Government of Andhra Pradesh

Academic & Administrative Audit : 2020 - 2021

Format-II (Institutional Data Cum Academic Advisor's Grading)

S.No.	Item	Bench Marks	Status (Give Details in brief) to be presented by the Institute	Grade by Academic Advisor (AA*) (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)	Link to the Evidence
			I-CURRICULAR ASPECTS			
1	Curriculum Design and Development (For Autonomous Colleges)	After 10 years of Autonomy Grade A, if 60% or more variation in syllabi; Grade B, if 40%-60% of variation; Grade C, if less than 40% variation Upto 5 years of autonomy Grade A, if syllabi are changed at a rate of 10% per annum; Grade B, Less than 5% per annum; Grade C, if no change in syllabi	St. Joseph's College for women (Autonomous), Visakhapatnam has been autonomous for more than 32 years and has mastered the craft of curriculum design and development. Curriculum is designed to meet developmental needs at all levels. Needs analysis and stakeholder feedback analysis always precedes curriculum development to ensure relevance. Subject wise Boards of Studies conducted twice a year help in the development of a knowledge intensive and skill oriented curriculum. UGC Model curriculum is taken as the standard in the process. Autonomy advantage is leveraged to match with local needs while framing the cuuriculum *Note: Since APSCHE has given instructions not to deviate more than 20% from the APSCHE prescribed course content for 2020-2021 admitted batch, percentage deviation in syllabus for first year course is around 20%only. whereas for the final and second year courses deviation is upto 30 % .	A		
2	Implementation of Annual Institutional Plan	Discretion of the AA*	Annual Institutional plan for 2020-21 academic year has been drafted in the fourth quarter IQAC meeting of 2019-20. It has later been modified in view of the pandemic situation. The calendar committee is involved in scheduling as well as rescheduling the events in the proposed plan. It is implemented in this year after introducing some need based changes.	A		https://stjosephsviz ag.com/naac/iqac/
3	Departmental Curricular Plans (effective curriculum delivery)	Discretion of the AA*	Semester wise curricular plans are prepared for all courses in the APCCE format in respective departments and implemented. Curricular plans were prepared to suit the pandemic situation. In case of unavoidable deviation compensatory measures are undertaken. Record of curricular plans and their implementation is available in the departments.	A		
4	Whether the above two circulated among Students?	Discretion of the AA*	Annual Institutional plan is available on the college website and is communicated to students through the student council. Course wise curricular plans are communicated to students in the introductory classes by the respective faculty members. Tentative academic schedules are also printed in the college hand book which is provided to all the faculty and students.	A		
5	College Activity Register 2020-21	Discretion of the AA*	College Activity Register 2020-21 is maintained in the CCE format. It is available in the library. It is uploaded on the college website and is regularly updated. Hard copy of it is ready for verification.	A		https://docs.google .com/spreadsheets/ d/13Rs24WFTrhor DkB9CIvfqXok4eG

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6	College Calendar/College Magazine/ Handbook	Discretion of the AA*	College wall Calendar and Handbook containing academic schedule is printed every year. Both are given to all the students and teachers of the college. A Quarterly News Letter named 'San Jose Herald' is published by Dept. of JMC. Departmental magazines are also published by few departments like Hindi, JMC, OM, Zoology.etc	A		https://stjosephsviz ag.com/3d-flip-book/hand-book-2020-2021/
7	Record of review of Syllubus (For autonomous colleges only)		Syllabus is regularly reviewed in the subject wise Virtual Boards of Studies and ratified in the Virtual Academic Council meeting conducted during academic year. The proceedings of all the meetings are recorded and maintained both as hard and soft copies.	A		
8	Add-on/Certificate Courses (Department-wise) completed during 2020-21	50% of the Departments have to offer	6 UGC Add-on Courses and 13 Certificate courses have been offered by 18 departments of the college. Add on courses completed are 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.) Personality Development Courses like NCC, NSS, Sports, Yoga, Music and Self Defence are in progress. All other certificate courses have been suspended in 20-21.	A		https://drive.google.com/file/d/1ju-y96p8ocFQ_1692kLdpJwp6ZQYDKRf/view?usp=sharing
9	Coverage of Syllabus (Average Percentage)	Minimum 90% of syllabus to be completed by concerned faculty.The remaining may be allotted to students under independent learning component under supervision of the teacher.	One week ahead of Semester End Exams,100% syllabus is covered both in theory and practical courses in all disciplines However, due to the pademic, timelines have been extended and evaluation methodologies have been modified.	A		
10	Teaching of Value added courses (Foundation Courses) (Curricular plans are to be maintained)		All value added courses [Foundation courses] are taught in the college in accordance with APCCE guidelines. Curricular plans are maintained for all the foundation courses. However, because of the pademic in this academic year capacity building courses have not been conducted. Personality developemnt courses like Yoga, have been conducted virtually. NCC & NSS and Sports, have rescheduled their activities but a few were conducrted virtually.	A		
11	No. of New UG & PG Courses introduced in 2020-21 (Proposals for need based market oriented courses to be submitted to CCE)	Those colleges who did not introduce any new programme in the last 5 years should have atleast applied this year to the Government for Market Oriented Course subjects.	20-21 being the year of implementation of new APCCE curriculum in the new format, almost all the first and second semester courses(except Biotechnology, Statistics & Home Sc) are newacross science, humanities and commerce disciplines. Also One new PG course in Chemistry has been implemented in 20-21 . In 2019-20, 2 new PG programmes - MSc Psychology and MA HRM have been initiated by the college.	A		

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12	Maintenance of Student Attendance Registers including Biometric Attendance during 2020-21 (Average Biometric attendance of students)	>75% = A Grade, > 60 % = B, < 60% = C	No Biometri attendance has been recorded in 20-21 due to the pademic. Marks weightage for attendacne has been removed for the vitural classes. But attendance records are maintained for the physcial classes, and students attendac is greater than 60% for most of the physcial classes.	A		
13	Maintenance of Staff Attendance Registers including Biometric attendance during 2019-20 (Average Biometric attendance of Staff)	>75% = A Grade, > 60 % = B, < 60% = C	Staff registered attendance through signature in the attendance register and Average Attendance of Staff : 75.84%	A		
14	Average dropout rate of students during 2019-20 & 2020-21		2019-20 = 9.30% 2020-21 = 1.30%	A		
15	Use of Biometric app by faculty during 2019-20 (% of faculty using Biometric app)	>75% = A Grade, > 60 % = B, < 60% = C	All the faculty members used to mark attendance biometrically.but now it si disabled due to pademic	A		
16	Whether feedback on curriculum was obtained from stake holders and analysed (Stake holders (SH) are students, faculty, alumni, and parents)	Atleast faculty would have brainstormed, arrived at additional components or deletions in the curricula and communicated the same to the affiliating university (Copy communicatd to be attached)	Yes. Stake holder feedback is collected, analysed and necessary modifications are made in the curriculum every year through BOS and Academic Council. Stake holder feedback analysis and action taken report is available on the college website.	A		https://stjosephsviz ag.com/wp-content/uploads/20 21/11/Feedback-Mechanism-2020-2021.pdf
17	Whether Online courses introduced ?		Through ELF Program of the college around 8 online certificate courses were introduced and conducted for students of SJCW and others virtually. 350 students and 25 faculty members were benefited by these courses. Many students and faculty members have registered for online MOOCs courses through inflibnet, Swayam.etc. Several students and teachers have completed the courses as well. Record is available with IQAC for verification.	A		
Overall Grade				A		

