

**Government of Andhra Pradesh
Commissionerate of Collegiate Education**

Academic & Administrative Audit of Degree Colleges (2018-19)

Format-I (Institutional Data)

Zone : III

District : GUNTUR

AISHE CODE:C-39270-2018

COLLEGE PROFILE

1	Name of the College	KVR,KVR & MKR COLLEGE	
	URL of Website	http://www.kvrkvrnmkr.com	
	email	kvrkvr_mkrcollege@yahoo.co.in	
	Phone number	08643-258745	
2	Name of the Principal, email & Mobile Number	Dr.G.KRISHNAM RAJU, krishnamraju@gmail.com, 9963845920	
3	Name of the Vice-Principal, email & Mobile Number	Sri V. NARAYANA REDDY, narayanareddy.venna12@gmail.com, 9701386393	
4	Name of the IQAC Coordinator, email & Mobile Number	Sri V. NARAYANA REDDY, narayanareddy.venna12@gmail.com, 9701386393	
5	Year of Establishment & details of land available if any	1981 & 25.21 Acres	
6	Affiliating University & College Code assigned by University	ACHARYA NAGARJUNA UNIVERSITY & 040	
7	NIRF Rank	Not Assigned	
8	Previous Grade of the College in Academic Audit	A	
9	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	B++ at 2nd Cycle in 2016 with CGPA 2.81	
10	Affiliation certificate (Permanent/Temporary)	BA & B.Com Courses: Permanent & B.Sc,M.Sc Courses: Temporary	
11	UGC Recognition (2f & 12 B) (Scanned certificate is to be sent)	1992	
12	College Working Hours (if shift system mention details of both shifts & give reasons for shift system)	10 AM to 5 PM	

13	No. of Posts Sanctioned: 13	Regular Working: 04 Redeployed: Nil PTL: 24 Contract: Nil Guest: Nil	A(Good)	It is better to appoint Aided Staff with the permission of Government
14	Course wise & year wise Students strength particulars (Proforma enclosed)	Proforma Enclosed	B	Try to improve Admissions
I-CURRICULAR ASPECTS				
	Item	Status (Give Details, not just Yes/No)	Impression of Academic Advisor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation	Recommendation/ Suggestions by Academic Advisors
15	Implementation of Annual Institutional Plan	Prepared, Maintained and followed	A	
16	Departmental Annual Curricular Plans	Prepared, Maintained and followed	B	Write more detailed & more clearly Department Annual Curriculum Plan to students also
17	Whether the above two circulated among Students?	Yes, Circulated	B	
18	College Activity Register 2018-19	Yes, Maintained	B	
19	College Calendar/College Magazine	Yes, Maintained	A	
20	Record of review of			
21	Add-on Courses (Department-wise) completed during 2017-18	Mathematics-1 Computer Science-1	C	All the Departments must introduce Add on Courses
22	Add-on Courses (Department-wise) in 2018-19	Mathematics-1 Computer Science-1	C	do
23	Coverage of Syllabus (Average Percentage)	100%	A	
24	Teaching of Value added courses (Foundation Courses)	1st Sem: HVPE & ES 2nd&3rd Sem: CSS & ICT 4th Sem: CSS, AS, LSE & ESE	A	

25	No. of New UG & PG Courses introduced in 2018-19	Nil	C	Introduce more UG Courses, Self Finance & Self Employed.
26	Maintenance of Student Attendance Registers including Biometric Attendance	Yes, Centralised Students Attendance Register Maintained & Bio-Metric Attendance was maintained	A	
27	Whether feedback on curriculum was obtained from stake holders and analysed	Yes, Obtained & Analysed	A	
28	Whether Online courses introduced	No	No of Courses introduced: C	Introduce Online Courses.
II-TEACHING, LEARNING & EVALUATION				
29	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2018-19	Online Admissions conducted by APCCE	A	
30	Social-economic status of students enrolled(Group wise and Year wise) in 2018-19	Copy Enclosed	A	
31	Demand Ratio (Group wise)	B.Sc(MECs)=1:3 B.Sc(MPC),B.Sc(MCC s), BA,B.Com=1:1	A	
32	Percentage of differently abled students (Divyangjan) on roll	0.75%(3 members)	B	
33	Percentage of full time teachers against sanctioned posts in 2018-19	31%	C	Need of Appointment of sufficient sanctioned posts
34	Student - Full time teacher ratio	01:45	C	Improve
35	Student Profile as per prescribed reservation	Yes	A	
36	Number of days from the date of last semester-end/ year end examination till the declaration of results in 2018-19	30 days	A	

