

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

Academic & Administrative Audit (AAA) – 2021-2022

FORMAT – I (COLLEGE PROFILE)

PART- A

- 1.** Name of the College and Address SVKP & Dr K.S.Raju Arts & Science College (A), Penugonda
URL of Website: www.svkpandksrajucollege.edu.in
E- Mail:svkp.penugonda@gmail.com, Phone number:9704448889

- 2.** Vision & Mission :

Vision

“To contribute its might for holistic and quality human capital formation for modern economy with focus on developing employment opportunity – enhancing skilling ecosystem, through integration of technology, research and value system into teaching – learning process”.

- To enrich and stimulate creativity in young minds.
- To nurture a spirit of tolerance in the youth of the multicultural society.
- To impart knowledge and skills through scientific temper.
- To promote value based Education.

Mission

- To empower the socially, economically and educationally marginalized sections of the rural society of the region.
- To augment a new generation of students for contributing to the future knowledge economy.
- To sensitize the students towards social awareness and gender equality.

- 3.** Name of the Principal, email, and mobile Number

Dr.Y.V.V.APPARAO, yvvarao@gmail.com, 9704448889

- 4.** Name of the Vice-Principal, email, and mobile Number -----

- 5.** Name of the IQAC Coordinator, email, and mobile Number

K.SASI KUMAR,eng.sasi@yahoo.co.in,9440116867

- 6.** Name of the Academic Coordinator, email, and mobile Number

S.SRINIVASA RAO,seelamsettisvkp@gmail.com, 9951990869

- 7.** Year of Establishment : 1974

- 8.** UGC 2(f) and 12 B status (certificates to be verified)

- 9.** Autonomous status – Yes/No, If yes, Since 2019

- 10.** RUSA status : YES 2.0

- 11.** College land and Plan details /documents
- 12.** Affiliation status : Permanent / temporary (certificates to be verified)
- 13.** AISHE Status - YES DOCUMENT
- 14.** NAAC Status - YES
 - a)** Previous NAAC Cycle date and Month 4-12-2018
 - b)** Date of Expiry 31-12-2024
 - c)** Previous Grade and CGPA (certificates to be verified) A GRADE 3.07
- 15.** Status of peer team recommendations

S. No	Recommendations made	Recommendations fulfilled/ To be fulfilled
01	More need based PG/Employment oriented courses may be started.	Fulfilled
02	Library should be enriched with reprographic facilities and Book Bank.	Fulfilled
03	Strengthening of formal feedback system from all the stakeholders for future planning and development.	Fulfilled
04	The student support services need further improvement.	Fulfilled
05	Teachers with PG degree should be encouraged to do Ph.D. and all the teachers should be encouraged to get research projects from UGC and other funding agencies.	Fulfilled
06	More number of qualified and regular faculty need to be appointed.	Fulfilled
07	Steps to improve communication skills of Teachers and Students should be taken.	Fulfilled
08	Computer lab should be further upgraded.	Fulfilled
09	The labs of Zoology,Botany,Chemistry and Physics should be further upgraded with the CPE fund.	Fulfilled
10	National/State level Seminars should be organized in more number.	Fulfilled

Action taken report to be attached

1. Introduced Two sections in B.Com., Computers during 2021-2022.
2. The Library is enriched with reprographic and book bank facility.
3. Students are given training in softskills and technical skills through placement cell.
4. Student Support Services were improved by involving the students in NCC, NSS ,Redribbon club ,Ecoclub etc.
5. Five lecturers were registered for Ph.D., and One faculty member awarded Ph.D.,
6. The teachers with NET/SET eligibility have been newly appointed.The regular

- faculty got eligibility in NET/SET.
7. Steps for improving communication skills among staff and students were taken.
 8. Computer Labs were upgraded with more number of computers with RUSA grant.
 9. Department of Zoology, Botany, Chemistry and Physics were upgraded with CPE grants.
 10. Due to covid pandemic a good number of webinars were organized.

16. Previous Recommendations of Academic Audit of the CCE

No. of suggestions made	No of suggestions implemented
32	32

Action taken report to be attached 2018-2019.

