

**Government of Andhra Pradesh**  
**Commissionerate of Collegiate Education**  
**Academic & Administrative Audit of Degree Colleges (2018-19)**  
**Format- IV for submission of Action Taken Report by Principal of the College (ATR)**  
**Zone : III** **District : GUNTUR**

<b>COLLEGE PROFILE</b>			
1	Name of the College, URL of Website, email and Phone number	<b>HINDU COLLEGE, GUNTUR</b> www.hcg.ac.in principalhinducollegeguntur@gmail.com 0863-2227649	
2	Name of the Principal, email & Mobile Number	Sri G. Madhu, principalhinducollegeguntur@gmail.com, 8179584862	
3	Name of the Vice-Principal, email & Mobile Number	Smt. V. Mani Kumari, principalhinducollegeguntur@gmail.com, 9490639437 Dr. N. Viswam, principalhinducollegeguntur@gmail.com, 9246481541	
4	Name of the IQAC Coordinator, email & Mobile Number	Dr. P. Venu Gopal, venupothuri@yahoo.com, 9848414052	
5	Year of Establishment & details of land available if any	1935	
6	Affiliating University & AISHE CODE:	Acharya Nagarjuna University C-32675	
7	NAAC Grade with Cycle, Accredited Year & CGPA ( Status of preparation if not Accredited)	'A' grade, 3rd Cycle, May-2017 & CGPA-3.07	
8	UGC Recognition (2f & 12 B)	Yes, since inception	
9	College Working Hours( if shift system mention details of both shifts & give reasons for shift system)	10.00 AM to 4.40 PM	
10	No. of Posts Sanctioned:	Regular Working: 31	Contract Working: 38 Guest Working:
11	Course wise & year wise Students strength particulars ( Proforma enclosed)		
<b>I-CURRICULAR ASPECTS</b>			

	Item	Recommendation/Suggestions by Academic Advisors		Action Taken by the Principal
		Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A	Good	
13	Departmental Annual Curricular Plans	A	Good	
14	Whether the above two circulated among Students?	A	Good	
15	College Activity Register 2018-19	A	Good	
16	College Calendar/College Magazine	A	Good	
17	Add-on Courses (Department-wise) completed during 2017-18	A	Good	
18	Add-on Courses (Department-wise) in 2018-19	A	Good	
19	Coverage of Syllabus (Average Percentage)	A	Good	
20	Teaching of Value added courses (HVPE & Foundation Courses)	A	Good	
21	No. of New UG & PG Courses introduced in 2018-19	C	Poor	To be introduced the following courses in 2019-20 1. B.Sc (Food Technology) 2. B.A. (Eco, Pol, Computer Applications) 3. B.Com (Restructured)
22	Maintenance of Student Attendance Registers	A	Good	
23	Whether feedback on curriculum was obtained from stake holders and analysed	A	Good	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				
24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2018-19	A	Good	
25	Social-economic status of students enroled(Group wise and Year wise) in 2018-19	A	Good	
26	Demand Ratio (Group wise)	A	Good	
27	Percentage of differently abled students (Divyangjan) on roll	B	Satisfactory	Informed to the management

28	Percentage of full time teachers against sanctioned posts in 2018-19	<b>A</b>	<b>Good</b>	
29	Student - Full time teacher ratio	<b>A</b>	<b>Good</b>	
	Student Profile as per prescribed reservation			
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2018-19	<b>A</b>	<b>Good</b>	
31	Teaching Diaries & Teaching Plans in Prescribed Formats	<b>A</b>	<b>Good</b>	
32	Use of ICT in teaching and learning	<b>A</b>	<b>Good</b>	
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	<b>B</b>	<b>Satisfactory</b>	
34	Co-Curricular Activities ( College level)	<b>A</b>	<b>Good</b>	
35	Seminars/conferences/workshops organised in 2018-19	<b>A</b>	<b>Good</b>	
36	Academic Competitions ( College Level & Above)	<b>A</b>	<b>Good</b>	
37	Conduct of Internal Examinations-Internal assessment	<b>A</b>	<b>Good</b>	
38	Teacher wise result analysis (MARCH/APRIL - 2017 & SEP/OCT/NOV- 2017)	<b>A</b>	<b>Good</b>	
39	Pass percentage of students (Group wise) in 2018-19	<b>A</b>	<b>Good</b>	
40	Percentage of students undertaking field projects / internships	<b>A</b>	<b>Good</b>	
41	Remedial Classes	<b>B</b>	<b>Satisfactory</b>	Informed to the management
42	Conduct of Bridge course	<b>B</b>	<b>Satisfactory</b>	
43	Feed back on Teachers by Students and its analysis	<b>A</b>	<b>Good</b>	
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	<b>A</b>	<b>Good</b>	

