

Academic & Administrative Audit : 2020-21						
Format-II (Institutional Data Cum Academic Advisor's Grading)						
S. No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) /C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
I-CURRICULAR ASPECTS						
A	Curricular Planning and Implementation					
1	Curriculum Design and Development (For Autonomous Colleges)	1. Departmental meeting Minutes 2. BoS Minutes 3. Academic Council Minutes 4. Copies of course wise curriculum	Grade A, if 60% and above modification in syllabi of all courses offered; Grade B, if 40%-60% of modification in syllabi of all courses offered; Grade C, if less than 40% modification in syllabi of all courses offered;			
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary	Grade A, if all the four records match with one another Grade B, if two records match with one another Grade C, if any two records match with each other	A	A	
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports	Grade A, if all the two records are maintained Grade B, if any four records are maintained Grade C, if any two records are maintained	B	B	
4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	B	B	Maintain Certificate courses by each department
B	Academic Flexibility & Curriculaum Enrichment					

5	Institution's contribution to enrichment of curriculum	1. Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum	Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports	B	D	
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	B	B	
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Grade A, if 90% and above syllabus is covered by the Departments Grade B, if 60% - 90% syllabus is covered by the Departments Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	A	A	
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	B	B	
C Feedback on curriculum						
9	Collection, Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ; 2. Analysis 3. Action Taken Reports (BoS Minutes to be compared and verified in the case of Autonomous Colleges)	Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	A	A	
Overall Grade				A	A	
II-TEACHING, LEARNING & EVALUATION						
A	Student Enrolment and Profile					

1	Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office Consolidated Report from the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	A	A	
2	Demand Ratio (Group wise)	Year wise report of the Principal	Grade A, if two year reports are produced	A	A	
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) (Seats earmarked / Seats filled)	Year wise, Category wise report of the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	
4	Socio-economic status of students enrolled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	
B	Catering to Student Diversity					
5	Institutional mechanism for assessing the	Consolidated statement about mechanism and	Grade A, if all two are presented	A	A	
6	Details of special programmes organized	Departmental Reports with proofs validated	Grade A, if 75% of the Departments submit reports	A	A	
7	Student - full time teacher ratio for the	Consolidated Report validated by IQAC and	Grade A, if all two are presented	A	A	
C	Teaching Learning Process					
8	Details of student centric methods	Department wise Reports on Experiential	Grade A, if 75% of the Departments submit reports	A	A	
9	Details of teachers using ICT enabled	Lecturerwise and Department wise proofs	Grade A, if 75% of the Departments submit reports	A	A	
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure	Reports by Committees concerned	Grade A, if all activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	B	B	
11	Conduct of Bridge course and Remedial	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports	A		
12	Ratio of Final year students	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports	A		
13	Teaching Diaries & Teaching/Semester	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports	A	A	
14	Use of ICT in teaching, learning and	Department wise ICT usage reports	Grade A, if 75% of the Departments submit reports	A		
15	Usage of Virtual classes (Minimum 2	Department wise Virtual Class reports	Grade A, if 75% of the Departments submit reports	A		
16	No. of lessons presented (4 Quadrants)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports	B		
17	No. of Teachers completed courses on MOOCS platform/ARPIT, MIT, Coursera etc.,	Course completion certificates by Departments	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	ⓑ C	C	Suggested move no. of teachers to complete MOOCs
18	Co-Curricular Activities (Academic) (Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports	A	A	
19	Academic, Cultural & Sports events	Reports by Departments and Committees	Grade A, if International and National events are	A	A	
20	The number of classes (per week) engaged by the Principal	Lesson Plans and Teaching Diary by Principals	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only classes are engaged	A	A	
D	Teacher Profile Quality					

21	Staff Attendance	Staff Attendance Registers & TLP Records (Current Year)	Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	A	A	
22	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest)	Consolidated Report from the Principal	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	A	A	
23	Full time teachers with Ph.D	Consolidated Report from the Principal	Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D	B	C	Advice to register in Ph.D programs
24	National/ International/ Regional Seminars/conferences/workshops organised in the last two years	Reports by Departments validated by IQAC	Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5 per year) Grade C, if District and College level events are organized (at least 5 per year)	B	B	suggested to organise more one programme for each dept.
25	Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5 per year) Grade C, if District and College level events are attended (at least 5 per year)	A	A	
E	Evaluation Process and Reforms					

