

College Visit Sheet – C- Wise for Autonomous Colleges

<b>Name of the College</b> PR GDC, Kakinada	<b>Visit Dates: 12th and 13th December 2023</b>			<b>Previous Grade:</b>
<b>Criterion 1 - Curricular Aspects (150)</b>				
<b>Key Indicator</b>	<b>Docs to be verified</b>	<b>Observations by CCE Team</b>	<b>Special Remarks</b>	
<b>1.1. Curriculum Design and Development (50)</b> 1.1.1. QIM - 20 1.1.2. QnM - 20 1.1.3. QnM - 10	*Brochure of institution indicating the programs list. *AC & BOS Minutes, Approvals & List of subject wise Revised Syllabus * Annual Curriculum Plan	1. Institutional Curricular Plan and College Handbook showing Programmes, Institutional Activity Plan Fees Structure and Pos, Cos and Pos can be developed 2. Pre BoS Records showing justification for modification of syllabus to be prepared in all departments	Revised Syllabus booklets along with Pos and Cos should be available in all depts.	
<b>1.2. Academic Flexibility (QNM- 40)</b> 1.2.1. QnM - 20 1.2.2. QnM - 20	*Minutes of relevant Academic Council/BOS meetings highlighting the name of the new courses introduced	BoS & AC records need streamlining	Not in proper shape	
<b>1.3. Curriculum Enrichment (40)</b> 1.3.1. QIM - 10 1.3.2. QnM - 10 1.3.3. QnM - 10 1.3.4. QnM - 10	*Add on/ Certificate/ value added courses * Reports & List students undertaking Field visits, Internships, Projects	Some departments are not running Certificate Courses.	This Key Indicator needs strengthening	

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<b>1.4 Feedback System (20)</b> <b>1.4.1. QnM - 10</b> <b>1.4.2. QnM - 10</b>	Feedback from stakeholders Students Alumni Teachers Employers	Analysis part should be taken care of. Feedback forms should be made available	Feedback format and analysis report on Curriculum of each department to be made available
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<b>Criterion 2 Teaching Learning and Evaluation (300)</b>			
Key Indicator	Docs to be verified	Observations by CCE Team	
<b>2.1. Student Enrollment and Profile (20)</b> <b>2.1.1. QnM - 10</b> <b>2.1.2. QnM - 10</b>		Registers should be available with each department as subject specific courses / programmes are offered	
<b>2.2. Catering to Student Diversity (30)</b> <b>2.2.1. QIM - 15</b> <b>2.2.2. QnM - 15</b>		Yes, All rules followed	
<b>2.3 Teaching Learning Process (50)</b> <b>2.3.1. QIM - 15</b> <b>2.3.2. QIM - 15</b> <b>2.3.3. QnM- 10</b> <b>2.3.4. QnM - 10</b>	Student Centric Methods	More student-centered practices should be taken up.	Documentation should be proper.

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<p><b>2.4 Teacher Profile and Quality (50)</b>                  2.4.1. QnM - 15                  2.4.2. QnM - 20                  2.4.3. QnM - 15</p>	<p>Teacher Profile</p>	<p>Good and there can be more publications</p>	<p>Some departments displaying great performance</p>
<p><b>2.5 Evaluation Process and Reforms (50)</b>                  2.5.1. QnM - 20                  2.5.2. QnM - 15                  2.5.3. QIM - 15</p>	<p>Internal &amp; External Assessment</p>	<p>Evaluation part can be improved.</p>	<p>Reforms should be highlighted                  Transparency and authenticity related minutes and docs to be made available</p>
<p><b>2.6 Student Performance and Learning Outcomes (50)</b>                  2.6.1. QIM - 20                  2.6.2. QIM - 10                  2.6.3. QnM -20</p>	<p>POs, COs, Result Analysis</p>	<p>Pos &amp; Cos need to be communicated properly.                  Evidences should be available.</p>	<p>CO PO Mapping needs care</p>
<p><b>2.7 Student Satisfaction Survey(50)</b>                  2.7.1. QnM - 50</p>	<p>Online SSS</p>	<p>To be streamlined methodically</p>	<p>Evidence needs to be produced</p>

