

Commissionerate of Collegiate Education, A.P

Academic Audit of Degree Colleges

Format for submission of Action Taken Report by Principal of the College (ATR) - 2014-15

I-COLLEGE PROFILE

1	Name of the College, Website, email and Ph.No.	St.Joseph's College for Women (Autonomous), Visakhapatnam, www.stjosephsvizag.com, sjcwvizag@gmail.com, 0891-2558346	
2	Name of the Principal, email & Mob.No	Dr. Sr.Shyji P.D, 9491789574	
3	Name of the Vice-Principal, email & Mob. No.	Sr.M.Helen baby Dorathy, helensja75@gmail.com	
4	Name of the IQAC Coordinator, email & Mob. No.	Dr.P.Sarada, psarada71@gmail.com, 9949498981	
5	Year of Establishment & own land if any	1958	
6	Affiliating University	Andhra University	
7	NAAC Grade with Cycle, Accredited Year & CGPA (if not Accredited Status of Preparations)	Re-accredited by NAAC with 'A' Grade, 2014 (Third Cycle - 3.01/4.0)	
8	UGC Recognition (2F & 12 B)	Yes	
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	8.00 am. To 5.30 pm	
10	No. of Posts Sanctioned: 47 (Aided), Regular Working: 20	Contract Working: 65	Guest Working: 7
11	Course wise & Year wise Students strength particulars (Proforma enclosed & to be submitted along with AAR)	Format Enclosed (Appendix - I)	

II-CURRICULAR ASPECTS

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/ B(Satisfactory)/C(poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A		
13	Departmental Annual Curricular Plans	A		
14	College Activity Register 2014-15	A		
15	Departmental Activity Registers (Dept. Wise)	A		
16	Add-on Courses (Department-wise) completed during 2013-14	A		
17	Add-on Courses (Department-wise) in 2014-15	A		
18	Coverage of Syllabus (Average Percentage)	A		
19	Teaching of HVPE & Foundation Courses	A		
20	No. of New UG & PG Courses introduced this year:	A		
21	Maintenance of Student Attendance Registers	A		
22	Feedback forms on Curriculum from students	A		

III-TEACHING, LEARNING & EVALUATION

23	Teaching Diaries & Plans in the Prescribed Formats	A		
24	Co-Curricular Activities (College Level)	A		
25	Academic Competitions (College & Above level)	A		
26	Conduct of Internal Examinations-Unit, Half-Yearly and Prefinal	A		
27	Subject wise result analysis	A		
28	Teacher wise result analysis	A		
29	Remedial Classes	A	Suggested to follow CCE format	Hence forth CCE format shall be followed
30	Record of Evaluation of Teachers by Students (Monthly from July 2014)	A		

IV-RESEARCH AND CONSULTANCY

31	Is the College a Recognized Research Centre	-		
32	No. of Research Guides in the College	A		
33	No. of Research Scholars working for M.Phil & Ph. D	-		
34	Major/Minor/Other Research Projects	A		
35	Research Papers Published in 2013-14 (International /National)	A		
36	Papers Presented in 2013-14 (International /National/ State)	A		
37	Books Published in 2013-14 (Single Author/ Co Author)	A		
38	Seminars/Workshops/ Training Programme Conducted in 2013-14 (International /National/ State)	A		
39	Record of Consultancy in 2013-14	-		
40	Record of MOUs in 2013-14	A		

VI-EXTENSION ACTIVITIES

41	Record of Subject/Department Related Extension Activities	A	More number of activities may be conducted	More number of dept./subject related extension activities shall be conducted
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42	Name of the NSS PO & Mobile No.		T.Seshu Latha,9848773713, Dr.G.Ramalakshmi, 9866100579, Mrs. E. Harini , 9393917880	
43	NSS Attendance register	A		
44	NSS activity register	A		
45	Name of the NCC ANO & Mobile No.		Cpt. K. Sujatha, 9885480568	
46	NCC Attendance register	A		
47	NCC activity register	A		
48	Name of the Red Ribbon Club Coordinator & Mobile No.		Dr.G.Ramalakshmi, 9866100579, Dr.P.Mangaveni. 9396468093	
49	Red Ribbon Club Activities	A		
50	Name of the Women Empowerment Cell Coordinator & Mobile No.		Ms.D.A.Ramani, 8985142834	
51	WEC Activities	A		
52	Name of the Eco-Club Coordinator & Mobile No.		Dr.K.Manikya Kumari, 9494189028	
53	Eco- Club Activities	A		
54	Name of the Consumer Club Coordinator & Mobile No.		Dr.M.Saileela, 9290100588	
55	Consumer Club Activities	A		
56	Any other Club	A	Suggested to maintain records	started this year only records are maintained
IV-LEARNING RESOURCE				
57	Name of the Librarian & Mob.No		Dr.Y.Fatima Rani, 9441348730	
58	Access timings of the Library	A		
59	Circulation of Books among Students	A		
60	Availability of Previous years Question papers	A		
61	Record of Visitors	A		
62	Status of Library Automation	A	Suggested to complete	Should be completed soon
63	e- Resources & e-Journals	A		
64	Name of Mana TV Coordinator & Mob.No	-	CCE may be approached for MANA TV	CCE is approached for MANA TC connection
65	Usage of Internet by students in the Library	A		
66	Status of MANA TV functioning	-		
67	Whether MANA TV schedule is circulated to the students	-		
68	Maintenance of MANA TV Viewers' Register	-		
VII-Student Support Activities				
69	Name of Physical Director & Mob.No		Dr.T.Seshulatha, 9848773713	
70	Record of Physical Education Department	A		
71	Records of events conducted and significant achievements in Sports & Games	A		
72	Record of cultural programmes conducted	A		
73	Record of any other extra-curricular activities conducted	A		
74	Maintenance of JKC facilities & records	A		
75	Record of Students trained in different verticals	A		
76	Record of Student trained and placed in JKC	A		
77	Name of Career Guidance Coordinator and Mob.No		Ms.D.A.Ramani, 8985142834 Dr.M.Saileela, 9290100588	
78	Record of activities Career Guidance and placement cell	A	suggested to apply for UGC grants	Applied for UGC grants
79	Name of DRC Coordinator & Mob. No.	-		
80	Implementation of DRC Action Plan	-		
81	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/ submission of AQAR to NAAC etc)	A		
82	Record of Support by Alumni Association	A		
83	Record of Grievance Redressal Cell / Anti Ragging Cell	A		
84	Mentoring / Counseling System	A		
VIII-Basic Amenities				
85	Maintenance of drinking water	A		
86	Maintenance of Sanitation	A		
87	Rest room for women students	A		
88	Greenery & Cleanliness	A		
89	Health Care Facility	A		
90	Canteen	A		
IX-GOVERNANCE AND LEADERSHIP				
91	Staff Council Register		suggested to maintain records	Staff council activities are recorded

92	Functioning of Committees in Administration (Minutes of Meetings)	A		
93	Awards/Achievements	A		
94	Faculty development initiatives if any	A		
X - IT INITIATIVES				
95	e-class rooms (Number & Usage)	A		
96	Internet Centre	A		
97	Computer labs (No. of labs & working systems)	A		
XI-Best Practices				
98	Record of best/innovative practices by the institution	A	Suggested to follow CCE list	CCE list followed
99	College Activity Register 2013-14 & Hard Copy of AQAR 2013-14 (should be available with the Principal)	A		
100	Over All Impression on the College	A		
Signature of the Principal (DR. SR. SHYJI P.D.)		Signature of the Vice-Principal (SR. HELEN BABY D.)		