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			II - TEACHING, LEARNING & EVALUATION			
18	Ratio of overall intake (admitted) by student sanctioned strength	90 - 100% = A, > 80 % = B, < 80% = C	582/630= 92.3%	A		
19	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2020-21	Discretion of the AA*	BA : SC-4.40%, ST-67.8%, BC-4.20%, OC-4.40%,Minority-50% B.Sc. : SC-5.45%, ST-5.36%, BC-5.19%, OC-5.17%, Minority-45%	A		
20	Social-economic status of students enroled(Group wise and Year wise) in 2020-21	Discretion of the AA*	SC- 63, ST-19, BC-387, EBC-43, OC-113 (625)	A		
21	Demand Ratio (Group wise) (no.of applications received/Sanctioned Seats) (Overal ratio)	≥ 1.5 = A; > 1 = B < 1 = C	1003 : 630 = 1 : 6	A		
22	Percentage of differently abled students (Divyangjan) on roll		2 students	A		https://stjosephsvizag.com/facilities-in-
23	Percentage of full time teachers against sanctioned posts in 2020-21 (Regular+ Contract + Guest)	100% = A; > 90 % = B < 90% = C	Sanctioned : 94, Teachers :87 92%	A		
24	Student - Full time teacher ratio (Regular + Contract + Guest)	40 : 1	Students : 1856, Teachers : 87 21 : 1	A		
25	Are the strengths and weeknesses of students arrived at the end of evaluation of CIE papers/ seminars discussed with students and suggest measures to surmount them?	Advisors to check concerned registers and award grade accordingly.	A week long bridge course is conducted for all the newly admitted students of UG & PG at the beginning of every academic year. It is followed by a formal/informal test. Students are grouped into slow, moderate and advanced learners based on their performance in the test. Slow learners are supported through special measures like remedial teaching, peer teaching, tutoring, providing notes, attaching advanced learners etc. Advanced learners are assigned auto didactic projects. Bridge course details and outcome are available with the departments. strengths and weeknesses of students are evaluated based on performance in CA and discussed with students. Measures to surmount deficiencies are suggested.	A		
26	Measures initiated for ensuring the element of transparency in CIE.		Offline and online internal exams are conducted in accordance with preplanned schedules. Valued answer scripts of offline mid exams are provided to students for verification. Online exam key and performance report is provided immediately after the examination, for on the spot verification by students. Continuous internal assessment in laboratory courses is based on a predefined evaluation scheme which is always informed to students.	A		

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27	Number of days from the date of last semester-end examination till the declaration of results in 2020-21	Discretion of the AA*	3 weeks	A		
28	The number of classes (per week) taken by the Principal	If 6, Grade A; 4-5, Grade B; C if less than 4	6 classes	A		
29	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	If Teaching diary deviates from Teaching plan by 10%, Grade A; Grade B if the deviation is between 11 and 25%; If deviation is more than 25%, Grade C	Teaching Diaries are maintained and updated on an hourly basis for all working days in the academic year by all the faculty. Chapter wise teaching plans are prepared in accordance with CCE guidelines. Because of the prevailing pandemic situation, teaching plans & curricular plans have been suitably modified. Record is available with all the teachers.	A		
30	Use of ICT in teaching and learning (% of teachers using ICT)	90% - 100% = A; > 90 % = B, < 90% = C	ICT is extensively used in teaching learning more so during the pandemic. Due to online classes usage of ICT became mandatory for teachers to make their subjects digitialized for better understanding of the students. Record of ICT usage in online/offline theory and laboratory classes is available in both APCCE & BHARAT PADHE ONLINE portals. The percentage of teachers using ICT in teaching is greater than 90%.	A		https://docs.google.com/spreadsheets/d/1U3D7jD68ZmjhCJ6aeMUuDSUxmDlfFBVq/edit?usp=sharing&ouid=114794604779135 65
31	Usage of Virtual classes (Minimum 2 classes per subject per month)	6 VCs/week = A; 4-6 VCs/week =B; < 4 VCs/week = C	The college has 3virtual classrooms with smartboard facility and WiFi connectivity. All the three are extensively used almost everyday. Usage register is available.	A		https://stjosephsvizag.com/wp-content/uploads/20
32	No. of Virtual Classes presented by faculty (Overall classes per month)	10 or above VCs = A; > 5 VCs = B < 5 VCs = C	All the faculty members using digital classrooms to conduct their class with powerpoint presentation and pre recorded videos. 6 faculty members of the college have presented more than 30 virtual classes in the official APCCE LMS portal. 24 other faculty members are designated Question Bank Generators in their respective subjects.	A		https://drive.google.com/file/d/1W4SQ4t8oPt74cT8sxWZZc7O76JHnbc40/view?usp=sharing
33	No. of Virtual Classes attended by students (Overall classes per month)	10 or above VCs = A; > 5 VCs = B < 5 VCs = C	The average number of virtual classes attended by students is greater than 15 classes per week during lockdown and more than 6 after reopening.	A		
34	Usage of Digital Classes in Teaching Learning Process	6 DCs/week = A; 4-6 DCs/week =B; < 4 DCs/week = C	Around 250 digital classes have been conducted in this semester by teachers of various subjects which is greater than 10 classes per week.	A		https://drive.google.com/file/d/1W4SQ4t8oPt74cT8sxW
35	No. of Mana TV lessons presented by Faculty	If atleast two lessons by the college- Grade A; Grade B if 1 lesson is presented; C if none presented	No provision for aided college teachers to present Mana TV lessons. Only government college teachers get the opportunity. However, LMS content developed by the college teachers is available on the official APCCE portal.	A		