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<b>Criterion 3 Research, Innovations and Extension (150)</b>			
<b>Key Indicator</b>	<b>Docs to be verified</b>	<b>Observations by CCE Team</b>	
<b>3.1 Promotion of Research and Facilities (20)</b> 3.1.1. QIM - 6 3.1.2. QnM - 8 3.1.3. QNM - 6	*Grants received from State & Central Bodies *Seed Money for Research *Sanction Letters *Audited Expenditure Statements	Needs improvement.	
<b>3.2 Resource Mobilization for Research (10)</b> 3.2.1. QnM - 2 3.2.2. QnM - 2 3.2.3. QnM - 3 3.2.4. QnM - 3	*MRPs *Projects *Sanction Letters *Audited Expenditure Statements *Guide ships *University Orders *Patents *Incubation centre	Needs improvement	
<b>3.3 Innovation Ecosystem (10)</b> 3.3.1. QIM - 5 3.3.2. QIM - 5	*No. of workshops, conferences, seminars conducted on Research Methodology, IPR, entrepreneur & Skill Dev Prog		Needs systematic improvement and projection

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<p><b>3.4 Research Publications and Awards (30)</b>  <b>3.4.1. QnM - 5</b>  <b>3.4.2. QnM - 5</b>  <b>3.4.3. QnM - 5</b>  <b>3.4.4. QnM - 5</b>  <b>3.4.5. QnM - 5</b>  <b>3.4.6. QnM - 5</b></p>	<p>*UGC Care journals                  *books                  *Chapters                  *Conference Proceedings                  *Edited Journals</p>	<p>All the departments should contribute</p>	
<p><b>3.5 Consultancy (10)</b>  <b>3.5.1. QnM - 5</b>  <b>3.5.2. QNm - 5</b></p>	<p>*Revenue generated consultancy                  *CA Audit reports</p>	<p>Needs more improvement</p>	<p>Documentation needs special care</p>
<p><b>3.6 Extension Activities (50)</b>  <b>3.6.1. QIM - 10</b>  <b>3.6.2. QnM - 15</b>  <b>3.6.3. QnM - 10</b>  <b>3.6.4. QnM - 15</b></p>	<p>*Reports of Extension activities in neighborhood community (in collaboration with NCC NSS Units and other social organizations)                  *Sensitizing students                  *Awards &amp; recognitions from Govt &amp; Non Govt Organizations</p>	<p>Good</p>	<p>Needs documentation as per NAAC SoP</p>
<p><b>3.7. Collaboration (20)</b>  <b>3.7.1. QnM - 10</b>  <b>3.7.2. QnM - 10</b></p>	<p>*MoUs / *Linkages / *Student Exchange Programmes/                  *Faculty Exchange programme / *Internship                  *Field Trips *On job Training                  *Activities Reports</p>	<p>Needs improvement</p>	<p>More significant MoUs with proper organisations and follow up activities needed</p>

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<b>Criterion 4 Infrastructure and Learning Resources (100)</b>			
<b>Key Indicator</b>	<b>Docs to be verified</b>	<b>Observations by CCE Team</b>	
<b>4.1. Physical Facilities (30)</b> 4.1.1. QIM - 6 4.1.2. QIM - 4 4.1.3. QnM - 10 4.1.1. QnM - 10	Stock Registers ICT Facilities Records	ICT facilities need improvement. Old systems with outdated configuration in Labs seen	
<b>4.2. Library as a Learning Resource (20)</b> 4.2.1. QIM - 5 4.2.2. QnM - 5 4.2.3. QnM - 5 4.2.4. QnM - 5	1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources e-copy of the letter of subscription /membership	<ul style="list-style-type: none"> <li>Library needs to be completely automated</li> </ul>	Good ambience in library is needed. Old and non-functional systems should be replaced with functioning ones.
<b>4.3. IT Infrastructure (30)</b> 4.3.1. QIM - 8 4.3.2. QnM - 8 4.3.3. QnM - 10 4.3.4. QnM - 4	Bandwidth of internet connection Bills 1. Media Centre 2. Audio visual centre, 3. Lecture Capturing System(LCS) 4. Mixing equipments and softwares for editing	<ul style="list-style-type: none"> <li>Satisfactory</li> </ul>	Needs more attention for improvement

