

Commissionerate of Collegiate Education, A.P
Academic Audit of Degree Colleges
Format-III (Academic Advisors Report -AAR)

Zone : I District : Visakhapatnam

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 (vincysja1@gmail.com)		
3	Name of the Vice-Principal, email & Mob. No.		Sr. Hema. S. (hemasr9@gmail.com) 9492620618		
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, Own land		
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)		9.00 am to 3.30 pm		
10	No. of Posts Sanctioned:		Regular Working: 18 + 1	Contract Working: 68	Guest Working: 9
11	Course wise & Year wise Students strength particulars (Proforma enclosed & to be submitted along with AAR)		Format-IV Enclosed		
II-CURRICULAR ASPECTS					
	Item	Impression of Academic Advisor with grade A(Good)/B (Satisfactory)/C (poor) after observation		Recommendation/Suggestions by Academic Advisors	
		Grade	Impression		
12	Implementation of Annual Institutional Plan	A	Annual Institutional Plan Maintained properly		
13	Departmental Annual Curricular Plans	A	Department Plans are maintained properly		
14	College Activity Register 2016-17	A	Maintaining activity register and is available with the principal		

	Item	Impression of Academic Advisor with grade A(Good)/B (Satisfactory)/C (poor) after observation		Recommendation/Suggestions by Academic Advisors	
15	Departmental Activity Registers (Dept. Wise)	A	Maintained		
16	Add-on Courses (Department-wise) completed during 2015-16	A	1. Event management (OM) 2. Communication Skills (Eng) 3. Copy Writing & Editing (JMC) 4. Travel & Tourism Management (History) 5. French (French) 6. Baking & Confectionery (H.Sc.)		
17	Add-on Courses (Department-wise) in 2016-17	A	1. Event management (OM) 2. Communication Skills (Eng) 3. Copy Writing & Editing (JMC) 4. Travel & Tourism Management (History) 5. French (French) 6. Baking & Confectionery (H.Sc.)		
18	Coverage of Syllabus (Average Percentage)	A	Odd semester 100%, Even Semester 60%		
19	Teaching of HVPE & Foundation Courses	A	20 lecturers are trained in HVPE course and they are taking classes. Value Education, ES, AS, ICT, ED, LE.		
20	No. of New UG & PG Courses introduced this year:	A	UG: 1 (B.Sc. Maths.Statistics and Computer Science,Sanskrit IInd Language (2016-2017))	Introduce the new UG & PG courses	
21	Maintenance of Student Attendance Registers	A	Student attendance is recorded hourly. It is consolidated in the office.		
22	Feedback forms on Curriculum from students	A	Records of Feedback forms on Curriculum from students are available		

	Item		Impression of Academic Advisor with grade A(Good)/B (Satisfactory)/C (poor) after observation	Recommendation/Suggestions by Academic Advisors	
III-TEACHING, LEARNING & EVALUATION					
23	Teaching Diaries & Plans in the Prescribed Formats	A	All teaching (Regular 19, management 68) submitted the format prescribed by CCE		
24	Co-Curricular Activities (College Level)	A	All department conducting co-curricular activities, debates, seminars, exam, group discussion, IQAC conducting all the above at the college level		
25	Academic Competitions (College & Above level)	A	College level academic competitions are conducted. Records are available.		
26	Conduct of Internal Examinations-Unit, Half-Yearly and Prefinal	A	Internal exams are conducted as per the schedule of the autonomous a register is maintained		
27	Subject wise result analysis	A	Subject wise results are available in the examination department and also available with incharge of the department	Enclose the result analysis while sending the ATR	
28	Teacher wise result analysis	A	Lecturer wise result analysis is maintained by examination department and also available with incharge of the department	Enclose the result analysis while sending the ATR	
29	Remedial Classes	A	Conducting Redemedial classes for the slow learners through the structured programme. It is a common practise		
30	Record of Evaluation of Teachers by Students (Monthly from July 2016)	A	Evaluation teachers by students done by IQAC		
IV-RESEARCH AND CONSULTANCY					
31	Is the College a Recognized Research Centre	C	College is not a Recognized Research Centre		
32	No. of Research Guides in the College	A	Three carrying research activities		
33	No. of Research Scholars working for M.Phil & Ph. D	A	Observed		
34	Major/Minor/Other Research Projects	A	Observed		

