programmes during the Academic Year?		
31	Details of Functional MoUs and Activities initiated under MoUs. (CCE & Institutional MoUs)	Please provide the Activities initiated through web-link.	
32	Details of the Financial Resources mobilized from various sources/ agencies (including NGOs/CSR/CPDC)	Please upload the details in PDF.	
33	Details of Alumni Association • Whether Alumni Association Registered? • Minutes of Alumni Association • Alumni Association Contribution (financial and non-financial)	**Yes/No** **Yes/No** **Yes/No**	Please upload the details of Registered Association in PDF Please upload the details minutes of meeting in PDF. Please upload the details Contributions in PDF.
34	Details of Gender Equity Promotion Initiatives/WEC activities	Please provide the Activities conducted through web-link.	
35	Mention the facilities available for the Management of Degradable and Non-degradable Waste • Solid Waste Management • Liquid Waste Management • e-Waste Management	Please provide the details through web-link.	
36	Details of Water Conservation facilities available in the Institution • Rain Water Harvesting • Maintenance of Water Bodies and Distribution System in the Campus • Waste Water Recycling system	Please provide the details through web-links.	
37	Green Campus initiatives include • QR Coding of Plants/Species • Recycling of Single-use Plastic • Landscaping	Please provide the details through web-links.	
38	Details of Institutional Best Practices (Any Two) (as per NAAC format)	Please provide the details of Best Practices through web-link.	
Physical Facilities			
S.No.	**Details**	**Remarks**	

	Total Land Area & Built-up Area • No. of Classrooms • No. of ICT-enabled Classrooms • No. of Labs (Computer/Science/Language) • No. of Seminar Hall(s)/Auditorium • No. of Virtual Classrooms	Please upload the list in PDF.	
39			
40	No. of Computers available in the College • For Administrative Purpose • For Students	Please upload the list in PDF.	
41	Mention the Student : Computer ratio	Please upload the list in PDF.	
42	Details of Internet Facility (No. of Connections and Bandwidth)	Please upload the list Connections and Bandwidth in PDF.	
43	Details of Library Automation & e-Resources	Please provide the College Library facilities through web-link.	
44	No. of Books/Magazines/e-Journals available		Please provide the details through web-link.
45	No. of Books (Texts/References) purchased during the Academic Year (along with the details of Expenditure on them)		Please upload the purchase list (if any) in PDF.
46	Availability of Physical Education Facilities (Gymnasium, Yoga Centre,etc.)	**Yes/No**	If Yes, please provide the facilities in PDF.

Student Support Activities

S.No.	Activities to be undertaken	Remarks	
47	Details of Mentor-Mentee system	Please provide the details in PDF.	
48	Percentage of Students benefited by Scholarships (Category wise)	Please provide the details in PDF.	
49	Details of Activities under TSKC/ Career Guidance & Placements Cell.	Please provide the details of activities through web-link/PDF.	
50	Details of Student Placements (At least two Job drives should be conducted every year)	Please provide the details of placements through web-link.	
51	Details of Student Progression to Higher/Professional Education (Department Wise)	Please upload the Student progression list in PDF.	
52	Details of Redressal of Students Grievances	Please provide the details in PDF.	
53	Details of Cultural Activities conducted	Please provide the details of activities in PDF.	
54	No. of Students participated in Sports/Games	Please provide the details of student list in PDF.	
55	No. of Awards/Medals won by students in Sports/Games/Cultural Activities	If Yes, Please provide the details of student list in PDF.	

S.No.	Activities to be undertaken	Remarks
56	Details of Working Staff (Teaching & Non-teaching)	Please provide the Staff list in PDF.
57	No. of Training Programmes/ Professional Development/Capacity Building Programmes organized by the Institution for Teaching and Non-teaching Staff	Please provide the web-link.
58	Details of Faculty with Ph.D & Research Guideship	Please provide the details in PDF.
59	Details of Visiting Faculty (if any)	Please provide the details in PDF.
60	Details of Internal Complaints Cell, Anti-Ragging Cell,etc.	Please provide the details in PDF.

Internal Quality Assurance Cell (IQAC):

S.No.	Activities to be undertaken	Remarks
61	Details of IQAC Initiatives: • IQAC Action Plan • IQAC Meeting & Minutes • IQAC Significant Initiatives • Whether AQAR is submitting regularly or not? • Details of Online Feedback Collection, Analysis & ATR (Students/Teachers/Employer/ Alumni/Parents)	Please provide the details through web-links.
62	Mention the Significant Achievements of the College (In Brief)	Please provide the web-link.
63	Institution Future Plan of Action (for next year)	

Signature of the Principal

***Note:**
The principals should ensure that every column is to be filled and no column is left unfilled.

All the relevant documents shall be uploaded in the College Website from time to time and provide the Web-links in the given format.

