

Commissionerate of Collegiate Education, A.P				
Academic Audit of Degree Colleges				
Format for submission of Academic Advisors Report (AAR)				
	<b>Zone : I</b>	<b>District : Visakhapatnam</b>		
COLLEGE PROFILE				
1	Name of the College, URL of Website, email and Phone number	<b>St. Joseph's College for Women (Autonomous), Visakhapatnam</b> <b>www.stjosephsvizag.com, sjcwvizag@gmail.com 0891-2558346</b>		
2	Name of the Principal, email & Mobile Number	<b>Dr. Sr. Shyji P.D, (vincysja1@gmail.com) 9491789574</b>		
3	Name of the Vice-Principal, email & Mobile Number	<b>Sr. Hema. S. (hemasr9@gmail.com) 9492620618</b>		
4	Name of the IQAC Coordinator, email & Mobile Number	<b>Dr. P. Bhushanavathi. (bhushanavathipeketi@gmail.com), 9441518014</b>		
5	Year of Establishment & details of land available if any	1958, Own land		
6	Affiliating University	Andhra University		
7	NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)	<b>Re-accredited by NAAC with 'A' Grade, 2014 (Third Cycle - 3.01/4.0)</b>		
8	UGC Recognition (2f & 12 B)	Yes		
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	9.00 am to 4.00 pm		
10	No. of Posts Sanctioned:	Regular Working: 18 (Aided) + 25 (Management) = 43	Contract Working: 34 (Full Time)	Guest Working: 5
11	Course wise & year wise Students strength particulars ( Proforma enclosed)	<b>Annexure - I</b> <b>Enclosed</b>		
I-CURRICULAR ASPECTS				
	Item	Impression of Academic Advisor along with grade A(Good)/B( Satisfactory)/C (poor) after Observation		Recommendation/Suggestions by Academic Advisors
		Grade	Impression	
12	Implementation of Annual Institutional Plan	A	<b>Good</b>	
13	Departmental Annual Curricular Plans	A	<b>Good</b>	
14	Whether the above two circulated among Students?	A	<b>Good</b>	

15	College Activity Register 2017-18	A	Good	
16	College Calendar/College Magazine	A	Good	
17	Add-on Courses (Department-wise) completed during 2016-17	A	Good	Suggested to make Self Defence Course as mandatory
18	Add-on Courses (Department-wise) in 2017-18	A	Good	
19	Coverage of Syllabus (Average Percentage)	A	Good	
20	Teaching of Value added courses (HVPE & Foundation Courses)	A	Good	
21	No. of New UG & PG Courses introduced in 2017-18	B	Satisfactory	Suggested to introduce new UG & PG Restructred courses
22	Maintenance of Student Attendance Registers	A	Good	
23	Whether feedback on curriculum was obtained from stake holders and analysed	A	Good	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	A	Good	
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	A	Good	
26	Demand Ratio (Group wise)	A	Good	
27	Percentage of differently abled students (Divyangjan) on roll	A	Good	
28	Percentage of full time teachers against sanctioned posts in 2017-18	A	Good	
29	Student - Full time teacher ratio	A	Good	
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	A	Good	

31	Teaching Diaries & Teaching Plans in Prescribed Formats	A	Good	
32	Use of ICT in teaching and learning	A	Good	
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B	Satisfactory	Suggested to enhance the percentage ICT usage in Teaching and Learning
34	Co-Curricular Activities ( College level)	A	Good	
35	Seminars/conferences/workshops organised in 2017-18	A	Good	
36	Academic Competitions ( College Level & Above)	A	Good	
37	Conduct of Internal Examinations-Internal assessment	A	Good	
38	Teacher wise result analysis (MARCH/APRIL -2017 & SEP/OCT/NOV- 2017)	A	Good	
39	Pass percentage of students (Group wise) in 2017-18	A	Good	
40	Percentage of students undertaking field projects / internships	A	Good	
41	Remedial Classes	A	Good	
42	Conduct of Bridge course	A	Good	
43	Feed back on Teachers by Students and its analysis	A	Good	
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A	Good	
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
45	Is the College a Recognized Research Centre	B	Satisfactory	suggested to start Recognized Research centre
46	No. of Research Guides in the College	A	Good	
47	No. of Research Scholars working for M.Phil & Ph. D	NA	NA	
48	Major/Minor/Other Research Projects	B	Satisfactory	Suggested to apply for UGC /DST Minor / Major Projects