	Item		Impression of Academic Advisor with grade A(Good)/B (Satisfactory)/C (poor) after observation	Recommendation/Suggestions by Academic Advisors	
35	Research Papers Published in 2016-17 (International /National)	A	Papers in International Journals : 33 Papers in National Journals : 40 Conference Proceedings with ISBN No : 7 Articals published : 15		
36	Papers Presented in 2016-17(International /National/ State)	A	International : 9 National : 46 Regional : 7 Record maintaining		
37	Books Published in 2016-17(Single Author/ Co Author)	A	Observed		
38	Seminars/Workshops/ Training Programme Conducted in 2016-17 (International /National/ State)	A	1-International level Hindi Dept, 1-National level Maths Dept,1-College level Conclave Home Science Dept, 1 UGC National Seminar Sanctioned for Hindi Department		
39	Record of Consultancy in 2016-17	A	Dr. P.K. Jayalakshmi, HoD Hindi has been a Translate for AIR since 2014 Recently, she undertook the Folk mega project of sanskar geet from Telugu to Hindi		
40	Record of MOUs in 2016-17	A	Regarding maintaining of MoS (1) Training students for Genpact's Reach Higher Program (2) VINEX Training Agreement for the Purpose of conducting EAMCET (3) NEET Coaching (4) APEX Aptitude Experts (5) NANDI pathology laboratory & imaging centre for medical camp		
V-EXTENSION ACTIVITIES					
41	Record of Subject/Department Related Extension Activities	A	Departments are conducting extension activites and available in the Department		
42	Name of the NSS PO & Mobile No.	A	2 units are functioning and one got State lever best NSS programme Officer		

	Item	Impression of Academic Advisor with grade A(Good)/B (Satisfactory)/C (poor) after observation		Recommendation/Suggestions by Academic Advisors	
43	NSS Attendance register	A	NSS registers are maintained		
44	NSS activity register	A	NSS activity registers is available with PO		
45	Name of the NCC ANO & Mobile No.	A	Three times best NCC unit at group level. And awarded best Associate NCC Officer		
46	NCC Attendance register	A	Attendance Register is available with ANO		
47	NCC activity register	A	Activity Register is available with ANO		
48	Name of the Red Ribbon Club Coordinator & Mobile No.	A	Dr.G.Ramalakshmi, 9866100579		
49	Red Ribbon Club Activities	A	Activities are conducted and records are maintained. 1. Blood donation camp. 2. AIDS awareness campaign 3. Voluntary Blood donation and Life Skills		
50	Name of the Women Empowerment Cell Coordinator & Mobile No.	A	Ms.D.A.Ramani, 8985142834		
51	WEC Activities	A	Activities are conducted and records are maintained. 1. Handloom Expo, 2. Skill development courses, 3. Personality development lecturer, 4. International day for elimination of violence against women. 5. Women ethnic Day. Etc.		
52	Name of the Eco-Club Coordinator & Mobile No.	A	Dr.K. Manikya Kumari, 9494189028		
53	Eco- Club Activities	A	Activities are conducted and records are maintained from 15.9.2006 to till today		
54	Name of the Consumer Club Coordinator & Mobile No.	A	Dr.P. Jayalakshmi, 9908728940		
55	Consumer Club Activities	A	Activities are conducted and records are maintained. 1. awareness programmes on cashless transactions to students and general public. 2. Rally. 3. Training on cashless transactions		

	Item	Impression of Academic Advisor with grade A(Good)/B (Satisfactory)/C (poor) after observation	Recommendation/Suggestions by Academic Advisors	
56	Any other Club	A	Quizzing, Theatre, Literary, Talent and Cultural	
IV-LEARNING RESOURCE				
57	Name of the Librarian & Mob.No	A	Dr.Y.Fatima Rani, 9441348730	
58	Access timings of the Library	A	Observed	
59	Circulation of Books among Students	A	Records available in a structural format. 80 to 90 books circulated everyday.	
60	Availability of Previous years Question papers	A	Observed	
61	Record of Visitors	A	Records are available	
62	Status of Library Automation	A	Fully automated	
63	e- Resources & e-Journals	A	Available in the Library N -LIST of INFLIBNET	
64	Name of Mana TV Coordinator & Mob.No	A	Dr. P. Aruna Devi, 9949378713	
65	Usage of Internet by students in the Library	A	Cyber café usage record is available	
66	Status of MANA TV functioning	A	Functional	
67	Whether MANA TV schedule is circulated to the students	A	Schedule is circulated to the students	
68	Maintenance of MANA TV Viewers' Register	A	MANA TV Viewers' Register is maintained	
VII-Student Support Activities				
69	Name of Physical Director & Mob.No	A	Dr.T.Seshulatha. 9848773713	
70	Record of Physical Education Department	A	Maintaining the records.	