26	Mechanism of transparent and accurate internal assessment	<ol style="list-style-type: none"> 1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher) 	<p>Grade A, if all Departments produce all the reports</p> <p>Grade B, if 75% of the Departments produce all the reports</p> <p>Grade C, if below 75% Departments produce the reports</p>	A	A	
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	<p>Department wise reports regarding</p> <ol style="list-style-type: none"> 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal 	<p>Grade A, if all Departments produce all the reports</p> <p>Grade B, if 75% of the Departments produce all the reports</p> <p>Grade C, if below 75% Departments produce the reports</p>	A	A	
28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	<p>Grade A, if 100% Students pass percentage is achieved</p> <p>Grade B, if 75% Students pass percentage is achieved</p> <p>Grade C, if <75% Students pass percentage is achieved</p>	B	B	
29	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports	<p>Grade A, if 100% Teachers maintain all records</p> <p>Grade B, if 75% Teachers maintain all records</p> <p>Grade C, if <75% Teachers maintain all records</p>	A	A	
F	Student Performance and Learning Outcomes					
30	Announcement of Programme	1.Department wise displays and	Grade A, if 100% Departments maintain all	A	A	
31	Evaluation of attainment of	Programme wise Report on the comparative	Grade A, if all Programmes are evaluated	A	A	
G	Student Satisfaction Survey					
32	Record of Feed back and analysis on	Feedback Collection, Consolidation, Analysis	Grade A, if all the two are done	A	A	
33	Percentage of Students participated in	Reports by IQAC	Grade A, if 80% of students participated	A	A	
	Overall Grade			A	A	
III-RESEARCH, INNOVATIONS AND EXTENSION						
A	Promotion of Research and Facilities					

1	College has a Recognized Research	Sanctioned Letter	Grade A, if Research Centre is functioning	C		
2	Research Guides in the College	Report by Research Committee Coordinator,	Grade A, if > 50% are Research Guides	C		
3	Research Scholars working for Ph. D	Report by Research Committee Coordinator,	Grade A, if Active Research work is going on	A		
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Grade A, if MRP submitted Grade B, if MRPs pending Grade C, if there is no Research Project	C		
B	Resource Mobilization for Research Purpose					
5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 3 Lkh Grade B, if <3lkh Grade C, if there is no funding	B		
6	Financial Assistance extended by the institution to the faculty members for participating/ presenting research	Report by Research Committee Coordinator, verified by the Principal	Grade A, if completely extended Grade B, if partially extended Grade C, if there is no funding	C		
7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurship Hub)	Report by Research Committee Coordinator, verified by the Principal	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 Grade C if no such centre is established till now.	C		
C	Research Publication and Awards					
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each	B	C	Improve publications by each faculty suggested to faculty publish at least one book from dept.
9	Books Published for the last two years (Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	C	C	
10	No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science, ICI) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	C		
11	No.of Indexed Publications (h&i)	Department wise Report by Research	Grade A if more than h-index is 2;	C		
12	No. of Books and Chapters in edited	Department wise Report by Research	Grade A, if each Department publishes one book/	C		
13	Awards and Achievments for Research	Report validated by IQAC and verified by	Grade A, if more than 3 Awards are bagged	C		
D	Extension Activities					
14	Extension Activities carried out	Report on Activities validated by IQAC and	Grade A, if > 10 activities are conducted	A		
15	Number of extension programmes	Report on Activities validated by IQAC and	Grade A, if > 10 activities are conducted	A		
16	No. of Awards and Recognitions	Report on Activities validated by IQAC and	Grade A, if more than 3 Awards are bagged	B		
17	Average percentage of students and	Detailed Report on Activities validated by	Grade A, if more than 3 Awards are bagged	A		
E	Consultancy and Collaboration					