1. We will launch college magazine shortly/maintaining college hand book.
2. We did not receive financial assistance from UGC for Add on courses.
3. We will introduce value added course on Gandhian values in next academic year.
4. We introduced value added course on Aquaculture.
5. College got Autonomous status during the academic year 2019-2020 for a period of 10 years.
6. Due to covid pandemic a good number of webinars were organized.
7. All the students are assigned Community Service Project/ Short Term Internship and Long term Internship from the academic year 2020-2021 onwards.
8. Bridge course and remedial classes are conducted for academically backward students.
9. We applied to Adikavi Nannaya University Rajamahendravaram for Research center.
10. Some faculty members applied for Minor Research Projects.
11. Faculty members are encouraged to publish papers, books and present Papers.
12. Faculty are encouraged to organize workshops and seminars.
13. Research and innovation center was established.
14. A workshop on Intellectual Property Rights was organized by

Department of Commerce and Management Studies.

15. Number of Departments have obtained MOUs with Industries and neighbouring colleges.
- 16 The staff of library have been preserving the rare reading material.
- 17.College has E-journals e-books through N-List subscription.
- 18.College has established system and procedures for maintenance of Classrooms, labs and academic support facilities.
19. Career guidance and placement cell guide the students for competitive Exams and campus drives.
20. To encourage the students for outstanding performance in sports and cultural activities.
21. We have been using ICT in office automation and administration.
22. Faculty have been attending professional development courses and Short term courses.
23. Participated in NIRF 2022.
24. College has Solar power facility.
- 17.** NIRF Rank (if any) :NIL Year:2021-2022
- 18.** Green Audit Report by Government Agency:Internal Green Audit Conducted
Year:2021-2022
- 19.** Awards & Achievements for the institution during the current Academic Year with details: NIL

PART-B

1. No. of Programmes Offered by the College

Year	2021-22	List of Programmes	2022-23	List of Programmes
Number of Programmes		BA (HEP)	18	BA (HEP)
16		B.Com (G)		B.Com (G)
		B.Com (CA)		B.Com (CA)
		MPC (EM & TM)		MPC (EM & TM)
		BZC		BZC

		MPE		MPE
		MECS		MECS
		MPCs		MPCs
		MCCs		MCCs
		CZBT		CZBT
		BMBT		BMBT
		MCA		MCA
		MBA		MBA
		M.Sc.,ORGANIC CHEMISTRY		M.Sc.,ORGANIC CHEMISTRY
		M.Sc., ZOOLOGY		M.Sc., ZOOLOGY
		M.SC., BOTANY		M.SC., BOTANY
				BCA
				M.Sc., AQUACULTURE

2. No of Value Added Courses introduced (last two years)

Year	2020-21	List of Courses	2021-22	List of Courses
Value Added courses	14	1.Communicative English 2.Analytical Skills 3.Nano-Techbnoogy 4.Soil-analysis 5.Azolla as Bio-fertilizer 6.Hatchery Management 7.Tissue culture Technologies 8.Web Designing 9.Tally 10.Folk art culture 11.Environment Economics 12.Objective orients program through C++ 13.Intellectual Property Rights 14.Water Analysis	15	1.Communicative English 2.Analytical Skills 3.Nano-Techbnoogy 4.Soil-analysis 5.Azolla as Bio-fertilizer 6.Hatchery Management 7.Tissue culture Technologies 8.Web Designing 9.Tally 10.Folk art culture 11.Environment Economics 12.Objective orients program through C++ 13.Intellectual Property Rights 14. Supply Chain Management 15.Water Analysis

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3. Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular	63	63	0
PTL	0	0	0
Contract	0	0	0
Guest	0	0	0
Total	63	63	0

4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular	63	9	9	16
PTL	0	0	0	0
Contract	0	0	0	0
Guest	0	0	0	0
Total	64	9	9	16

5. Details of non- teaching faculty

No of posts	Sanctioned	Working	Vacancies
41	41	41	0
Total	41	41	0

6. Student strength particulars

a) During the last two years

Year	2020-21			2021-22		
No. of students	I	II	III	I	II	III
	712	662	526	584	636	617

7. No of students appeared in the final year exams during the last two years

Year	2020-21			2021-22		
Programme wise	A	P	%	A	P	%
B.A.,	41	39	95	40	36	90
B.com.,	127	115	90.5	122	110	90.16
B.Sc.,	324	237	72	434	360	82.95
MCA	58	46	79.3	62	62	100
MBA	48	45	93.75	59	58	98.31
M.SC	72	69	95.83	77	73	94.80