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36	No. of lessons in LMS portal by Faculty		Dr. K Sujatha - Dept of Mathematics - 19 Vdieo Lessons - 5 Vdieo lesson of Dr Mary Anupama of Biochemistry Dept. 2 Video lessons of Dr Rosina George of Zoology Dept, 1 Video lesson by Dr. Mangaveni of Chmeistry Dept were uploaded in CCE LMS Portal. 24 other faculty members are Question Bank Generators for LMS Portal of CCE	A		https://docs.google.com/spreadsheets/d/1YCvMgm7Yc6KVjG8stDXLcAoW473MtgSL/edit?u
37	Use of ICT evaluation Tools (Plickers, Kahoot etc.)	Usage by faculty > 80% = A; > 60% = B; < 60 %= C	Examination Cell uses DEAR software for the conduct of online exams. It enables automation with respect to student registration,hall ticket issue and result processing. Online exams are conducted both for mid and accessory using this software.	A		
38	No. of Videos prepared / presented through Presentation tube	If pedagogy is carried out with atleast 4 videos a month, Grade A; Grade B if 2-4 videos : C upto 0-2 Videos	Depts. of Journalism and OM prepares and uses videos and shortfilms. Dept. of English, Home Science & Zoology use pre recorded videos for teaching. Owing to online teaching during the pandemic, the college has hosted recorded videos of all the classes in its cloud domain for ready student access. Average usage per week would definitely be greater than 4 per month.	A		
39	No. of TOTs conducted on ICT tools in Teaching		Two TOTs have been conducted in 20-21. 1. 'Techniques of Digital Transformation in a Tech Age' in August 20-21 & 'Google Classroom and Google Meet for effective teaching learning' (a traing session by the offcials from the Google company) virtually in July 2021. Edtools for making Online Learning more Effective: A One Day National Webinar was conducted in June 2020.	A		https://drive.google.com/file/d/1Nbl7IVa60nd5TxYQLSOkoBBasj6R148O/view?usp=sharing
40	Co-Curricular Activities (Academic) (Student Seminars/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	All activities = A Any 3 = B < 2 = C	Co-Curricular Activities like Seminars,Quizzes,JAM, student projects, paper presentation, group discussion, etc are conducted along with regular course work. Record of activities is available with all the departments and with student council advisors. Peer teaching is conducted in a structured manner. Students of the college participated in college as well as district level Youth Parliament.	A		https://docs.google.com/spreadsheets/d/1_RxNPCJFOc3h_xB5rfHAWwq4etAlluOv/edit?usp=s
41	Academic Competitions (College Level & Above : Quizzes, debates/elocution, essay writing, Inter collegiate seminars etc.,)	All activities = A Any 3 = B < 2 = C	Intra college academic competetions are conducted through individual departments, Student Council & Clubs and Associations etc. But due to pandemic all the activities were restricted to the students of the college only. Competitions were conducted online & offline also.	A		
42	National/ International/ Regional Seminars/conferences/workshops organised in 2020-2021	> 4 = A > 2 = B < 2 = C	41 International/National/Regional webinars/conferences/workshops have been organised in 2020-2021	A		https://docs.google.com/spreadsheets/d/1r2xohHEk
43	Seminars/conferences/workshops attended in 2020-2021 (Overall Staff Attended)	> 10 = A; > 5 = B < 5 = C	26 faculty members attended 55 FDP's	A		https://docs.google.com/spreadsheets/d/1arx3v8Sd

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44	Record of Continuous Internal Evaluation (CIE) - Conduct of Internal Examinations-Internal assessment	Discretion of the AA*	Internal Assessment is carried out in the form of continuous assessment involving Mid-Semester Examination I,Online Examination, Accessory assessment and student regularity. Science Laboratories continuously assess all the practical sessions throughout the semester. Record of internal assessment is available for verification in the departments as well as the examination cell.	A		
45	Teacher wise result analysis (MARCH/APRIL -2020 & SEP/OCT/NOV- 2021)	> 80% = A; > 70% = B; < 60 %= C	Teacher wise result analysis is done for all the courses in both even and odd semesters and is ready for verification. Teacher wise (and course wise) result nalysis indicated greater than 80% pass for most of the courses.	A		https://drive.google.com/drive/folders/18rVa19k25ZOZ
46	Pass percentage of students (Group wise) in 2020-2021	> 80% = A; > 70% = B; < 70 %= C	Pass percentage is greater than 80% in all the groups of 18AF Batch(UG).	A		https://drive.google.com/drive/folder
	SCOPE FOR PARTICIPTIVE / EXPERIENTIAL LEARNING					
47	Is class teaching - learning process, especially theory teaching , aided by practical/ demonstrative equipment/ charts/ live skits etc?		Class room learning is made student centric and experiential by deploying various participatory methods like role plays, brainstorming, problem solving and by assigning group tasks. Several audio visual aids like charts, models, ppt presentations and videos along with real time project studies augment student understanding and application. However some of the activites were conducted online also.	A		
48	Ratio of students undertaking field trip or project or internships (No.of students attending field trip or project/ Total No. of Final year students)	> 0.8 = A > 0.7 = B < 0.6 = C	0.70. Most of the final year students are involved in elective related field studies or internships. Some of them were conducted virtually. All the UG & PG students are compulsorily sent to field visits every year. However, this year, due to the pandemic, students did not physically visit organisations. Record is available in the departments for verification. But worked on secondary data available on the internet. List of field projects is enclosed.	A		https://docs.google.com/spreadsheets/d/1wMSSego-EGPuxLU8L1DvddyE6yDp4oCN/edit?usp=sharing&ouid=11479460477913
49	No. of Remedial Classes taken for slow learners (Subject Wise/Semester) (Classes/Subject/Sem)	25 = A; >20 = B; < 20 = C	Slow learners are identified based on 1.Entry level survey through a structured questionnaire, 2.Placement test in English, 3.Streaming test conducted at the end of bridge course and 4. Outcome of summative and formative assessments occuring in the college. They are supported through a structured remedial course schedule prepared by the examination cell. Remedial classes are conducted subjectwise based on student performance in the subject. Taken groupwise, the number is greater than 25. Attendance to the remedial course classes is recorded and is available in the departments as well as the examination cell.	A		
50	Conduct of Bridge course/SIP (Student Induction Programme) (Ice Breaking/Campus Familiarisation/Conduct of Bridge Course/Value Education/Gender Sensitisation/Peer Influence etc.,)	All activities = A Any 5 = B < 5 = C	On the first day of the academic year all new learners are subjected to One day induction programme on the college and autonomous system. This is followed by a weeklong bridge course. Value Development/ Personal Empowerment classes are mandatory for all the students. Peer teaching classes are conducted in a structured manner. Gender sensitization programmes/sessions are organized using internal and external resources.	A		https://drive.google.com/file/d/1MmuJqKLqkiUiFbQ6AdNOwgKFkmM5xzHS/view?usp=sharing

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			QUALITY OF TEACHING - LEARNING PROCESS			
51	Record of Feed back and analysis on Teachers by Students	If Feedback taken, analysed, action taken - A; If feedback taken but not analysed - Grade B; C if feednot taken at all.	Student feedback on teachers is collected online through the structured format suggested by CCE. Analysis is also done online and communicated to the respective teachers through the Principal. Corrective measures are initiated wherever necessary. Student feedback analysis on teachers is available in reocrds	A		https://docs.google.com/spreadsheets/d/1SVDtO7DpKcQUlV1F2Ssw1Gmz6-yzO6Bk/edit?usp=
52	How many number of faculty members have been counselled by IQAC for deficiencies in pedagogical skills and measures suggested there upon for circumventing them (case wise)		Low scoring teachers(4) are counseled by principal and IQAC for deficiencies in teaching and corrective measures are suggested. Teachers are also made to write in a book the measures they would adopt to improve their pedagogical skills. Record of teachers counseled by the principal is available with IQAC.	A		
53	Had the students been explained the programme outcomes, Programme Specific outcomes and Course outcomes by the concerned departments and the methods to attain them? Provide details		Programme Outcomes, Programme Specific Outcomes and Course outcomes have been mailed to all the students and also explained by the respective teachers at the beginning of every semester. They are available on the college website as well. POs, PSOs and COs are also displayed in the departments in the form of calendars. Learning outcomes are also displayed on the walls at all prominent places. Level of attainment of the expected outcomes is computed both through direct and indirect means.	A		https://stjosephsvizag.com/naac/iqac/
54	Is there mechanism for handling classess of faculty on leave such as deputing another available faculty for handling classes of a faculty member who is on leave for a day (Class adjustment mechanism)/ guiding students to library or JKC ?		When a faculty member is on leave, the HOD/dept. incharge assigns the class to another teacher who is available in that time slot. In case no teacher is available, students are provided with notes and asked to dictate for themselves. Sometimes seminars and tutorial sessions by senior students are arranged.	A		
55	Has the institution categorised students into slow and advanced learners basing on the assessment of their learning abilities? If so, procedure adopted in categorisation	A- if categorised basing on the learning levels and pertinent pedagogical skills/ programmes are employed for each category B - only categorised but no suitable programmes are employed C - no such procedure exists in the institution	Students are categorized into slow, moderate and advanced learners based on an entry level survey and their performance in the test conducted at the end of weeklong bridge course. English department divides students into S1,S2 and S3 streams and conducts classes and tests separately for them. Science depts. assigns laboratory tasks to students based on their learning ability. Some departments depute advanced learners as peer teachers to slow learners.	A		https://drive.google.com/file/d/1NAw038wqK_8N7NBaEGeF8KOz77ELV6v7/view?usp=sharing