37	The number of classes (per week) taken by the Principal	6 hours	A	
38	Teaching Diaries & Teaching Plans in Prescribed Formats	Yes, Maintained	C	Format must follow prescribed by the CCE
39	Use of ICT in teaching and learning	Yes, Moderately using ICT	C	Use registers and extend ICT facility to Arts Courses
40	No. Of Virtual Classes presented	Nil	C	Try to present Virtual Classes
41	No. Of Virtual Classes attended	Nil	C	
42	Use of Digital Classes in Teaching Learning Process	Yes, Maintained	B	
43	No. Of Mana TV lessons presented by Faculty	Nil	C	
44	No. Of lessons in LMS portal by Faculty (MOODLE)	Nil	C	
45	Use of ICT evaluation Tools (Plickers, Kahoot etc.)	Nil	C	
46	No. Of Videos prepared / presented through Presentation tube	50	C	Prepare Videos
47	No of TOT's conducted on ICT tools in Teaching	Nil	C	
48	Average daily attendance in the Biometric devices from last one month	80%	A	
49	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	60%	B	
50	Co-Curricular Activities (College level)	Quiz, Elocution, Debate, Essay Writing	A	
51	Seminars/ conferences/ workshops organised in 2018-19	Nil	C	Organize every year atleast one per department
52	Academic Competitions (College Level & Above)	Conducted ANU & KU Intercollegiate Elocution & Essay Writing Competitions	A	

53	Conduct of Internal Examinations-Internal assessment	Record Maintained of Mid-Term and Pre-Final Examinations	A	
54	Teacher wise result analysis (MARCH/APRIL -2018 & SEP/OCT/NOV - 2018)	Copy Enclosed	A	
55	Pass percentage of students (Group wise) in 2018-19	Copy Enclosed	A	
56	Percentage of students undertaking field projects / internships	30%	C	
57	Remedial Classes	Conducted after college hours and Registers are Maintained	B	
58	Conduct of Bridge course	Conducted Awareness Classes are conducted on UG Courses for 1st Year Students	B	
59	Feed back on Teachers by Students and its analysis	Student Feed back taken on Teacher and record is Maintained	A	
60	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	Taken Student satisfaction survey feed back on Teaching and Learning		The CCE put a format commonly
61	No of Mana TV Special Live Programmes by Faculty/Students	Nil	C	
62	No. Of registrations on MOOCS platform : a) Teachers b) Students	Teachers:0 Students:14	B	Try to register Teachers also atleast one course
63	No. of course completion Certificates obtained by teachers through MOOCs platform	Nil	C	

64	No of course completion Certificates obtained by students through MOOCs platform	23	B	
65	Other ICT initiatives if any (Swayam, Swayam Prabha - DTH(Direct To Home), or Down loaded lessons)	Downloaded Lessons:50	B	
66	Students' Grievances/Redressal (Examination Cell) Report	Copy Enclosed	B	
67	Automation details of Exam Cell	Nil	C	
68	Student Satisfaction Survey			Repeated
III-RESEARCH, INNOVATIONS AND EXTENSION				
69	Is the College a Recognized Research Centre	No	C	Try to bring recognition from University
70	Policy for Promotion of Research (A)	Encourage the Teaching Staff for doing research work through IQAC	C	
71	Institutional Seed money for Research	Rs. 25000/-	B	
72	No. of Research Guides in the College	2	A	
73	No. of Research Scholars working for M.Phil & Ph. D	12	A	
74	Research Projects funded by Govt/Other Organisations	Nil	C	
75	Major/Minor/Other Research Projects a) Completed in this year b) ongoing	ongoing-1	C	Apply more projects to UGC by faculty
76	Code of Ethics/ Plagiarism software	Nil	C	
77	Research Papers/Chapters Published in 2018-19 (SCOPUS, Web of Science ,ISBN/ISSN, ICI)	International: National:	C	Try to write and publish research papers in peer Journals

