

**Commissionerate of Collegiate Education, A.P
Academic Audit of Degree Colleges**

Format -IV: Action Taken Report by Principal (ATR)

I-COLLEGE PROFILE

1	Name of the College, Website, email and Ph.No.	St.Joseph's College for Women (Autonomous), Visakhapatnam, www.stjosephsvizag.com, sjcwgizag@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. Hema, 08912558488		
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)	9.00 am. To 4.00 pm		
10	No. of Posts Sanctioned:	Regular Working: 21	Contract Working: 64	Guest Working: 5
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 2015-16	A		
15	Departmental Activity Registers (Dept. Wise)	A		
16	Add-on Courses (Department-wise) completed during 2015-16	A		

17	Add-on Courses (Department-wise) in 2015-16	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	As per the prescribed formats	As per the prescribed formats
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		
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			
33	No. of Research Scholars working for M.Phil & Ph. D			
34	Major/Minor/Other Research Projects	A		
35	Research Papers Published in 2015-16 (International /National)	A		
36	Papers Presented in 2015-16 (International /National/ State)	A		
37	Books Published in 2015-16 (Single Author/ Co Author)	A		
38	Seminars/Workshops/ Training Programme Conducted in 2015-16 (International /National/ State)	A		
39	Record of Consultancy in 2015-16	B	Other depts can also try to develop consultancies	We are in the process
40	Record of MOUs in 2015-16	A		

VI-EXTENSION ACTIVITIES

41	Record of Subject/Department Related Extension Activities	A		
42	Name of the NSS PO & Mobile No.	A		
43	NSS Attendance register	A		
44	NSS activity register	A		
45	Name of the NCC ANO & Mobile No.	A		
46	NCC Attendance register	A		
47	NCC activity register	A		
48	Name of the Red Ribbon Club Coordinator & Mobile No.	A		
49	Red Ribbon Club Activities	A		
50	Name of the Women Empowerment Cell Coordinator & Mobile No.	A		
51	WEC Activities	A		
52	Name of the Eco-Club Coordinator & Mobile No.	A		
53	Eco- Club Activities	A		
54	Name of the Consumer Club Coordinator & Mobile No.	A		
55	Consumer Club Activities	A		
56	Any other Club	A		

IV-LEARNING RESOURCE

57	Name of the Librarian & Mob.No			
58	Access timings of the Library			
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		
63	e- Resources & e-Journals	A		
64	Name of Mana TV Coordinator & Mob.No	A		
65	Usage of Internet by students in the Library			

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			
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			
76	Record of Student trained and placed in JKC			
77	Name of Career Guidance Coordinator and Mob.No			
78	Record of activities Career Guidance and placement cell	A		
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	A	
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	
99	College Activity Register 2015-16 & Hard Copy of AQAR 2015-16 (should be available with the Principal)	A	
100	Over All Impression on the College	A	
			Signature of the Principal