18	Areas of Consultancy offered and	1. Department wise Report on Activities	Grade A, if more than 25,000/- generated through	C		
19	Details of collaborations/linkages for					
	A. Faculty Exchange	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Grade A, if more than 2 Faculty members	A	Advice to improve move Student exchange program	
	B. Student Exchange		Grade A, if more than 2 Students exchanged	C		
	C. Internship		Grade A, if more than 10 Students attended	C		
	D. Field trips		Grade A, if all Departments conducted	B		
	E. OJTs		Grade A, if more than 10 Students attended	A		
20	Details of MOUs with national and	1. Properly signed MOUs	Grade A, if all Departments have functional MOUs	B		
21	Whether the institution conducted	Report validated by IQAC and verified by	Grade A, if 2 workshops/seminars are conducted	B		
Overall Grade				B	B	

IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)

A	Details of Library as a Learning Resource					
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	B	library automation must be	Automation is progr Active
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal	Grade A, if All the Teachers and Students make use of the e- resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	B		
3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal	Grade A, if more than 60% Teachers and Students make use of Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	A		

IT Infrastructure

B	IT Infrastructure					
4	Details of procedures for maintaining	1. Infrastructure procurement and	Grade A, if Policy and Report are maintained	A		
5	Expenditure incurred for the last two	1. Finance Committee Meeting Minutes	Grade A, if Minutes and Report are maintained	A		
Overall Grade				A	B	

V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)

A	Student Support					
1	Percentage of Students benefited by	Office Report validated by IQAC and verified	Grade A, if benefit offered by all the 6 bodies			
	a) Government					
	b) Institution					

	c) Non - Governmental bodies d) Industries e) Individuals f) Philanthropists	Office report validated by IQAC and verified by Principal	Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies	A		
2	Capacity building and skill a) Soft Skills b) Language and Communication Skills c) Life Skills (Yoga, Physical Fitness/ d) ICT/ Computer Skills	Report by JKC and Physical Education Department validated by IQAC and verified by Principal	Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered	A		
3	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1. Records by the JKC and Departments 2. Proof of employment	Grade A, if more than 50% of students placed Grade B, if 30% of students placed Grade C, if less than 30% of students placed	C	Suggested to improve placements to students from JKC	
4	Student grievances Redressal mechanism, No. of grievances received & Redressed during last 2 years	1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal	Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy	A		
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms outside the parent institution.	1. Department wise reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	C		
6	The Institution has a transparent mechanism for timely redressal of: A. Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harassment 2. Committee(s) Report(s) about grievance redressal 3. Proofs and Meeting Minutes	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A		

7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A		
B	Student Progression					
8	Students' Progression to Higher	1. Department wise Reports with proof of	Grade A, if reports and proofs are available	A		
9	Students' Progression to Employment	1. Department wise Reports with proof of	Grade A, if reports and proofs are available	A		
10	Students' Progression to	1. Department wise Reports with proofs	Grade A, if reports and proofs are available	B		
11	Percentage of students qualifying	1. Department wise Reports with proofs	Grade A, if reports and proofs are available	B		
12	Feed back from Employees on Online	Feed back consolidated Report from JKC	Grade A, if any 3 companies/ Employers offer feed	B		
C	Student Participation and Activities					
13	No. of awards/medals for outstanding	Consolidated Reports by the Committees, validated by IQAC & verified by Principal	Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level	B		
	a) University Level					
	b) State Level					
	c) National Level					
	d) International Level					
14	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1. Committees List 2. Student Council Report	Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists	B		
15	Number of sports and cultural	Committee reports validated by IQAC and	Grade A, if 5 events/ competitions organized at	B		
16	Percentage of Student participation in	Committee reports validated by IQAC and	Grade A, if 50% of students participate	B		
D	Alumni Engagement					
17	Is there registered Alumni Association	Registration certificate to be verified	Grade A, if Alumni Association is registered and	B		
18	Alumni contribution for the last 2	Alumni Register to be verified along with	Grade A, if 2 lakhs and above	C		
19	Number of Alumni Association	1. Meeting minutes	Grade A, if 4 and above	A		
	Overall Grade			A		
	VI-GOVERNANCE AND LEADERSHIP					
A	Institutional Vision and Leadership					
1	Mechanism of achieving the Vision and	Institutional Strategic Plan to achieve Vision	Grade A, if strategic plan is in action	A		
2	Explain the Institutional Practices like	1. List of Committees showing	Grade A, if both are maintained	A		
3	Staff Council Register (Minutes of	Meeting Minutes and Resolutions of Staff	Grade A, if Staff Council meets regularly and	A		
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A	A		
5	Number of RTI issues addressed	RTI file with applications, responses and	Grade A, if all the applications disposed within the	A		
6	Organizational structure of the	Organogram showing hierarchy and incharges	Grade A, if Organogram with hierarchy incharges	B		
B	Institutional e - governance					
7	Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	A		
	a) Administration					
	b) Finance and Accounts					
	c) Student Admissions and support					
	d) Examinations					