78	Papers Presented in 2018-19 (International/ National/ State)	International: 1(Poster) National:Nil	C	Every member attend and present papers
80	Books Published in 2017-18 (Single Author/ Co Author)	Single Author: Nil Co Author:2	B	
81	Seminars/Workshops/ Training Programme Conducted in 2018-19 (International/ National/ State)	Nil	C	Atleast one or two must be conducted every year
82	No. Of teachers registered in ORCID / VIDWAAN	Nil	C	
83	Bibliometrics details	Nil	C	
84	Consultancy Policy	Industry and Academic consultancy Maintained	C	
85	Record of Consultancy in 2018-19	Staff are appointed as members of BOS for ANU	C	
86	Whether the Institution has created an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge	Established the plantation to maintain greenary in the college campus	C	
87	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Nil	C	
88	Record of MoUs in 2018-19 (MoUs to be signed on stamped legal documents	Yes, Record Maintained	C	
	Collaborations for Research/Faculty Exchange/ Student Exchange (Attach MoUs/Linkages)	Yes, Record Maintained	C	
89	Record of Subject/Department Related Extension Activities	Record Maintained at Department Level	B	

90	Number of extension programmes conducted (apart from NSS/NCC) in the neighbourhood community to sensitize the students	4	A	
91	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	6	A	
92	Details of students participating in extension activities with Government Organisations, Non-Government Organisations, Gender Issues, UBA etc.	Record Maintained for Swachh Bharat, ODF, Aids Awareness, Gender Issue	A	
IV. INFRASTRUCTURE AND LEARNING RESOURCES				
94	Number of Class rooms, Labs and computing equipment	Class Rooms:15 Labs:9 Computers=60, Laptops-25	A	
95	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	All the facilities are available	A	
96	Classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	E-Class Rooms-2	B	
97	Women's Waiting Hall	Yes	A	
98	No. Of Toilets : i) Staff - a) Men b) Women; ii) Students - a) Men b) Women c) Differently abled	Staff: Men:7 Women: 5 Students: Men: 20 Women: 15 Differently Abled:1	A	
99	Budget allocated for infrastructure augmentation (CA certified statement)	Nil	C	
100	Library is automated using Integrated Library Management System & NDL	Partially Automated	B	

101	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	Encyclopedia, Readers Digest, The Vedas, The Mother, Collected Works of M.K. Gandhi	B	
102	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases (Give website URL)	N-List Available	A	
103	Expenditure for purchase of books and journals in 2018-19 (CA Certified statement)	Rs.10,150/-	B	
104	Percentage per day usage of library by teachers and students including Logins for INFLIBNET/NLIST	Students:22%, Lecturers:35%	A	
105	IT Facilities a) English Language Lab: Yes b) JKC Lab: Yes c) Computer Labs: Yes d) APSSDC Lab: No e) Student Computer Ratio:1:2 f) Wi-Fi enabled campus: Yes g) Media Centre / Studio: No		B	Apply APSSDC center to Government
	Bandwidth of Internet Connections with details	6 Mbps	A	
106	AMC details if any	AMC :Rs. 25000/-	A	
107	Insurances covered for infrastructure if any	Nil	C	
108	Expenditure incurred on a) Newly established b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc) excluding salary component	Nil	C	
110	Established Systems & Procedures for maintenance of Classrooms, Labs and academic support facilities	As per College Rules & Regulations	A	