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56	Student satisfaction survey (SSS) - Feed back on teaching and learning process by Students and analysis of feed back (% of Students)	Discretion of the AA*	SSS is done. All the students have participated in it. Data is analysed. Analysis outcome is available on the college website.	A		https://stjosephsvizag.com/wp-content/uploads/2021/11/Feedback-Mechanism-2020-
57	No. Of registrations on MOOCS platform : Students	> 70% = A; > 50% = B; < 50 %= C	155	A		https://docs.google.com/spreadsheets/
58	No. Of registrations on MOOCS platform : Teachers	> 80% = A; > 70% = B < 70 %= C	55	A		
59	No of course completion Certificates obtained by students through MOOCs platform (ARPIT, MIT, Coursera etc.,)	> 50% = A > 40% = B < 40 %= C	69	A		https://docs.google.com/spreadsheets/d/1QmKCBAMvQJuUW4Jj3u-
60	No. of course completion Certificates obtained by teachers through MOOCs platform (ARPIT, MIT, Coursera etc.,)	> 80% = A > 70% = B < 70 %= C	55	A		https://docs.google.com/spreadsheets/d/1ExO_uXnFKdbUfCEaijU2ChsKrA
61	Other ICT initiatives if any (Swayam, Swayam Prabha - DTH(Direct To Home), or Down loaded lessons)	Discretion of the AA*	Teachers access NPTEL, Swayam Prabha, MANA TV, eUG & ePG Pathasala etc. resources for downloading specific topics and use them in class room teaching (online & offline). The college has figured once in the list of top ten users of NLIST resources in 2020-21.	A		https://drive.google.com/file/d/1Eihc6TE4TnhS1ZSljhTK5Y0-TAFeIndp/view?us
Overall Grade				A		

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			III-RESEARCH, INNOVATIONS AND EXTENSION			
62	Is the College a Recognized Research Centre		No. But the college has applied for a research centre. The issue is pending with AU.	A		
63	No. of Research Guides in the College		Nil. But some faculty members applied for guideship in 21-22.	A		
64	No. of Research Scholars working for M.Phil & Ph. D		Not Applicable	A		
65	Major/Minor/Other Research Projects a) Completed in this year b) ongoing		NIL	C		
66	Grants received from Government and non-governmental agencies for research projects/ endowments in the institution for 2019-20 & 2020-21		Nil	C		
67	Research Papers Published in 2019-20 & 2020-21 (SCOPUS, Web of Science, ICI)		55 (2019), 28 (2020)	A		https://docs.google.com/spreadsheets/d/1hSrS45Hx
68	Papers Presented in 2019-20 & 2020-21 (International/ National/ State)		36 (2019-20), 24 (2020-21)	A		https://docs.google.com/spreadsheets/d/1nMRtuRB
69	Books Published in 2019-20 & 2020-21 (Single Author/Co Author)		04(2019), 05(2020)	A		https://docs.google.com/spreadsheets/d/1aPvsBmPx
70	Has the institution floated special purpose vehicles such as Centre for Innovation, Research Promotion Council etc for promoting culture of research, critical thinking, innovation etc.,?		The Research Committee of the college looks into promoting research culture among faculty members and students of the college. An Intellectual Property Rights Cell has also been established to promote innovation. An IPR Webinar was conducted in this regard in Nov 2020.	A		https://drive.google.com/file/d/1t68_avxa3Vgesrkq CgXKMHfXQy2bzytv/view?usp=sharing

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71	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops etc to foster research culture.		Rs. 6,0000.00	A		
72	Details of encouragement extended to faculty and students who wish to undergo capacity building courses in research such as summer research programmes, training programmes etc., offered by research or academic instituions in the country.		Faculty members are given 'on duty' leave. Travel fares and DA are provided as per govt. norms. College laboratory and library facilities are also extended to those interested in utilizing them. Students are encouraged to participate in summer research programmes. Reimbursement of travel fares is done as per govt. norms. Outstation allowance is also provided. Almost all the faculty members participated in faculty development programmes and completed MOOCs & Short term courses in online mode in 20-21.	A		
73	National/ International/ Regional Seminars/conferences/Trainings/workshops organised in 2020-21	> 4 = A > 2 = B < 2 = C	41 National/Regional webinars/conferences/workshops have been organised in virtual/physical mode in 2020-21	A		https://docs.google.com/spreadsheets/d/1r2xohHEkpksEHzOXThtbhFQ3ZEA2jU5g/edit?usp

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			QUALITY OF TEACHING - LEARNING PROCESS			
74	%. of teachers registered in ORCID /VIDWAAN/IRINS		All the aided teachers and most of the management faculty have registered in ORCID/VIDWAAN	A		
75	Record of Consultancy in 2020-21		A Micro Access Scholarship Programme is being conducted in the college to students at the behest of US Consulate. Record of money sanctioned and details of conduct of the programme is available for verification.	A		https://docs.google.com/document/d/1KWXIznHqscJ1W-3aeRKUEMiExwD
76	Whether the Institution has created an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entreprenuership Hub)	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established; C if no such centre is established till now.	A functional IPR cell is available in the college for promoting innovation. Two startup ventures have been launched in the college in 2020-21. They are 1. Mushroom Cultivation 2. Vermicomposting	A		https://drive.google.com/file/d/1gqsgsiUgT_0Nqt62DhBEUm5tD5VememN/view?usp=sharing
77	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices		Yes. A virtual seminar on Intellectual Property Rights has been organized in Nov 2020-21	A		https://drive.google.com/file/d/1t68_avxa3VgesrkqCgXKMHfXQy2bzytv/view?usp=sharing
78	Record of MoUs in 2020-21 (Industry/Universities/Institutions/ State or Central Govt. Agencies like Pharma labs, Horticulture, Coffe Board, TISS, IFLU, etc.,)	≥ 2 = A, < 2 = B, Efforts intiated = C	MOUs for the year 2020-21 Link enclosed	A		https://docs.google.com/spreadsheets/d/1tZOP0LgdwpK-Mit44WtlaRMZNMCTQqp6/edit?usp=sharing&ouid=1147
79	Record of Subject/Department Related Extension Activities		All the departments are involved in conducting department level extension activities. Subject related extension activities are also conducted in some departments. All the activities are recorded with evidence in the departmental activity register. Wall journals, magazines and handbooks are maintained by most departments.	A		https://docs.google.com/spreadsheets/d/1s1LfvnQVhASR35ZTuv43LpDSdQIrzvvf/edit?usp=s
80	a) Number of extension programmes conducted in the neighbourhood community to sensitize the students	≥ 5 = A, 3 = B, ≤ 2 = C	Due to pandemic, students were not sent out of college campus for conducting extension activities. However, Management of the college sponsored and also conducted several extension activities during and after the lockdown period. Evidence is included.	A		https://stjosephsvizag.com/wp-content/uploads/2020/10/Food-Distribution-