8. Teacher – student ratio (Current Year)

9. Infrastructure details (Physical and Academic facilities of Criterion-IV)

- i.Total no of class rooms 44
- ii.Total no of laboratories 36
- iii.Total no of digital classrooms 12
- iv.Total no of virtual classrooms 04
- v. Total no of ICT enabled classrooms 15
- vi.Total no of studios 01
- vii.Total no of Computers, Student & Computers Ratio : 511 & 4.3:1
- viii.Total no of printers : 22
- ix.Total no of scanners :21
- x.Total no of Xerox facility (at Depts &Office)03
- xi.Total no of Wi-Fi routers :20
- xii.Internet Bandwidth 100 MBPS
- xiii.Seminar halls 2
- xiv.Auditorium -1 OPEN AUDITORIUM
- xv.Details of sports facilities

- 1.Concrete Basket ball Court withfibre back score board-1
- 2.Volley ball soil courts- 2.
- 3.Tennis court with fencing -1.
- 4.Concrete Shuttle with electric lights on either side -1.
- 5.Net ball soil court-1.
- 6.Hand ball court-1
- 7.Kabbadi court-1
- 8.200 Mts.running track-1
- 9.Cricket pitch -1
- 10.Long sand pit-1
- 11.High jump sand pit – 1.
- 12.Concrete Shortput circle-1

13. Concrete Hammer throw circle-1
14. Throw ball court-1
15. 12 – Station gym (men), bar bells, mirrors and dumb bells.
16. 6-Station gym (women) , dumb bells, bar bells -1
17. Table tennis room with lighting-1
18. Chess playing room-1
19. Yoga room-1.

xvi. Gymnasium (No of stations) 12 – stations for men &
6- stations for women

xvii. Rooms for administration : 04

xviii. Water – RO facility : yes

xix. Toilets for staff (Men/Women/Differently abled) Men-22 Women-03

xx. Toilets for students (Men/Women/Differently abled) Men -42
Women-10

xxi. Divyangana friendly facilities (Ramps/Lifts/Softwares) Ramps & Screen
reader software available

xxii. No of fire extinguishers in the labs and corridors : 18

xxiii. Solar energy details – LEDs , Green Audit Status

xxiv Examination Cell

xxv Library

i. No. of Books & Journals : 35566 & 178

ii. Status of Automation : 100% automated with soul software

iii. E-journals – N-List subscription

iv. Nlist subscription – Yes

v. Internet : 100Mbps

vi. Foot Fall : 150 / day

vii. E-footfall :

viii. Xerox Facility (at Library) available

b. Women's waiting : 02

c. Grievance Redressal Cell Yes

d. Health Centre Yes

e. ELL

f. JKC Lab

g. Computer Labs : 7

h. Canteen Facility : Available

10. Research :

❖ No of collaborations / Functional MoUs

Year	2020-21	2021-22
Number of collaborations / MoUs	1	1

No. of Follow up Activities	4	1
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❖ No of publications in UGC – CARE listed journals

Year	2020-21	2021-22
Number of Publications	11	45

❖ No of start-ups

Year	2020-21	2021-22
Number of start-ups	0	0

❖ No of patents

Year	2020-21	2021-22
Number of patents	0	0

❖ No of Research Guides

Year	2020-21	2021-22
Number of Research Guides	0	0

❖ No of Research Scholars

Year	2020-21	2021-22
Number of Research Scholars	0	0

❖ No of Major/ Minor Research Projects

Year	2020-21	2021-22
Number of Major RPs	0	0
Number of Minor RPs	0	0

❖ Incubation Centre with Research Facility: Yes/No : Yes

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated
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11. Policies prepared and implemented (Give Details)

Safety Policy

The College has a Safety Policy to ensure the safety of all the students, especially girl students.

- Security men have been appointed at the entrance of the college gate round the clock in shifts.
- Entry and exit book is maintained to check unwarranted entrance or exit.
- The College is under CC Camera surveillance at 24x7.
- The College Campus is surrounded with Compound wall.
- The girl students are given counseling and guidance in a way to create consciousness and motivation towards gender equality
- Fire Extinguishers are available at different points in the campus.
- The students are made familiar with the Safety policy of the College in the Student Induction Programme conducted for first year students every year.
- Every Department has its own safety measures according to their work environment.
- Days relating to gender equality are all celebrated.

(K.SASI KUMAR)

Co-ordinator IQAC

(Dr.Y.V.V.APPARAO)

PRINCIPAL

Environmental Policy

Keeping in view of the energy conservation, the college has a policy to promote the usage of solar power in the campus with a view to meeting the growing demand for power in an environmentally sustainable manner.

- Use of solar power.
- Use of led bulbs in the campus.
- Lights and fans are switched off when not in use.
- Sensor based lights are used.
- Laboratories are kept open only during practical hours and closed when not in use.