	Students' Grievances/Redressal (Examination Cell) Report			
	Automation details of Exam Cell			
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>				
45	Is the College a Recognized Research Centre	<b>C</b>	<b>Poor</b>	<b>Informed to the management</b>
	Policy for Promotion of Research (A)			
	Institutional Seed money for Research			
46	No. of Research Guides in the College	<b>A</b>	<b>Good</b>	
47	No. of Research Scholars working for M.Phil & Ph. D	<b>A</b>	<b>Good</b>	
	Rsearch Projects funded by Govt/Other Organisations			
48	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	<b>A</b>	<b>Good</b>	
	Code of Ethics/ Plagiarism software			
49	Research Papers/Chapters Published in 2018-19 ( SCOPUS, Web of Science ,ISBN/ISSN, ICI ) (International/ National )	<b>A</b>	<b>Good</b>	
50	Papers Presented in 2018-19 (International/ National/ State )	<b>A</b>	<b>Good</b>	
51	Books Published in 2018-19 ( Single Author/ Co Author)	<b>A</b>	<b>Good</b>	
52	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State )	<b>A</b>	<b>Good</b>	
	Bibliometrics details			
53	Record of Consultancy in 2018-19	<b>B</b>	<b>Satisfactory</b>	It is resolved to make a policy with prospects of honorarium for consultancy
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	<b>A</b>	<b>Good</b>	

55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	<b>B</b>	<b>Satisfactory</b>	
	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents)	<b>A</b>	<b>Good</b>	
	Collaborations for Research/Faculty Exchange/Student Exchange (Attach MoUs/Linkages)			
57	Record of Subject/Department Related Extension Activities	<b>A</b>	<b>Good</b>	
	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students	<b>A</b>	<b>Good</b>	
59	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	<b>A</b>	<b>Good</b>	
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	<b>A</b>	<b>Good</b>	
61	Number of awards and recognition received for extension activities from Government/recognised bodies	<b>A</b>	<b>Good</b>	
<b>IV-INFRASTRUCTURE AND LEARNING RESOURCES</b>				
62	Number of Class rooms, Labs and computing equipment	<b>A</b>	<b>Good</b>	
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	<b>A</b>	<b>Good</b>	

64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	<b>B</b>	<b>Satisfactory</b>	It is resolved to establish 3 virtual class rooms under RUSA funds
65	Budget allocated for infrastructure augmentation(CA certified statement)	<b>B</b>	<b>Satisfactory</b>	
66	Library is automated using Integrated Library Management System	<b>B</b>	<b>Satisfactory</b>	
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	<b>A</b>	<b>Good</b>	
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases(Give website URL)	<b>A</b>	<b>Good</b>	
69	Expenditure for purchase of books and journals in 2018-19(CA Certified statement)	<b>A</b>	<b>Good</b>	
70	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	<b>A</b>	<b>Good</b>	
71	Student-Computer ratio	<b>A</b>	<b>Good</b>	
72	Wifi in the campus	<b>A</b>	<b>Good</b>	
73	Updation of IT facilities a) English Language Lab b) JKC Lab c) Computer Labs d) APSSDC Lab e) Student Computer Ratio f) Wi-fi enabled campus e) Media Centre / Studio	<b>A</b>	<b>Good</b>	
	Bandwidth of Internet Connections with details			
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	<b>A</b>	<b>Good</b>	

75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	<b>A</b>	<b>Good</b>	
<b>V-STUDENT SUPPORT AND PROGRESSION</b>				
76	Average percentage of students benefited by scholarships by the Government in 2018-19	<b>A</b>	<b>Good</b>	
77	Average percentage of students benefited by scholarships by the Institution in 2018-19	<b>B</b>	<b>Satisfactory</b>	
78	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2018-19	<b>B</b>	<b>Satisfactory</b>	
79	Average percentage of placement of outgoing students in 2018-19	<b>B</b>	<b>Satisfactory</b>	
80	Student grievances redressal mechanism	<b>A</b>	<b>Good</b>	
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.)	<b>A</b>	<b>Good</b>	
82	Percentage of student progression to higher education	<b>B</b>	<b>Satisfactory</b>	
83	Average percentage of students qualifying in state/ national/ international examinations (like NET, SLET, GATE, Civil services, state government etc.)	<b>B</b>	<b>Satisfactory</b>	
84	Number of awards/medals for outstanding performance in sports/cultural activities	<b>A</b>	<b>Good</b>	
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	<b>A</b>	<b>Good</b>	
86	Records of significant achievements in Sports & Games	<b>A</b>	<b>Good</b>	