Commissionerate of Collegiate Education, Telangana
Academic Audit of GDCs
Format-II   (Department Proforma)

Name of the College & Address   :

Name of the Department   :

Name of the Incharge   :

No. of Faculty Members in the Department:

Academic Year   : 2020-2021

S.No	Activities to be Undertaken	Remarks
1.	Department Action Plan	Please upload the Action Plan in PDF.
2.	Details of Certificate Courses offered (At least one Certificate Course shall be conducted every department per year). (with the details of Syllabus/ Duration of course /Faculty involved/List of Students participated /Proof of Certificate)	Please provide the details of Certificate Courses through web-link.
3.	Details of Student Study Projects (At least one project shall be supervised by every faculty per year.)	Please upload the Project details in PDF.
4.	Details of Field work/ Field Survey (At least one per year)	Please upload the details in PDF/ through Web-link.
5.	Result Analysis (Details of Pass % of University Marks & Internal Marks)	Please provide the details of Result Analysis through web-link.
6.	Details of Conferences/ Seminars/ Workshops organized at State/ National/International level. (At least one Programme for every Department per year)	Please provide the details through web-link.
7.	Details of Functional MoUs and activities initiated under MoUs. (Department Wise)	Please provide the details of activities initiated under MoU's through web-link.

8.	Details of Collaborations (Faculty Exchange/Student Exchange/On-the–Job Training / Research, etc.)	Yes/No	If Yes, please upload the details in PDF.
9.	Details of activities conducted for students for Future Employment/ Competitive Examinations & Higher Education (P.G., B.Ed. Entrance examinations, etc.)	Please upload the details in PDF.	
10.	Does the Department have a library. If yes, provide the details of: • No.of Text Books • No.of Reference Books	Please provide the details in PDF.	
11.	Details of Outreach Programmes conducted (outside the college premises in collaboration with Industry, Community, NGOs, etc.)	Please provide the details of activities through web-link.	
12.	Department Innovative/ Best Practices	Please provide the web-link.	
13.	Details of the Significant Achievements of the Department	Please provide the web-link	

Signature of the Incharge   Signature of the Principal

*Note:

All the relevant documents shall be uploaded in the College Website from time to time and provide the Web-links in the given format.

Commissionerate of Collegiate Education, Telangana
Academic Audit of GDCs
Format-III   (Faculty Proforma)

Name of the College & Address   :

Name of the Faculty with Designation   :

Subject   :

Academic Year   : 2020-2021

Date of Joining in the Present College   :

Date of Retirement   :

S.No	Activities to be Undertaken	Remarks
1.	Mention the Title of the Papers/Subjects dealt with by the Faculty	
2.	Workload of the faculty(per week)	
3.	Coverage of Syllabus(%)	
4.	Whether Online Teaching Diary is updated from time to time?	Yes/No
5.	Whether Student Attendance Register is maintained/updated?	Yes/No
6.	Details of Student Study Projects (At least one project shall be supervised by every faculty per year)	Please upload the projects in PDF.
7.	Details of Student-Centric Methods of Teaching (Experiential Learning/Participative/Problem Solving Methodologies).for example: • Student Seminars • Student Assignments • Student Quizzes • Student Field Trips • Poster Presentations / Talks/ Science Fairs • Debates /Group Discussions • Students as Teacher • Students Organising Programme • Brain storming sessions	Please upload the details of activities in PDF.

8.	Details of Remedial Teaching/ Classes	Please upload the details of Remedial Teaching in PDF.
9.	Details of Digital Teaching Methods adopted and e-content developed (If any)	Please upload the details in PDF.
10.	Details of Mentor-Mentee Counselling	Please upload the details in PDF.
11.	Paper wise Result Analysis	Please upload the details in PDF.
12.	Whether faculty involved in BoS and Academic Council (of Universities/Autonomous/other Colleges), Question Paper Setting and Paper Evaluation?	If any, Please upload the details in PDF.
13.	Details of Memberships in Professional Bodies/Advisory Bodies	
14.	Faculty Awards / Honours/ Recognitions/ Fellowships (if any)	If any, Please upload the details in PDF.
15.	Details of faculty as Resource Person in Conferences/ Seminars/ Workshops & in any other Academic Activities	If involved in any activities, Please upload the details in PDF.
16.	Details of Research Projects undertaken by the faculty	If any projects undertaken, Please upload the details in PDF.
17.	Details of Research Publications in UGC-notified/Scopus-indexed Journals	If Published, Please upload the details in PDF.
18.	Details of Book Publications/ Chapters in Edited Volumes/Books	If published, Please upload the details in PDF.
19.	Details of Paper Presentations in National and International Conferences /Seminars.	If presented, Please upload the details in PDF.
20.	Details of Conferences/ Seminars/ Workshops organized by the faculty.	If organized, Please upload the details in PDF.
21.	Details of faculty participated in RCs, OCs, FDPs, Short Term Courses ,Workshops & Other Training Programs	Please upload the details in PDF.
22.	Details of Extension or Guest Lectures arranged or delivered	Please upload the details in PDF.
23.	Details of Outreach Programmes conducted (outside the college premises in collaboration with Industry, Community, NGOs, etc.)	If Conducted, Please upload the details in PDF.

24.	Details of Additional Responsibilities taken up by the faculty in College	Please upload the details in PDF.

Signature of the Lecturer   Signature of the Principal