(K.SASI KUMAR)

Co-ordinator IQAC

(Dr.Y.V.V.APPARAO)

PRINCIPAL

Waste Management Policy

The college has a policy for waste management to ensure the process of collecting, treating and disposing of waste in a safe and environmentally friendly way.

Hazardous waste management:

- The minimal wastage is drained after reasonable treatment so as to make it non hazardous.
- Damaged Glassware and Chemicals are carefully disposed.

E-Waste management:

- Workable parts of computers, printers and other electronic equipment are separated and kept aside for future use
- Non-workable parts are discarded and scraped on a systematic basis.

Solid Waste Management:

- The leaf litter is collected from every nook and corner of the campus and dumped into a pit meant for it.
- The litter is being converted into organic manure which is used to the plants in the campus. Vermi compost unit is being maintained by the Department of Zoology (PG).
- Substantial number of dustbins is arranged in every corner of the campus.
- Old News papers, weeklies, magazines etc. in the library are disposed systematically.

(K.SASI KUMAR)
Co-ordinator IQAC

(Dr.Y.V.V.APPARAO)
PRINCIPAL

Water Conservation Policy

The college is committed to ensure that the water is used judiciously and working towards making the facility more and more water sustainable. The primary goal of water conservation policy is to provide safe and clean water in whole campus area

- Ensuring the improvement of drinking water quality by installing RO water plant beside the Autonomous Section.
- Pipelines and irrigation system are regularly checked to minimise leakage and wastage.
- Three rain water soak pits are maintained in the campus
- The college campus is blessed with over head tanks for every building for storage and uniform distribution of water in the college.

(K.SASI KUMAR)
Co-ordinator IQAC

(Dr.Y.V.V.APPARAO)
PRINCIPAL

Green Campus Policy

The college is environmentally conscious and supports initiatives and measures which contribute towards environmental conservation and the well-being of its surrounding ecosystem.

- Bamboo made dustbins which are distributed by the Department of UG Zoology are used in the college to avoid the use of plastic.
- Botany Garden is maintained with more number of medicinal plants.
- A good number of saplings are planted every year for a promising green landscaping
- Green Audit is internally done by the UG Department of Botany under the chairmanship of the principal.
- Every Saturday is dedicated to use battery powered vehicles and bicycles to the college in order to prevent environmental pollution

(K.SASI KUMAR)
Co-ordinator IQAC

(Dr.Y.V.V.APPARAO)
PRINCIPAL

Policy Document on Divyangnan Friendly Free Barrier

The College aims at making the education and other services accessible to all stakeholders to provide inclusive environment to all in Higher Education. The college is committed to provide additional support to make Divyangnan equitable and independent. The college has a policy for Divyangnan students to ensure and explore their educational potentials.

- Ramp facility is available on the campus.
- Physical facility like wheelchairs is available for physically challenged persons.
- Reserved Parking facility for Divyangjan
- A provision for Scribes during examinations
- Wash room facility for friendly disabled.

(K.SASI KUMAR)

Co-ordinator IQAC

(Dr.Y.V.V.APPARAO)

PRINCIPAL

Policy on code of conduct for teachers

- The members of the teaching staff should be models of decency in dress, culture and academic leadership.
- They should be impartial in dealing with any problem of the students in the college.
- The lecturers should avoid wearing gaudy looking clothes likely to arouse curiosity, resentment or amusement of the students
- The lecturers should be punctual to the college and enter the classrooms at the prescribed time.
- They should utilise full time for teaching and should not leave the class before the prescribed time.
- They should go to the classroom thoroughly prepared and maintain all academic records, update knowledge and acquaintance with the latest trends in subject.
- The Lecturers should utilise their leisure time for preparation of the class work or to update knowledge in the subject.
- The lecturer should be absent only with the prior permission of the principal and prior intimation to the lecturer in charge of the department.
- The lecturer should not engage private tuitions and should not take up any assignment whether part time or full time in any other organisation.

(K.SASI KUMAR)

Co-ordinator IQAC

(Dr.Y.V.V.APPARAO)

PRINCIPAL

Policy on code of conduct for Students

- Every student shall wear the prescribed uniform and ID card
- All the students should "Stand up" in the class or inside the campus, when the Vandemataram song is played at 9.55 a.m since the college begins at 10.00 a.m.
- Students should be regular and punctual to college. They shall attend all classes without exception.
- Students must be sincere and honest in all activities and dealings.
- Students must participate in all a curricular/co-curricular/extracurricular/extension activities with zeal and enthusiasm.
- Students must appear for all Mid-term and Pre-final examinations compulsorily.
- Students must be courteous and polite to all.
- Students shall follow proper methods while seeking grievance redresses.