suggested to generate more contribution from Alumni
A

C Faculty Empowerment Strategies						
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	B		
9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized Grade C, if less than 3 programmes are organized	A		
10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Develeopment Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	A		
11	Details of performance appraisal system designed by instiution for Teaching and non- teaching staff	ASAR reports	Grade A, if more than 75% teachers are accredited at "Good" grade Grade B, if more than 50 % teachers are accredited at "Good" grade Grade C, if less than 50% teachers are accredited at "Good" grade	A		
D Financial Management and Resource Mobilization						
12	Institutional mechanism for internal and external financial audits	1. Internal AuditCommittee constitution Circular 2. Financial Audit Reports	Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained	A		
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Princpal	Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received	B		
E Internal Quality Assurance System						
14	Significant Contribution of IQAC for		Grade A, if all the records are maintained	A		

15	Participation in NIRF	1. Record of submission	Grade A, if ranked	B		
	Overall Grade			A	A	
VII-INSTITUTIONAL VALUES AND BEST PRACTICES						
A	Activities that teach values of the Institution					
1	Details of Activities by the Institution					
	A) Promotion of gender equality and sensitization a) Safety and security b) Counselling	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	B		
	B) Environmental consciousness	Approved Policy & Report focusing on details	Grade A, if all 3 reports are present	B		
	C) Waste Management	Approved Policy & Report focusing on details	Grade A, if all 4 reports are present	A		
	D) Water Conservation a) Rain water harvesting b) Borewell /Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A		
	E) Green campus initiatives a) Plastic free campus (Ban on the use of Plastics) b) Botanical garden c) Green house d) Green landscaping e) Green audit f) Battery vehicles	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	B		
	F) Divyangan friendly barrier - free	Approved Policy & Report focusing on details	Grade A, if all 4 reports are present	B		
B	Initiatives for inculcating values					
2	Cross cutting Issues and value'	College Activity Register & Report focusing on	Grade A, if all 5 reports are present	B		
	b) Human values and professional	Syllabus copy, College Activity Register &	Grade A, if all 3 reports are present	A		
	c) Code of conduct for students and	Approved Policy & Report on implementation	Grade A, if all 2 reports are present	A		
	d) Celebration of National and	College Activity Register & Report focusing	Grade A, if all 2 reports are present	A		
3	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a) Liberty, Equality, Fraternity, Justice b) Fundamental rights and duties c) Responsibilities of citizenship.	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A		
	C Best Practices	Record of two best/innovative practices by		A		
	i.	NAAC prescribed format	Grade A, if all 2 reports are present	A		

ii.	ii) Institutional Best Practice Report in the				
D	Institutional Distinctiveness				
Explain how distinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words	Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available	A		
Overall Grade			A	A	
College Grade -			A	A	

Name & Signature of the Principal :

Dr. G. Ramakrishna —

[Signature]
26/8/22

Name & Signature of the Vice-Principal :

N.K. Azuna Jyothi —

[Signature]

Note: This format is to be filled by the Principal and submitted to the Academic Audit Team.

Name & Signatures of the Academic Advisors

- 1 *[Signature]* 26/8/22
- 2 Dr. G. Pavan Kumar
- 3 *[Signature]* 26/8/22
Dr. K. Gopi Naik.