	Item	Impression of Academic Advisor with grade A(Good)/B (Satisfactory)/C (poor) after observation	Recommendation/Suggestions by Academic Advisors	
71	Records of events conducted and significant achievements in Sports & Games	A Activities are conducted and records are maintained. 1. coaching camps, 2. Clinics are conducted to enhance their skills. 3. Guest lectures & Seminars 4. Field trips. 5. Intercollegiate games & Sports. 6. Yoga and Martial arts. 7. Train players to participate A.U Selection and A.U Intercollegiate tournaments. 8. participated in National Seminar. 9. Organized A.U Inter Collagiate Basket ball women tournament and A.U Selection. Activities are conducted and records are maintained. (Significant achievements in Sports & Games State level -2 students, South zone Inter University tournaments - 4 students, National Level 3 Students)		
72	Record of cultural programmes conducted	A Record Available		
73	Record of any other extra-curricular activities conducted	A Exelsior 2K16 - Inter Collgiate fest conducted with 22 events. 2500 students Participated.		
74	Maintenance of JKC facilities & records	A Maintaining all records	Register the JKC in the College.	
75	Record of Students trained in different verticals	A Observed		
76	Record of Student trained and placed in JKC	A Copy enclosed annexure III. Placement Record is available with career guidance cell.	Train the students through JKC	
77	Name of Career Guidance Coordinator and Mob.No	A A. Ms.D.A.Ramani, 9866017019		

	Item	Impression of Academic Advisor with grade A(Good)/B (Satisfactory)/C (poor) after observation		Recommendation/Suggestions by Academic Advisors	
78	Record of activities Career Guidance and placement cell	A	A. NEET, CAT, NANDI, APEX, GENEPACT RESEARCH HIGH PROGRAMME		
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	Record available with IQAC		
82	Record of Support by Alumni Association	A	Record available with IQAC		
83	Record of Grievance Redressal Cell / Anti Ragging Cell	A	Record available with Anti Ragging cell Coordinator		
84	Mentoring / Counseling System	A	Record Maintaining		
VIII-Basic Amenities					
85	Maintenance of drinking water	A	Protective water is supplied to students		
86	Maintenance of Sanitation	A	Observed and maintained well		
87	Rest room for women students	A	Rest room for women students are provided		
88	Greenery & Cleanliness	A	Campus is very clean and maintaining well,		
89	Health Care Facility	A	Observed		
90	Canteen	A	Functioning well		
IX-GOVERNANCE AND LEADERSHIP					
91	Staff Council Register	A	Register is maintained and available with the Principal		
92	Functioning of Committees in Administration (Minutes of Meetings)	A	All committees are functioning and assisting the management		

Item	Impression of Academic Advisor with grade A(Good)/B (Satisfactory)/C (poor) after observation	Recommendation/Suggestions by Academic Advisors
93 Awards/Achievements	A Observed Yes, 2 State Government Best Teacher Awards Dr. V.B.T. SUNDARI, History, Dr. P.K.JAYALAKSHMI, Hindi, 1 state level Best NSS Dr. G. RAMA LAKSHMI, Politics Science	
94 Faculty development initiatives if any	A Initiatives are taken for faculty development	
X - IT INITIATIVES		
95 e-class rooms (Number & Usage)	A All 3 e-class rooms are equiped with LCD Projector and are functioning well	
96 Internet Centre	A Internet facility is available to students.	
97 Computer labs (No. of labs & working systems)	A There are 3 Computer Labs available for B.A, B.Sc, B.Com & BBA.	
XI-Best Practices		
98 Record of best/innovative practices by the institution	A Observed.	Enclose the annexure IV
99 College Activity Register 2016-17 & Hard Copy of AQAR 2016-17 (should be available with the Principal)	A Activity Register is available with the Principal	
100 Over All Impression on the College	A Excellent Administration	
Signature of the Vice-Principal: <i>Sr. Kame.</i>	Signatures of Academic Advisors:	
Signature of the Principal: <i>Sr. S. Anil Kumar</i>	1 <i>N. Rajasekhara Rao</i> (N. RAJASEKHARA RAO)	2 <i>P. J. Jaya Babu</i> (P. J. JAYA BABU)