(K.SASI KUMAR)

Co-ordinator IQAC

(Dr.Y.V.V.APPARAO)

PRINCIPAL

12. No. of Committees appointed (Provide links of meeting minutes & reports)
13. Extension activities (Current year)
 - a) No. of Extension activities in the Neighborhood for social and holistic development : 22
 - b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC : 22
 - c) No of Extension activities in collaboration with government agencies : 7
 - d) No of Extension activities in collaboration with Non-Governmental Organizations : 1
14. Feedback, Student Satisfaction Survey mechanism adopted :
(Provide Link)
<chromeextension://efaidnbmninnibpcajpcglclefindmkaj/https://svkpandksrajucollege.edu.in/userfiles/SSS-Report-2021-22.pdf>

15. Alumni Association – involvement and activities :

The alumni of the college settled in many of the countries. The college has history of third generation students. More than thirty members of alumni are serving this institution in various Teaching/ Non-Teaching positions. The association felicitated and encouraged merit students in the University Examinations. Former students who got placements, and working in various professional organizations are invited to share their experiences with the students. They Actively Participate in college activities whenever they visit the college.

Alumni association is focusing on the following:

- (1) To play a pro-active role in the efficient functioning of college to earn a global repute.
- (2) To promote students for all round development by incubating their innovative ideas.
- (3) To become an eminent association by offering a platform for good alumni by integrating technology through social media for sharing their rich experiences in this institution and providing their support for further development of the organisation.
- (4) The significant activities of the association includes organizing cultural activities Republic Day, Independent Day celebrations.
- (5) To assist and arrange the campus drives, field trips and Industrial visits for the students.

(6) The Alumni (Ex-NCC Cadets) who are working in uniform services provides training for the aspirants of uniform services.

No. of meetings conducted : 04

16. Awards and achievements-current year (to be verified -)

- ❖ Students
- ❖ Staff

17. Total no of scholarships and free ships (Current Year) 1,980

Total Amount in Rs:- 2,14,35,483/-

18. Total no of capacity building and skill development activities conducted by the college (Current Year)

Teaching	01
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Non –Teaching	01
Students	08

19. Trainings conducted by JKC for competitive exams during the last two years Training: -NA-

Year	2020-21	2021-22
Number of students registered		
Number of students trained		
a. from your GDC		
b. from other colleges		

Placements:

Year	2020-21	2021-22
No. of companies visited the campus	0	02
Number of students Placed	70	188
a. from your GDC	--	---
b. from other colleges	--	---

CSP:

Year	2020-21	2021-22
Number of students Participated in CSP		
a) B.A	43	28
b) B.Com	131	131
c) B.Sc	395	327

Internship:

Year	2020-21	2021-22
Number of students completed Internship		
a) B.A		39
b) B.Com		130
c) B.Sc		391

Type of Internships:

Year	2020-21	2021-22
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Total No of Physical Internships		501
Total No of Online Internships	0	59
Total No of paid Internships		

20.

Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	13	09
b) B.Com	26	13
c) B.Sc	66	91

B. Employment (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	0	0
b) B.Com	0	1
c) B.Sc	44	100

C. Entrepreneurship (Programme wise)

Year	2020-21	2021-22
Number of students		
a) B.A	--	--
b) B.Com	--	--
c) B.Sc	--	--

21. Grants/funds received from (in Lakhs/Rs.)

A. Government

B. Non-governmental bodies

C. Individuals/ Philanthropists

D. CSR

E. Budget allocated for Infrastructure

F. Expenditure for Books & Journals

Budget Sanctioned Rs. _____; Utilized Rs.5,900/- for N-List and Rs.9,000/- for books.

22. Governance and Leadership

❖ Institutional Development Plan (Next two years)

The institution has successfully deployed its Development plan in an efficient manner. Many academic quality policies are designed

by the IQAC, and executed through various committees. Through these committees, the institution has continuously worked for the enhancement and improvement of academic functioning according to the changing scenario of requirements.