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<p><b>4.4. Maintenance of Campus Infrastructure (20)</b>  <b>4.4.1. QnM - 10</b>  <b>4.4.2. QIM - 10</b></p>	<p>expenditure incurred on Maintenance</p>	<p>Satisfactory</p>	<p>Campus upkeep needs planning and maintenance.</p>
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<p><b>Criterion 5 Student Support and Progression (100)</b></p>			
<p><b>Key Indicator</b></p>	<p><b>Docs to be verified</b></p>	<p><b>Observations by CCE Team</b></p>	
<p><b>5.1 Student Support (30)</b>  <b>5.1.1. QnM - 6</b>  <b>5.1.2. QnM - 5</b>  <b>5.1.3. QnM - 8</b>  <b>5.1.4. QnM - 6</b>  <b>5.1.5. QnM - 5</b></p>	<p>*Copies of award of freeships , scholarships                      *skills enhancement activities Reports                      *guidance for competitive examinations and career counselling Records                      *Grievances Redressal Committee reports</p>	<p>Good.                      Raised many outside the campus scholarships from donors</p>	<p>Documentation needs attention                      Many complaints from students observed</p>
<p><b>5.2 Student Progression (30)</b>  <b>5.2.1. QnM - 10</b>  <b>5.2.2. QnM - 10</b>  <b>5.2.3. QnM - 10</b></p>	<p>*placement details                      * Students Higher education Record                      *Qualifying Certificates of Various Competitive exams</p>	<p>Average</p>	<p>Should be improved                      Documentation needs attention</p>

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<b>5.3 Student Participation and Activities (30)</b> 5.3.1. QnM - 10 5.3.2. QIM - 10 5.3.3. QnM - 10	*e-copies of award letters and certificates * List of Organized cultural, Sports events and participants	Satisfactory	Documentation needs attention
<b>5.4. Alumni Engagement (10)</b> 5.4.1. QIM - 5 5.4.2. QnM - 5	*Alumni Contribution * Audited Statements *Meeting Minutes & Activities Reports	Documentation needs strengthening	

<b>Criterion 6</b> <b>Governance and Leadership (100) Institution wise</b>			
<b>Key Indicator</b>	<b>Docs to be verified</b>	<b>Observations by CCE Team</b>	
<b>6.1. Institutional Vision and Leadership (10)</b> 6.1.1. QIM - 5 6.1.2. QIM - 5		Modifications suggested	Needs efficacy Team spirit needs to be strengthened
<b>6.2. Strategy Development and Deployment (10)</b> 6.2.1. QIM - 2 6.2.2. QIM - 4 6.2.3. QnM - 4	Policy Documents	Satisfactory Action Plan keeping the Previous PT reports has to be designed and implemented Quantification needed	Needs strengthening

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<p><b>6.3. Faculty Empowerment Strategies (30)</b>          6.3.1. QIM - 4          6.3.2. QnM - 8          6.3.3. QnM - 8          6.3.4. QnM - 10</p>		<p>Satisfactory</p>	<p>Faculty Improvement programmes for Office staff needs attention</p>
<p><b>6.4. Financial Management and Resource Mobilization (20)</b>          6.4.1. QIM - 4          6.4.2. QnM - 10          6.4.3. QIM - 6</p>		<p>Satisfactory – Inflow and Outflow sheet to be produced</p>	<p>Sports complex and facilities renovated</p>
<p><b>6.5 Internal Quality Assurance System (IQAS) (30)</b>          6.5.1. QIM - 10          6.5.2. QIM - 10          6.5.3. QnM - 10</p>	<p>Proceedings ,          Meeting minutes          Feedback analysis and action taken reports          Activities Reports</p>	<p>Needs more organization</p>	<p>Records not in place          Needs proper orientation          Teachers to be monitored to prepare proper documents</p>

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<b>Criterion 7 Institutional values and Best Practices (100)</b>			
<b>Key Indicator</b>	<b>Docs to be verified</b>	<b>Observations by CCE Team</b>	
<b>7.1 Institutional Values and Social Responsibilities (50)</b> 7.1.1. QIM - 5 7.1.2. QnM - 5 7.1.3. QIM - 4 7.1.4. QnM - 4 7.1.5. QnM - 4 7.1.6. QnM - 5 7.1.7. QnM - 4 7.1.8. QIM - 5 7.1.9. QIM - 4 7.1.10. QnM - 5 7.1.11. QIM - 5	1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment 6. Water conservation facilities *Bills for the purchase of equipments *Government Permissions and Communications *Policy document on the green campus	Satisfactory but needs to be strengthened	Documentation needs care
<b>7.2 Best Practices (30)</b> 7.2.1. QIM - 30		Collect all best practices of the departments and choose any two  Best practices related to the seven criteria or the Curricular innovation / Community Welfare / Student Welfare etc.,	Needs to be different from other institutions.

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<b>7.3 Institutional Distinctiveness (20)</b> <b>7.3.1. QIM - 20</b>		Analyse all the activities that exemplify the performance of the institution from the seven criteria and show how it is distinctive.	Needs proper projection
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For Commissioner, OSD- QI