49	Research Papers Published in 2017-18 (International/ National )	A	Good	
50	Papers Presented in 2017-18 (International/ National/ State )	A	Good	
51	Books Published in 2017-18 ( Single Author/ Co Author)	A	Good	
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State )	A	Good	
53	Record of Consultancy in 2017-18	A	Good	
54	whether the institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	B	Satisfactory	Suggested to start incubation centre
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	A	Good	
56	Record of MoUs in 2017-18	A	Good	
57	Record of Subject/Department Related Extension Activities	A	Good	
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	A	Good	
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	A	Good	
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	A	Good	
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	A	Good	
<b>IV-INFRASTRUCTURE AND LEARNING RESOURCES</b>				
62	Number of Class rooms, Labs and computing equipment	A	Good	

63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	A	Good	
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	A	Good	
65	Budget allocated for infrastructure augmentation	A	Good	
66	Library is automated using Integrated Library Management System	A	Good	
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	A	Good	
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	A	Good	
69	Expenditure for purchase of books and journals in 2017-18	A	Good	
70	Percentage per day usage of library by teachers and students	A	Good	
71	Student-Computer ratio	A	Good	
72	Wifi in the campus	A	Good	
73	Updation of IT facilities	A	Good	
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	A	Good	
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	A	Good	

**V-STUDENT SUPPORT AND PROGRESSION**

76	Average percentage of students benefited by scholarships by the Government in 2017-18	A	<b>Good</b>	
77	Average percentage of students benefited by scholarships by the Institution in 2017-18	A	<b>Good</b>	
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2017-18	A	<b>Good</b>	
79	Average percentage of placement of outgoing students in 2017-18	A	<b>Good</b>	
80	Student grievances redressal mechanism	A	<b>Good</b>	
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.)	A	<b>Good</b>	
82	Percentage of student progression to higher education	A	<b>Good</b>	
83	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.)	A	<b>Good</b>	
84	Number of awards/medals for outstanding performance in sports/cultural activities	A	<b>Good</b>	
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	A	<b>Good</b>	
86	Records of significant achievements in Sports & Games	A	<b>Good</b>	
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	A	<b>Good</b>	
88	Alumni contribution in 2017-18 (In Rs)	A	<b>Good</b>	

89	Number of Alumni Association /Chapters meetings held in 2017-18	A	Good	
90	Maintenance of JKC facilities & records	A	Good	
91	Record of Student trained and placed in JKC	A	Good	
92	Record of Anti Ragging cell	A	Good	
93	Maintenance of drinking water	A	Good	
94	Maintenance of sanitation	A	Good	
<b>VI-GOVERNANCE AND LEADERSHIP</b>				
97	Staff Council Register	A	Good	
98	Functioning of Committees in Administration ( Minutes of meetings)	A	Good	
99	Awards/Achievements	A	Good	
100	Use of ICT in Governance	A	Good	
101	Perspective/Strategic plan and deployment documents	A	Good	
102	Organizational structure of the Institution	A	Good	
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	A	Good	
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	A	Good	
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	A	Good	
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.,) in 2017-18	A	Good	

107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	A	<b>Good</b>	
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	A	<b>Good</b>	
109	Average number of quality initiatives by IQAC for promoting quality culture per year	A	<b>Good</b>	
110	Participation in NIRF-2017	A	<b>Good</b>	
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	A	<b>Good</b>	
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>				
112	Percentage of power requirement of the Institution met by the renewable energy sources	A	<b>Good</b>	



113	Waste Management steps taken	A	Good
114	Rain water harvesting structures and utilization in the campus	A	Good
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	A	Good
116	Green Practices(plastic free campus, green landscaping etc.,)	A	Good
117	Record of best/innovative practices by the institution	A	Good
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 ( should be available with the Principal)	A	Good
119	The number of classes(per week) taken by the Principal	A	Good
120	Research projects/Publications/ study material developed in 2017-18 by the Principal	A	Good

College Grading - A

Signature of the Vice-Principal *Dr. Selenia*

Signatures of Academic Advisors

Signature of the Principal *Dr. Shyja*

1 *M. Rajan*

Note: the Format is to be filled by the Principal and submitted to the Academic Audit Team.

2 *N. Krishnamoorti*