V-STUDENT SUPPORT AND PROGRESSION

111	Average percentage of students benefited by scholarships by the Government in 2018-19	70%	A	
112	Average percentage of students benefited by scholarships by the Institution in 2018-19	25%	B	
113	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2018-19	30%	A	
114	Average percentage of placement of outgoing students in 2018-19	20%	B	
115	Student grievances Structure, redressal mechanism & Periodicity	Available	B	
116	Number of capability enhancement and development schemes conducted (like Training for Competitive Exams, Career Guidance, Remedial coaching etc.,)	4	A	
117	Percentage of student progression to higher education	20%	B	
118	Average percentage of students qualifying in state/national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)	3%	C	
119	Number of awards/ medals for outstanding performance in sports/ cultural activities	25	A	
120	Presence of an active Student Council & representation of students on academic & administrative bodies/ committees of the institution	Student Council Activities are Maintained	B	
121	Records of significant achievements in Sports & Games	Copy Enclosed	A	
122	Number of sports and cultural activities / competitions organised in the Institution in 2018-19	3	B	

123	Feed back from Employees on Online Web Job Portal, APSSDC (AP State Skill Development Corporation), SSC (Skill Sector Council)	Nil	C	
124	Alumni contribution in 2018-19 (In Rs) (CA audited statement)	Nil	C	
125	Number of Alumni Association / Chapters meetings held in 2018-19	2	B	
126	Number of industries identified & mapped locally for Internships/Placements	Nil	C	
127	MOU - SSC Organisations	Nil	C	
128	Maintenance of JKC facilities & records	Yes, Record Maintained	A	
129	Record of Student trained and placed in JKC	Yes, Record Maintained	A	
130	Record of Anti Ragging cell	Yes, Record Maintained	A	
131	Record of Women Empowerment Cell (WEC) No. of Times reviewed ? No. of activities conducted ?	Yes, Record Maintained	A	
132	Record of Internal Complaints Committee (ICC) Committees constituted or not ? No. of Times reviewed ? No. of Complaints filed ?	Yes, Record Maintained	Action Taken: A	
133	Maintenance of drinking water (R.O. Plant)	Yes, Purified water supplied to students and staff	A	
134	Maintenance of sanitation	Yes, Maintained	A	
135	Number of awards and recognition received for extension activities from Government/ recognised bodies	Nil	C	

136	No. of Executive Development Programms (EDP) conducted	Nil	C	
VI-GOVERNANCE AND LEADERSHIP				
137	Staff Council Register	Available	B	Maintain property
138	Functioning of Committees in Administration (Minutes of meetings)	Yes, Functioning	B	Maintain Registers property
139	Awards/ Achievements	Nil	C	
140	Use of ICT in Governance	Yes, Maintained	B	
141	Implementation of CFMS / PFMS	Yes, Maintained	A	
142	Number of RTI issues addressed	Nil (No Issues are arised)	C	
143	Perspective/Strategic plan and deployment documents	Yes, Available	B	
144	Organizational structure of the Institution	Copy Enclosed	A	
145	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	Partially Implemented	B	
146	Percentage of teachers provided with seed money financial support to attend conferences / workshops and towards membership fee of professional bodies in 2018-19	10%	B	
147	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2018-19	2	C	
148	Percentage of teachers attended professional development programs(Faculty Development Programme, Orientation Program, Refresher Course, Short Term Course, Post Doctoral Fellowship etc.) in 2018-19	Nil	C	

149	No. Of faculty undergone / attended: FDP, PDF, OC, RC, Short Term Course, other Trainings if any.	Nil	C	
150	Funds / Grants received from non-government bodies, individuals, philanthropists in 2018-19	Nil	C	
151	Average number of quality initiatives by IQAC for promoting quality culture per year	4	B	
152	Participation in NIRE-2018, If participated mention rank below 200	Yes, Participated	B	
153	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	Yes, Maintained	B	
154	Decentralisation and Participative Management Procedure	Yes, Maintained	A	
155	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	Partially Implemented	B	
156	Teachers attending OC /RC/FDP	Nil	C	
157	Performance appraisal system for Teaching and Non-Teaching Staff	Yes	A	
158	Strategies for Mobilisation of Funds	Collecting funds from Donors	A	
159	Funds / Grants received from non-government bodies and philanthropists (CA Audited statement)	Nil	C	
VII-INSTITUTIONAL VALUES AND BEST PRACTICES				
160	Social Responsibility: Programs such as Nava Nirmana Decksha, Grama Darshini, Jnana Bheri, Swachh Bharat, ODF, Aids Awareness, Janmabhumi, Vanam Manam etc.	Record Maintained	A	