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81	b) Number of extension programmes conducted in colloboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/Gender Isssues etc.,	≥ 7 = A, 5 to 6= B, ≤ = C	Few activities were conducted at the behest of NCC, NSS etc. in 20-21. But most of them were conducted either online or inside the campus. Very few could be conducted in the outside community. The split up is NSS 21, NCC 10 & Sports 1. Reports of events and photographic evidence is available with IQAC.	A		https://drive.google.com/file/d/1QCcwLvmRBzC8VEzr1AgiM4l339HPoNOt/view?usp=sharing
82	Number of awards and recognition received for extension activities from Government/ recognised bodies		8 awards and recognitions from recongnzied bodies for extension activities conducted inside and outside the college. Record is available for verification.	A		https://docs.google.com/spreadsheets/d/1i8LE83SG4Jcf-6s9c0vfBt2c1kx-UGec/edit?usp=sha
83	c) Details of students participating in extension activities with Government Organisations, Non-Government Organisations, Gender Issues, Unnat bharath Abhiyaan (UBA) etc.	Discretion of the AA*	Owing to the pandemic situation only few students have physically participated in extension activities at the behest of Government Organisations and Non-Government Organisations. But many faculty members and students have participated in online campaigns and awareness programmes.	A		
Overall Grade				A		

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			IV - INFRASTRUCTURE & LEARNING RESOURCES			
84	Number of Class rooms, Labs		Number of Class rooms : 42 Number of Labs : 30	A		
85	No. of functional computers in the college for students (Usage details)	Discretion of the AA*	Functional Computers : 284	A		
86	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	Discretion of the AA*	Facilities are available for conduct of Sports & Games (indoor & outdoor). Other facilities include Gymanasium, Yoga Centre, Auditorium and dias(2) for Cultural activities.	A		
87	Did the Dept.of Physical Education conduct any training or certificate courses like Yoga etc?		Yes. The department of Physical Education is involved in the conduct of a two credit personality development course in Yoga. An online training workshop on Yoga has also been conducted by the department in this year. A two credit course on 'self defence' is also offered by the department.	A		
88	Is the Gymnasium as well as its equipment, if existing, is being extended to outside community such as for candidates preparing for physical fitness testing examinations?		A well equipped gymnasium is available in the college campus. It is being utilised by staff and students. Hostel students use it beyond college hours also. The college has shared its Basket Ball Court and Ground facility to AU for conducting training and selection camp in 2019-20.	A		https://stjosephsvizag.com/support-services/fitness-centre/
89	Frequency of conduct of institution level, District level and Statelevel sports meet by the Dept. of Physical Education.		Due to Pandemic no major sports events were condcuted. However 4 Institution level events were organised. Students of the college participated in 1 city level and 1 university level sports/games meets in 2020-2021	A		
90	Classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	Discretion of the AA*	Class romm with ICT - 35 Seminar Halls with ICT - 3 Digital Class rooms - 1 Virtual Class rooms - 8	A		
91	No. of Virtual Class rooms present (Functional/Non-Functional)		Virtual Class rooms Functional - 78	A		
92	Is internet functional in the VC:		All classrooms and laboratories have WiFi connectivity.	A		
93	No. of Digital Class rooms in Teaching Learning Process (Functional/Non-Functional)		Digital Class rooms - 1	A		
94	Do all digital class rooms have internet facility?		The entire campus is WiFi enabled. Therefore all the digital classrooms have internet facility.	A		

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95	Women Waiting Hall (Mandatory) (Basic Requirements: Room/Rooms with all required amenities like Drinking water, Chairs, Rest Tables, Curtains, Toilet Running Water, etc.,)	Discretion of the AA*	SJCW(A), being a Women's College, has no separate waiting halls for women. There is a waiting hall under the library which is extensively used by students in the leisure time. Common Rooms are available to students in the administrative and main blocks of the college. Drinking water, chairs, cots, curtains etc are available there.	A		
96	No. Of Toilets : i) Staff - a) Men b) Women; ii) Students - a) Men b) Women c) Differently abled	Discretion of the AA*	No. Of Toilets : i) Staff - a) Men - 4, b) Women - 18 ii) Students - a) Men - 0 b) Women - 33 c) Differently abled - 10	A		
97	Budget allocated for infrastructure augmentation		Rs. 55 laksh	A		
98	Library is automated using Integrated Library Management System & NDL (Mandatory)		The library is automated with SOUL3.0 (Software for university Libraries) of INFLIBNET Information library Network and NDL. The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc are done through the software.	A		
99	Percentage per day usage of library by teachers and students	> 80% = A; > 70% = B; < 70 %= C	Average number of library users per day is 98. Low because of the pandemic.	A		
100	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment (Mandatory)	Discretion of the AA*	The library has encyclopedias, ancient art, history, painting Books, reports, surveys for enrichment of library resources.	A		
101	Does college has e-Journals, e-books, e-Shodh Sindhu, Shodhganga membership Databases & Remote access to e-resouces (Mandatory)	Any 4 or more of the above = A Any 3 of the above = B Any 2 of the above = C	The library is having access to nlist which is a part of e shodh sindhu of INFLIBNET. The college library is a registered member of NDLI and a registered NDLI club also exists in the college.	A		
102	Expenditure for purchase of books and journals for last two years(Budget incurred/Budget Sanctioned)		Rs. 341,889.62	A		
103	Are there computer systems with internet facility for stakeholders in the library?		Yes 16 + 8 systems	A		

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104	Is there reprographic facility in the library?	System with internet facility: A; Grade B if only systems are present: C if no computers are available at all for stake holders.	Yes. There is reprographic facility in the library. All the 15 systems in the library have internet facility	A		
105	IT Facilities (Functional): a) English Language Lab; b) JKC Lab; c) Computer Labs; d) APSSDC Lab (Exception for colleges without APSSDC) Lab); e) Wi-fi enabled campus (Mandatory)	Grade A- if any four are available; B grade - if Any two are available; C grade if none is available	1 English Language Lab, 4 Computer Labs, APSSDC Lab and Wi Fi enabled campus are available.	A		https://stjosephsviz ag.com/facilities-in-college/labs/
106	Expenditure incurred on a) New Infrastructure Facility (2019-20) b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component		a) New Infrastructure Facility (2020-21) - 172870.00 b) maintenance of facilities - 5466089.00 (Classrooms, Equipment,sports, Auditorium & seminar halls etc.) excluding salary component	A		
107	AMC (Annual Maintenance Cost)details, if any		Yes, 1.Software - Ezschool, Examination 2. Computers, CC camera DVRs 3.LIFT, Transformer, Generator, UPS 3. Photo copy Machines (2)	A		
108	Insurances covered for infrastructure, if any		Insurance is available for movable assets. Record is available.	A		
109	Established Systems & Procedures		The buildings are regularly painted/ white washed. Dusting and sweeping are done daily and mopping is done regularly. Repairs/ replacements/ servicing of lab equipment are taken up at regular intervals as per need All the computers are maintained through Annual Maintenance Contract. • Standard Operating Procedures are displayed in the labs, for the usage of major and sensitive equipment • Log books are maintained to monitor the usage of Computers in Computer Labs and issue of sensitive equipment/tools in the Physics/ Chemistry/ Biochemistry/ Biotechnology labs	A		
Overall Grade						