1. The Academic Cell monitors the effective implementation of the curriculum and the Teaching Learning Evaluation. It also provides guidelines related to preparation of Academic plans and its implementation. The committee identifies the best Teaching-learning practices and it provides suggestions.
2. The Timetable committee designs the timetable of the college for every semester. The committee plans remedial classes through which academic assistance can be provided to students.
3. The Examination Committee discharge the responsibility for conducting internal examinations and semester end examinations in the college.
4. The Discipline Committee effectively addresses all issues related to students discipline in the college.
5. The Research Advisory Committee motivates the faculty to publish number of research articles in UGC care journals and to follow ethics.

❖ Institutional distinctiveness in specified area

Since its inception, the institution aimed at bringing holistic development among the students. The Institution is committed to usher in social-economic transformation by providing inclusive innovative quality education of global standards to fully meet the expectations of all the students who enrolled themselves to pursue their degrees. Hence, the vision and mission of the institution is premeditated accordingly and it inherited the core values which are required to enlighten the student in their holistic development.



23. Contribution of IQAC

- ❖ Incremental changes during the last two years
- ❖ Some of the quality assurance steps are:
 - ❖ 1. The IQAC initiates the activities that result in the overall development of the institution.
 - ❖ 2. The analysis of the feedbacks received from the stakeholders is done and tabulated & uploaded on the website of the institution. On the basis of analysis of feedbacks, the follow up action is taken.
 - ❖ 3. Demonstrations of the various proposed activities leading to quality improvement are done.
 - ❖ 4. Action taken reports are placed on the website.
 - ❖ 5. Academic audit is done as per the guidelines.
 - ❖ 6. The preparation of the Annual Quality Assurance Report (AQAR) is done yearly.
- ❖ Academic Audit through the IQAC:
 - ❖ The institution has the mechanism for the academic audit. The

IQAC collects the academic audit report of each department every year. The purpose of this mechanism is to increase and maintain the quality of education.

- ❖ Organizing Webinars/FDP's/Work shops by the departments in association with IQAC :
- ❖ The College organized various online webinars for the benefit of the students as well as Teachers. The teachers have an advantage to master in their topic. Students also could improve their level of knowledge in their domain.

24. Best Practices of Institution 1. Community service learning through social responsibilities

2. Orientation to New Students

25. Evaluative Reports of the Departments Links Provided

26. For Autonomous Colleges

A. Academic Council

- Last Academic Council meeting date 21-05-2022
- Major decisions for enriching curriculum/Academics
The revisions and inclusions in the academic rules and regulations of UG and PG courses are approved.
The resolutions passed by the board of studies were ratified.
Resolved to introduce new programmes i.e., BCA in UG and M.Sc.,Aquaculture in P.G. from the academic year 2022-2023.
The research policy of the college was approved.

B. Controller of Examinations

- Examination reforms proposed and implemented
- CIA
UG (Theory – 25% marks) and PG (Theory +Practicals -25% marks)
- Mechanism for addressing grievances
The Examinations office maintains a grievance redressal mechanism regarding revaluation, queries related to course codes, wrong entries in names, halltickets etc and are resolved in stipulated time.
- Mechanism for transparency in setting up of Question papers
Question paper setting for three sets of each course is given to well qualified and experienced faculty members of other colleges and universities.
- Mechanism for appointing examiners
Qualified and experienced teaching staff members of other colleges/ universities are communicated regarding appointment of examiners for evaluation of theory/ practical courses and after getting acceptance, appointment letters are issued for the examiners.
- Mechanism adopted to ensure the security of information
The examination office maintains confidentiality in appointing

examiners for question paper settings, evaluation of answer scripts, scrutiny, and verification of entered marks etc till publication of results.

- CoE expenditure report with details

C. Board of Studies

- Mechanisms for updating curriculum
Feed back on curriculum from stakeholders
(students/teachers/Alumni/employers)
has been taken and necessary changes were modified and made.
- Justification Reports for Curricular revamp
- As per the feedback taken by the stakeholders, the necessary changes were incorporated and were implemented.

D. Governing Body

- Last G.B meeting date 30-05-2022
- Major resolutions for administration
Resolutions of the academic council are ratified
The research policy of the college was approved
Results of UG and PG programmes were reviewed
Resolved to introduce new programmes i.e., BCA in UG and
M.Sc., Aquaculture in P.G. from the academic year 2022-2023

27. College Handbook (uploaded on the college website)
28. College Magazine (to be uploaded on the college website)
29. Monthly News Letters (to be uploaded on the college website)
30. Departmental meeting Minutes Registers (to be verified)
31. Reports of various committees (to be verified)
32. CPDC/Finance Committee Meeting Minutes Registers (to be verified)
33. Implementation status of Biometric Attendance and TLP Reports (to be verified)