161	Gender Equity Promotion Programmes and facilities to address gender Sensitivity	Gender Sensitization programs are conducted	A	
162	Green Practices(plastic free campus, botanical garden, green house, green landscaping, LED Lighting etc.,)	Yes, Maintained	A	
163	Percentage of power requirement of the Institution met by the renewable energy sources (solar panels)	Solar Power Generation system Available(15 KV)	A	
164	Waste Management steps taken	Yes, Maintained	A	
165	Rain water harvesting structures and utilization in the campus	Yes, Maintained	A	
166	Facilities for Differently abled (Divyangjan) (ramp, railings scribe for examination etc.,)	Yes, Provided	B	
167	Record of best/innovative practices by the institution	Record Maintained	B	Continue Organic formation
168	College Activity Register 2018-19 & Hard Copy of AQAR 2017-18 (should be available with the Principal & Placed in College Website)	Yes, Available	A	
	The number of classes(per week) taken by the Principal	6	A	
169	Research projects/Publications/ study material developed in 2018-19 by the Institution(Should be available in college website)	Yes, Study Material Developed	B	Upload Study material in Website
170	Initiatives taken to engage and contribute to local community	Advises & Suggestions are taken from the Local Community for development of Institutions	A	
171	Code of Conduct Book for Principal/Staff/Non Teaching and Students	In College Hand Book	A	

172	Display of Core Values	In College Web Site & Hand Book	A	
173	Activities to increase consciousness about National Identities and symbols/Fundamental Duties and Rights	Speeches by Eminent Persons about National Festivals and conducting Elocution and Essay Writing Competitions.	A	
174	Human values and Professional Ethics are reflected in the curriculum and the Institution offers a course	Yes	A	
175	Institutional and Departmental Best Practices	Record Maintained	B	
College Grading - B				

Name & Signature of the Principal with date

Green L. Linn 23/2/19
(Green L. Linn)

Name & Signature of the Vice-Principal with date

UNRAGANNA 23/02/2019
(UNRAGANNA)

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

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

1 *Dr. D. HADHUSODHANAN RAO* 23/2/19 9440358718
2 *Dr. D. HADHUSODHANAN RAO* 23/2/19
3 *Dr. D. HADHUSODHANAN RAO* 23/2/19
(Dr. D. HADHUSODHANAN RAO)
(Dr. D. HADHUSODHANAN RAO)
9440033536



KVR, KVR & MKR COLLEGE: KHAJIPALEM

KHAJIPALEM - 522329, Bapatla District (A.P)

(Re- Accredited by NAAC "B++" Grade With CGPA: 2.81

E-Mail: kvrkvr_mkrcollege@yahoo.co.in , kvrkvrmkrc@gmail.com



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Commissionerate of Collegiate Education, A.P

Academic Audit of Degree Colleges

For AY 2018-2019

Action Taken Report by Principal of the College (ATR)

S.No	Recommendation/Suggestions by Academic Advisors	Action Taken by the Principal
1.	Advised teaching diary. write more detailed and more clarity	All the faculty members are going to download the format from CCE and followed from the next year
2.	Advised to take steps to organize National and State level events	Advised the faculty members to organize national level events
3.	Advised to organize atleast one seminar per year	Advised the faculty to implement to conduct seminar
4.	Advised faculty members to encourage the students to participate field projects.	Instructed the faculty members to encourage the students to participate in field works.
5	ICT facility must use to Atrs course	Advised faculty to implement ICT usage for Arts courses from next Academic year
6.	Advised Research papers atleast one per teacher	All faculty members to encourage publishing the Research papers in nominated journals.
7.	Advised to encourage the students to write competitive examinations.	Advised the faculty members to give training and encourage the students for their ob career.
8.	Advised to conslt alumni to take part in the college development,	Planned to arrange frequent meetings with the alumni for the development of the college.



PRINCIPAL
KVR, KVR & MKR COLLEGE
KHAJIPALEM-522 329