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			V-STUDENT SUPPORT AND PROGRESSION			
110	Percentage of students benefited by scholarships by the Government in 2020-21		Degree+PG : 1689+167=1856 Scholarship received : 1952+178=2130 % of students : 87%	A		
111	Percentage of students benefited by scholarships by the Instituition in 2020-21		Degree : 1689 Scholarship by Institution : 187 % of students : 9%	A		
112	Percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2020-21 (Mandatory for Final Years)		All the three year students are benefited by the ELF programme through an MOU. All the final year students are provided career and placement training through the Placement Cell and JKC. Records & Data are available	A		
113	Percentage of placement of outgoing students in 2020-21 (Only Final Years)	40% to 50 % = A; 30% to 50% = B < 30% = C	Only 34 Final year students have been placed in 2020-21 because of the prevailing pandemic. Data is available	A		https://docs.google.com/spreadsheets/d/1p4ZrRGHDKbTfLvvbMtkJMLWJf
114	Student grievances Structure, Redressal mechanism & Periodicity (Copy enclosed for better understanding)	Discretion of the AA*	Grievance boxes are put up separately for exam related and general issues. Students drop their grievances in the box.Grievance redressal committee gathers the grievances at regular intervals and redresses them as per requirement. A record of student grievances and issues redressed along with minutes of grievance redressal committee meetings is available.	A		
115	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching, SIP, Youth Parliament etc.,)		Eight capability enhancement and development schemes are being conducted in the college. They are 1.Guidance for competitive examinations 2.Career Counselling 3.Soft skill development 4.Remedial coaching 5.Language lab 6.Bridge courses 7.Yoga and Meditation 8.Personal Counselling Record is available.	A		

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116	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research plafrorms out side the parent institution.		4 UG Students have presented papers at national level academic research platforms outside the college.	A		https://docs.google.com/spreadsheets/d/1Fa1IyWw0dI5vd7LqHNXHxs3WI_YjSRHh/edit?usp=sharing&ouid=114794604779135659
117	Percentage of student progression to higher education	40% to 50 % = A; 30% to 50% = B; < 30% = C	Data collection is still in progress PG admission process is in progress.	A		
118	Number of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)		Nearly 76 students were qualified for APPGCET - UG & 1 Student of PG cleared APSET Data Collection is still in progress	A		
119	Number of awards/medals for outstanding performance in sports/cultural activities		One international medal and 2 national medals along with 1 medal for inter university events sports and 16 outstanding prizes/medals for outstanding performance in cultural & extension activities have been attained by students in 2019-20.	A		
120	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Discretion of the AA*	The College encourages the active participation of student representatives in various Decision making, Academic and Administrative Committees which enables them to function better in the academic environment. The student council at SJCW(A) is nominated by the team of HODs.Council comprises representatives at all levels. It is guided by a team of Faculty advisors. The student council is active and functional in the organisation of all college level and inter collegiate level events in the college.	A		https://drive.google.com/file/d/1_03feBrpwE3MuJ7BUeD7NvpCtiYNk78/view?usp=sharing
121	Records of significant achievements in Sports & Games		Students of the college won 3 National level medals and one international medal in Kickboxing. I interuniversity Silver medal for Handball competition in 2020.	A		
122	Number of sports and cultural activities / competitions organised in the Institution in 2020-21		1 activity has been organised through physical education department and 30 online/offline activities through student council. Proof of conduct is available for verification.	A		

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123	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)		As part of stakeholder feedback collection and analysis, the college has collected feedback from employers on the performance of its students at workplaces. The feedback from employers is satisfactory. Also feedback from HR executives during campus placements is sought orally. Most of them express satisfaction at the performance of our students.	A		
124	Is there registered Alumni Association for the institution?	A - if Alumni Association is registered and active; B - Association is registered C- if Association is not formed at all	The Alumni Association of SJCW(A) is a registered association . It is very active in the college.	A		
125	Alumni contribution in 2020-21 (In Rs)		Rs.2,83,459.00	A		
126	Number of Alumni Association / Chapters meetings held in 2020-21		Two alumni chapter meets have occurred one through virtual platform and the other physically in the campus in 2020-21.	A		https://docs.google.com/document/d/
127	Number of industries identified & mapped locally for Internships/Placements		A number of industries identified & mapped locally for Internships/Placements B.Com:: 6 B.A. EPJ: 5 MPCs/MECs/MSTCs/BBC/HSc- 12	A		
128	Maintenance of JKC facilities & Records	Discretion of the AA*	The list of students registered in JKC portal and records of JKC activities are available for verification. Not many activities were conducted because of lockdown.	A		
129	Record of Student trained and placed in JKC	Discretion of the AA*	An active, functional registered JKC is available in the college. Career and employment guidance and training programmes are organised by it. Around 5 campus placement drives have been organised through it and around 35 students have been placed.	A		
130	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases: Implementation of guidelines of statutory/ regulatory bodies; Organisation wide awareness and undertakings on policies with zero tolerance; Mechanisms for submission of online/offline students' grievances; Timely redressal of the grievances through appropriate committees	All Four (4) = A Any 3 = B ≤ 2 = C	Grievance box is put up separately for exam related and general issues. Students drop their grievances in the box. Grievance redressal committee collects the grievances at regular intervals and redresses them as per requirement. A record of student grievances received and issues redressed along with minutes of grievance redressal committee meetings is available. No sexual harassment or ragging related grievances have been reported in this year (2020-21).	A		

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131	Record of Anti Ragging cell (Measures taken by ARC in brief)	Discretion of the AA*	The discipline committee of the college (involving teachers and senior students) ensures a ragging free campus environment. All senior students give a written undertaking and declare that they will not indulge in any kind of ragging at the commencement of the academic year. Some senior teachers and students are also appointed as secret observers to identify the defaulters. No ragging case has been reported in 2019-20.Record of Anti-ragging cell is available.	A		
132	Record of Women Empowerment Cell (WEC)- No.of Times reviewed, No.of activities conducted	Discretion of the AA*	An active and functional Women Empowerment Cell (WEC)comprising of teachers and students is available in the college. No.of Times reviewed =3 in this academic year No.of activities conducted = more than 13 events have been conducted online/offline. Record of WEC is available for verification.	A		
133	Record of Internal Complaints Committee(ICC) - No.of Times reviewed ? No.of Complaints received ? Action Taken:	Discretion of the AA*	Internal Complaints Committee is functional in the college.In 2019-20, 3 review meeting have been conducted by Internal Complaints Committee (quarterly).Minutes of the meetings are available. No complaints have been received so far.	A		
134	Maintenance of drinking water (R.O.Plant)	Discretion of the AA*	Two RO plants are available in the campus for supply of drinking water. Both the plants are well maintained. 1 Cooling machine is also available. 1 cooling machine and 1 RO plant are sponsored by HPCL.	A		
135	Maintenance of sanitation	Discretion of the AA*	The campus is clean and green. All the faculty and student washrooms are well maintained by the supporting staff. All the classrooms and laboratories are also well maintained.	A		
136	No.of Executive Development Programms (EDP) conducted		Though no executive development programmes are conducted as such, the college is involved in the conduct US Consulate sponsored Microaccess scholarship programme for degree Students & ELF Programme for faculty and students of outside colleges .	A		
Overall Grade						

