

Commissionerate of Collegiate Education, A.P
Academic Audit of Degree Colleges
Format for submission of Academic Advisors Report (AAR) - 2013-14

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	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	Implementing as per plan	
13	Departmental Annual Curricular Plans	A	CCE format is followed	
14	College Activity Register 2014-15	A	Maintained upto date	
15	Departmental Activity Registers (Dept. Wise)	A	Maintained upto date	
16	Add-on Courses (Department-wise) completed during 2013-14	A	04 courses, completed	
17	Add-on Courses (Department-wise) in 2014-15	A	06 courses, fuctioning	
18	Coverage of Syllabus (Average Percentage)	A	As per plan	
19	Teaching of HVPE & Foundation Courses	A	Incorporated in the timetable	
20	No. of New UG & PG Courses introduced this year:	A	UG: nil, PG: 01 (MSc. Home Science)	
21	Maintenance of Student Attendance Registers	A	Maintained upto date	
22	Feedback forms on Curriculum from students	A	Obtained and analysed	

III-TEACHING, LEARNING & EVALUATION

23	Teaching Diaries & Plans in the Prescribed Formats	A	CCE formats are followed	
24	Co-Curricular Activities (College Level)	A	Activities are observed with evidences	
25	Academic Competitions (College & Above level)	A	Activities are observed with evidences	
26	Conduct of Internal Examinations-Unit, Half-Yearly and Prefinal	A	Conducting as per schedule	
27	Subject wise result analysis	A	Analysed	
28	Teacher wise result analysis	A	Analysed	
29	Remedial Classes	A	Classes are conducted	suggested to follow CCE format
30	Record of Evaluation of Teachers by Students (Monthly from July 2014)	A	Obtained and analysed	

IV-RESEARCH AND CONSULTANCY

31	Is the College a Recognized Research Centre	-	-	
32	No. of Research Guides in the College	A	3	
33	No. of Research Scholars working for M.Phil & Ph. D	-	-	
34	Major/Minor/Other Research Projects	A	4- Minior, 1- Major on going	
35	Research Papers Published in 2013-14 (International /National)	A	40, recorded	
36	Papers Presented in 2013-14 (International /National/ State)	A	55, recorded	
37	Books Published in 2013-14 (Single Author/ Co Author)	A	3, recorded	
38	Seminars/Workshops/ Training Programme Conducted in 2013-14 (International /National/ State)	A	1-National Conference on "Green Technologies"	
39	Record of Consultancy in 2013-14	-	-	
40	Record of MOUs in 2013-14	A	01, Young India Network (document available)	

VI-EXTENSION ACTIVITIES

41	Record of Subject/Department Related Extension Activities	A	Activities are observed with evidences	More number of activities may be conducted
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	Item	Impression of Academic Advisor with grade A(Good)/B(Satisfactory)/C (poor) after observation		Recommendation/Suggestions by Academic Advisors
		Grade	Impression	
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	Maintained upto date	
44	NSS activity register	A	Maintained upto date	
45	Name of the NCC ANO & Mobile No.		Cpt. K. Sujatha, 9885480568	
46	NCC Attendance register	A	Maintained upto date	
47	NCC activity register	A	Maintained upto date	
48	Name of the Red Ribbon Club Coordinator & Mobile No.		Dr.G.Ramalakshmi, 9866100579, Dr.P.Mangaveni. 9396468093	
49	Red Ribbon Club Activities	A	Activities are observed with evidences	
50	Name of the Women Empowerment Cell Coordinator & Mobile No.		Ms.D.A.Ramani, 8985142834	
51	WEC Activities	A	Activities are observed with evidences	
52	Name of the Eco-Club Coordinator & Mobile No.		Dr.K.Manikya Kumari, 9494189028	
53	Eco- Club Activities	A	Activities are observed with evidences	
54	Name of the Consumer Club Coordinator & Mobile No.		Dr.M.Saileela, 9290100588	
55	Consumer Club Activities	A	Activities are observed with evidences	
56	Any other Club	A		suggested to maintain records
VI-LEARNING RESOURCE				
57	Name of the Librarian & Mob.No		Dr.Y.Fatima Rani, 9441348730	
58	Access timings of the Library	A	As per schedule	
59	Circulation of Books among Students	A	Evidences available	
60	Availability of Previous years Question papers	A	Available	
61	Record of Visitors	A	Available	
62	Status of Library Automation	A	Partially automated	Suggested to complete
63	e- Resources & e-Journals	A	Suscribed	
64	Name of Mana TV Coordinator & Mob.No	-	-	CCE may be approached for MANA TV
65	Usage of Internet by students in the Library	A	Access available	
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	Maintained upto date	
71	Records of events conducted and significant achievements in Sports & Games	A	Record of achievements and awards available	
72	Record of cultural programmes conducted	A	Found records	
73	Record of any other extra-curricular activities conducted	A	Found records	
74	Maintenance of JKC facilities & records	A	Maintained upto date	
75	Record of Students trained in different verticals	A	Maintained upto date	
76	Record of Student trained and placed in JKC	A	List of placements available	
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	Maintained upto date	suggested to apply 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	Implementing as per plan	
82	Record of Support by Alumni Association	A	Record available	
83	Record of Grievance Redressal Cell / Anti Ragging Cell	A	Records available	
84	Mentoring / Counseling System	A	following mentoring system	
VIII-Basic Amenities				
85	Maintenance of drinking water	A	RO water is supplied	
86	Maintenance of Sanitation	A	Good	
87	Rest room for women students	A	Available	
88	Greenery & Cleanliness	A	Good	
89	Health Care Facility	A	Available	
90	Canteen	A	Available	
IX-GOVERNANCE AND LEADERSHIP				

	Item	Impression of Academic Advisor with grade A(Good)/B(Satisfactory)/C (poor) after observation		Recommendation/Suggestions by Academic Advisors
		Grade	Impression	
91	Staff Council Register		Following counselling system	suggested to maintain records
92	Functioning of Committees in Administration (Minutes of Meetings)	A	All important committees are framed	
93	Awards/Achievements	A		
94	Faculty development initiatives if any	A	04 - 2013-14 Ph.D. (UGC XI plan)	
X - IT INITIATIVES				
95	e-class rooms (Number & Usage)	A	3 class rooms available	
96	Internet Centre	A	Internet facility is available	
97	Computer labs (No. of labs & working systems)	A	03, systems-90	
XI-Best Practices				
98	Record of best/innovative practices by the institution	A	Observed many practieces	suggested to follow CCE list
99	College Activity Register 2013-14 & Hard Copy of AQAR 2013-14 (should be available with the Principal)	A	Upto date	
100	Over All Impression on the College	A		
Signature of the Vice-Principal				
(DR. SR. HELEN BABY)		Signatures of Academic Advisors		
Signature of the Principal		1) Sri. VALLURI SRINIVASA RAO, GC(A), RAJAHMUNDRY, E.G. DT. 9440443674		
(DR. SR. SHYJI P.D.)		2) D. SANTHI PRIYA, M.R.C. (W), VIZIANAGARAM, 9849766956		