87	Number of sports and cultural activities / competitions organised in the Institution in 2018-19	<b>A</b>	<b>Good</b>	
88	Alumni contribution in 2018-19 (In Rs) (CA audited statement)	<b>A</b>	<b>Good</b>	
89	Number of Alumni Association /Chapters meetings held in 2018-19	<b>B</b>	<b>Satisfactory</b>	
90	Maintenance of JKC facilities & records	<b>A</b>	<b>Good</b>	
91	Record of Student trained and placed in JKC	<b>A</b>	<b>Good</b>	
92	Record of Anti Ragging cell	<b>A</b>	<b>Good</b>	
93	Maintenance of drinking water	<b>A</b>	<b>Good</b>	
94	Maintenance of sanitation	<b>A</b>	<b>Good</b>	
<b>VI-GOVERNANCE AND LEADERSHIP</b>				
97	Staff Council Register	<b>A</b>	<b>Good</b>	
98	Functioning of Committees in Administration ( Minutes of meetings)	<b>A</b>	<b>Good</b>	
99	Awards/Achievements	<b>A</b>	<b>Good</b>	
100	Use of ICT in Governance	<b>A</b>	<b>Good</b>	
101	Perspective/Strategic plan and deployment documents	<b>A</b>	<b>Good</b>	
102	Organizational structure of the Institution	<b>A</b>	<b>Good</b>	
103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	<b>B</b>	<b>Satisfactory</b>	
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2018-19	<b>B</b>	<b>Satisfactory</b>	
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2018-19	<b>C</b>	<b>Poor</b>	It is resolved to conduct more training classes in ICT for Both Teaching & Non-Teaching staff



106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.) in 2018-19	<b>B</b>	<b>Satisfactory</b>	
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	<b>A</b>	<b>Good</b>	
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2018-19	<b>A</b>	<b>Good</b>	
109	Average number of quality initiatives by IQAC for promoting quality culture per year	<b>A</b>	<b>Good</b>	
110	Participation in NIRF-2017	<b>A</b>	<b>Good</b>	
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	<b>A</b>	<b>Good</b>	
	Decentralisation and Participative Management Procedure			
	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination			
	Teachers attending OC /RC/FDP			
	Performance appraisal system for Teaching and Non-Teaching Staff			
	Strategies for Mobilisation of Funds			
	Funds /Grants received from non-government bodies and philanthropists (CA Audited statement)			

**VII-INSTITUTIONAL VALUES AND BEST PRACTICES**

	<b>Social Responsibility:</b> Programs such as Nava Nirmana Deeksha, Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc.			
	<b>Gender Equity Promotion Programmes and facilities to address gender Sensitivity</b>			
	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,)			
112	Percentage of power requirement of the Institution met by the renewable energy sources(solar panels)	<b>B</b>	<b>Satisfactory</b>	
113	Waste Management steps taken	<b>A</b>	<b>Good</b>	
114	Rain water harvesting structures and utilization in the campus	<b>A</b>	<b>Good</b>	
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc.,)	<b>A</b>	<b>Good</b>	
117	Record of best/innovative practices by the institution	<b>A</b>	<b>Good</b>	
118	College Activity Register 2018-19 & Hard Copy of AQAR 2017-18 ( should be available with the Principal)	<b>A</b>	<b>Good</b>	
119	The number of classes(per week) taken by the Principal	<b>A</b>	<b>Good</b>	
120	Research projects/Publications/ study material developed in 2018-19 by the Principal	<b>A</b>	<b>Good</b>	
	Initiatives taken to engage and contribute to local community			
	Code of Conduct Book for Principal/Staff/Non Teaching and Students			
	Display of Core Values			

Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights			
Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course			
Institutional and Departmental Best Practices			

**College Grading -**

Signature of the Vice-Principal

Name : DR. N. VISWAM

Signature of the Principal

Name SRI. G. MADHU