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			VI-GOVERNANCE AND LEADERSHIP			
137	Staff Council Register		Yes, available			
138	Functioning of Committees in Administration (Minutes of meetings)	Discretion of the AA*	All statutory committees are constituted as per stated guidelines.Members of the committees meet regularly and discuss issues pertaining to their respective domains and pass resolutions based on stated guidelines. Resolutions of the meetings are recorded in the form of Minutes of Meetings in respective books.	A		
139	Is student representation reflected in administration committees?	A - if all committees have students as members B- if atleast 5 committees have student represenatation C- If no committee has student participation	All the committees and cells have student members. IQAC, WEC, ARC, ICC, Equal Opportunities Committee, All Boards of Studies etc. have student members.	A		
140	Awards/Achievements		8 faculty Members/students have received awards & recognition from various bodies . list is enclosed	A		https://docs.google.com/spreadsheets/d/15DSVrVZoJBc
141	Use of ICT in Governance		YES.	A		
142	Implementation of CFMS / PFMS		YES	A		
143	Number of RTI issues addressed		NIL	A		
144	Perspective/Strategic plan and deployment documents		The Planning and Evaluation Committee draws inputs from Governing Body, Board of Management, IQAC, Stakeholder Feedback etc. and develops the Perspective Plan.The Strategic plan is deployed through systematised Plans of Action (Institution & Department wise). the following practiceable objectives were construed: 1.Facilitate innovative teaching, learning and assessment methods, 2.Organise conferences/workshops at the regional, national and international levels, 3.Involve alumni as resource persons for workshops and invited talks, 4.Enhance the use of ICT for teaching, 5.Upgrade the infrastructure wherever possible and 6.Ensure quality intake of faculty	A		
145	Organizational structure of the Institution		The college is a government aided(2F & 12B), Christian minority, autonomous institution. Governing Body & Board of Management are the apex bodies. Finance Committee, PEC, ICC, IQAC etc. are the committees/cells in the next level. The organisational structure of the institution is as per the stipulated norms.	A		

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146	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination Implementation of e-governance in areas of operation: 1. Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4. Examination	All four (4) = A Any 3 = B ≤ 2 = C	1) Admissions and student profile - Ezschool Software 2) Finance and Accounts - Tally 1.0 3) Student Admission and Support - Ezschool Software, Library -SOUL 3.0(2021 version) Software, Scholarships - Jnanabhoomi Website, Bio-metric Attendance- Aadhar linked Vidyawaan 4) Examination System - Dear System - ONLINE software , OTLP/OTLM app of APCCE for maintainance of online teaching-learning data	A		
147	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2020-21		41 Webinars, FDP's , Seminars, Lectures were organized by the instituion for teaching staff. List is enclosed	A		https://docs.google.com/spreadsheets/d/1r2xohHEkpksEHzOXThrbhFQ3ZEA2iU5g/edit?usp=sharing&ouid=11
148	Percentage of teachers attended professional development programs(Faculty Development Programme, Orientation Program, Refresher Course, Short Term Course, Post Doctoral Fellowship etc.,) in 2020-21		Around 80%	A		
149	No. of faculty undergone/attended: FDP, PDF, OC,RC, Short Term Course, other Trainings if any.		55 in the current year.	A		https://docs.google.com/spreadsheets/d/1MTzUqqAeQ2m6xHT2X6J
150	Funds / Grants received from non-government bodies, individuals, philanthropists in 2019-20		Rs.13,53,125.00	A		
151	Number of IQAC meetings held during 2020-21	A- if 3 meetings are held @one per quarter B- if 1 - 2 meetings are held C- if no IQAC meeting is held	6 Minutes of the meeting are available with IQAC & college website	A		

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152	Average number of quality initiatives by IQAC for promoting quality culture per year		On an average around 12 quality initiatives are conducted every year by IQAC for promoting Quality culture in the collge. Evidence is available	A		
153	Participation in NIRF-2020, Mention rank, if below 200		Yes participated in NIRF2020.	A		
154	IQAC activities & maintenance of records,(Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	Discretion of the AA*	List of IQAC activities are 1.Preparation of annual institutional plan & drafting IQAC plan of action 2.Conducting orientation and Induction programs for new teachers & students and parent-teacher partnerhip meets 3. Stakeholder feedback collection analysis and introducing need based changes 4.Pre-examination meeting to discuss about the strategies to uphold rigorousnes of examination system, review of duties and responsibilities of all personneletc. 6.Conducting IQAC meetings quarterly and maintaining the minutes record. 7.Preparing AQAR as per NAAC format and submitting in-time. http://stjosephsvizag.com/naac/iqac/ Functions of the IQAC IQAC is the nodal agency of the institution for maintaining /enhancing the institutional quality through quality-related activities like • Facilitating the creation of learner-centric, participatory teaching - learning process - Virtual • Development and application of (i) quality benchmarks (ii) parameters for academic and administrative activities of the institution • Promotion of quality circles within the college • Organization of inter and intra institutional workshops, seminars etc. on quality related themes • Documentation of various programmes/activities of the college • Adoption and dissemination of institutional best practices • Development and maintenance of institutional database through MIS • Periodical conduct of Academic and Administrative Audit • Preparation and timely submission of the Annual Quality Assurance Report (AQAR)	A		
Overall Grade				A		

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			VII-INSTITUTIONAL VALUES AND BEST PRACTICES			
155	Gender Equity: Specific facilities provided for women in terms of: Safety and security, Counselling, Common Rooms, Any other relevant information	Discretion of the AA*	Regular Gender Equity promotion programs of the college include "Celebration of International Women's day","Awareness talks on the importance of Breast feeding", "Womens rights and privileges" every year. Institution shows gender sensitivity in providing facilities such as: a) Safety and Security b) Counselling c) Common Room to women faculty and students	A		
156	The Institution has facilities for alternate sources of energy and energy conservation measures: (Solar energy, Sensor-based energy conservation, Use of LED bulbs/ power efficient equipment)	Discretion of the AA*	Total power requirement is 93KV per month. 10 KV is generated through solar panels and supplied to the grid. A functional Bio-gas plant is available in the campus which generates renewable energy equivalent to 3 domestic gas cylinders per month. This is used as a supplimentary source of fuel. Also the college has installed another set of solar panels on the terrace which are yet to be linked to the power grid.	A		
157	Waste Management strategy adopted in the college: (Solid waste management, Liquid waste management, Lab Waste management, E-waste management)	Discretion of the AA*	1. A designated Bin is available in the Campus for collection of E-Waste. 2.Separate bins are installed exclusively for Food waste which is supplied to the piggery on the campus. Organic waste generated in the campus is used to produce biogas and also vermicompost. 3. Separate bins for collection of plastic waste are installed at the Canteen and other key locations on the campus. WMC –Waste Management Club was created in the College as a project initiative by a student who completed a five week exchange program to Montana University, US. Awareness was created among the student community about the benefits of collecting E waste and proper segregated waste management. Report of e Waste Management Club is available. The college entered into an MOU with Green Waves Recyclers for ecofriendly management of e waste generated in the campus. As part of MOU, students are also trained in ecofriendly e waste management.	A		
158	Water conservation facilities available in the Institution: (Rain water harvesting, Borewell /Open well recharge)	Discretion of the AA*	Rainwater harvesting pits are constructed on scientific lines and are maintained. Entire roof top area is covered through special drinage pipes connected to the pits. Bore wells and open wells are also availabe in the institution premises.	A		

S.No.	Item	Bench Marks	Status (Give Details in brief) to be presented by the Institute	Grade by Academic Advisor (AA*) (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)	Link to the Evidence
159	Green campus initiatives: Plastic free campus, Ban on the use of Plastics, botanical garden, green house, green landscaping, etc.,	Discretion of the AA*	40% of the Lighting requirements of the institution is met through LED bulbs. Green lanscaping is evidently seen every where. Botanical garden and Medicinal garden are available in the campus. The Eco club conducts periodical drives & eco-friendly initiatives, such as providing saplings as mementoes, bouquets, prizes etc. s, "Say no to plastics day" once in a month, during which single use plastics are completely prohibited.Vehicles entering the campus are checked for pollution free certificates, randomly. Once in a month the campus observes vehicle-free zone. Environmental Science is offered to all the students as a compulsory Course, and Environment Audit is offered as elective to their sensitivity towards a sustainable environment.	A		
160	Facilities for Differently abled (Divyangjan) (ramp, railings scribe for examination etc.,)	Discretion of the AA*	1.Lift, wheel chair 2. Ramps and Rails 3.Designated rest rooms 4.Scribes for examination 5. Class specially arranged in ground floor 6. Special Room provided during Examination 7. Designated Parking Facility	A		https://stjosephsvizag.com/facilities-in-college/divyangjan/
161	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities.		Owing to the pandemic, all the related events are not conducted physically. However, Constitution Day (Samvidhan Divas) was celebrated on 26 Nov. As part of celebration constitution preamble is read out and an oath taking followed. Voters Day is cbserved on 25th January. Human Rights Day, Independence Day, Republic Day are celebrated in a fitting manner virtually. Evidence is available in CAR uploaded on college website.	A		
162	Details of conduct of certificate courses on Life skills/ awareness programmes on provisions of the Constitution of India.		Value Development Programme and Personal Transformation Programme are two mandatory 2credit life skills courses taught exclusively to all UG students. These are taught in addition to the Life skills Courses(LSC) prescribed by APSCHE. Also several core and language courses have integrated human values and professional ethics into their syllabus content	A		https://stjosephsvizag.com/wp-content/uploads/2019/02/hvpe.pdf
163	Record of best/innovative practices by the institution		The institution has been practicing two college level outstanding best practices namely Streaming of students for teaching English Language with differentiated Teaching Approaches & KINDLE. All departments also conduct department level best practices either in their subject area or in any other area of common interest. Record of best practices is maintained and regularly updated.	A		https://stjosephsvizag.com/best-practices/

S.No.	Item	Bench Marks	Status (Give Details in brief) to be presented by the Institute	Grade by Academic Advisor (AA*) (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)	Link to the Evidence
164	College Activity Register 2020-21 & Hard Copy of AQAR 2019-20 (should be available with the Principal & Placed in College Website)	A- if last year AQAR is submitted to NAAC online and accepted by NAAC and hosted on website; B- if AQAR is avialble but not submitted to NAAC; C- if AQAR is not at all prepared	Hard copy of College Activity Register 2020-21 and AQAR 2019-20 is available with the principal for verification. Soft copies are available on the college website. 2018-19 AQAR is already submitted to NAAC and also hosted on the college website. 2020-21 AQAR is being prepared. It will be submitted before 31-12-2021.	A		
165	Research projects/Publications/ study material developed in 2020-21 by the Institution(Should be available in college website)		Research project reports and the list of 6 year paper publications by the faculty members of the college are displayed on the college website. Study material developed by the teachers to teach HVPE is also available on the institutional website	A		https://stjosephsvizag.com/wp-content/uploads/2019/02/hvpe.pdf
Overall Grade				A		
College Grade -				A		

Name & Signature of the Principal :

PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 004

Name & Signature of the Vice Principal :

Name, Address, Contact No. & Signatures of the Academic Advisors

1

2 Dr. Ch. Lalitha

3

6/12/21

Government of Andhra Pradesh
Commissionerate of Collegiate Education
Academic & Administrative Audit of Degree Colleges (2019-20)
Format - IV : Academic Advisor's Report (AAR)
Observations and Suggestions for obtaining higher NAAC Grade

Name of the College, Place, District :
Date of Audit conducted:

S.No.	Criteria	Overall Grade by Academic Advisor (AA*)	Observations	Recommendations
I	CURRICULAR ASPECTS	A		
II	TEACHING, LEARNING & EVALUATION	A		
III	RESEARCH, INNOVATIONS AND EXTENSION	B		Needs improvements
IV	INFRASTRUCTURE & LEARNING RESOURCES	A		
V	STUDENT SUPPORT AND PROGRESSION	A		
VI	GOVERNANCE AND LEADERSHIP	A		
VII	INSTITUTIONAL VALUES AND BEST PRACTICES	A		
VIII	AAA COLLEGE GRADE IN 2019-20			
IX	AAA COLLEGE GRADE IN 2018-19			
X	NAAC GRADE IN PREVIOUS CYCLE			

Name & Signature of the Academic Advisors

1)
2) Dr. Ch. Lalitha 6/12/21
3)

Date:

Name & Signature of the Principal

PRINCIPAL
St. Jos... for Women
(A...)
VISAKHAPATNAM - 530 004

Date: 6/12/21

Commissionerate of Collegiate Education, A.P
Academic Audit of Degree Colleges
Format-IV (Single page Academic Advisors Report -SAAR)

S.No	Zone	District	Name of the College,place	Item	Grade *	Impression
1				Conduct of Classes	A	
2				Co-Curricular Activities & Extra-Curricular Activities	A	
3				College Activity Register	A	
4				Departmental Activity Registers	A	
5				Discipline in the campus	A	
6				IQAC	A	
7				JKC	A	
8				DRC	—	
9				Career Guidance Cell	A	
10				Mana TV	—	
11				Library	A	
12				Research & Laboratories	B	Needs improvement
13				Games & Sports	A	
14				Foundation Courses	A	
15				Teacher Evaluation by Students	A	
16				Maintenance of Registers	A	
17				Teaching Diaries & Plans	A	
18				NCC / NSS	A	
19				Women Empowerment Cell	A	
20				Red Ribbon Club	A	
21				Sanitation & drinking water	A	
22				Cleanliness	A	
23				Functioning of Lecturers	A	
24				Over All Impression on the College	A	
25	Any Other important Observation					

Signatures of Academic Advisors

1

2

6/12/21

*** A(Good)/B(Satisfactory)/C (poor)**