Commissionerate of Collegiate Education, A.P
Academic Audit of Degree Colleges
Format for submission of Action Taken Report by Principal of the College (ATR)

Zone :   **District :**

	COLLEGE PROFILE	
1	Name of the College, URL of Website, email and Phone number	Dr Lankapalli Bullayya College, www.bullayyacollege.org, ypr1965@gmail.com
2	Name of the Principal, email & Mobile Number	Dr. Y. Poli Reddy, ypr1965@gmail.com, 9966695666
3	Name of the Vice-Principal, email & Mobile Number	
4	Name of the IQAC Coordinator, email & Mobile Number	Smt V. Subba Lakshmi, 9440969515
5	Year of Establishment & details of land available if any	1973
6	Affiliating University	Andhra University
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	Grade - A in March, 2016
8	UGC Recognition (2f & 12 B)	
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	9.00 AM to 1.30 PM & 2.30 Pm to 4.30 PM
10	No. of Posts Sanctioned:	Regular Working: Contract Working: Guest Working:
11	Course wise & year wise Students strength particulars (Proforma	Proforma Enclosed

I-CURRICULAR ASPECTS

	Item	Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation		Action Taken by the Principal
		Grade	Recommendation	
12	Implementation of Annual Institutional Plan	A		
13	Departmental Annual Curricular Plans	A	**Well maintain by the College**	
14	Whether the above two circulated among Students?	A		
15	College Activity Register 2017-18	A		
16	College Calendar/College Magazine	A		

17	Add-on Courses (Department-wise) completed during 2016-17			
18	Add-on Courses (Department-wise) in 2017-18	A		
19	Coverage of Syllabus (Average Percentage)	A		
20	Teaching of Value added courses (HVPE & Foundation Courses)	A		
21	No. of New UG & PG Courses introduced in 2017-18	A		
22	Maintenance of Student Attendance Registers	A		
23	Whether feedback on curriculum was obtained from stake holders and analysed	A		

II-TEACHING, LEARNING & EVALUATION

24	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted(Group wise) in 2017-18	A		
25	Social-economic status of students enroled(Group wise and Year wise) in 2017-18	A		
26	Demand Ratio (Group wise)	A		
27	Percentage of differently abled students (Divyangjan) on roll	A		
28	Percentage of full time teachers against sanctioned posts in 2017-18	A		
29	Student - Full time teacher ratio	A		
30	Number of days from the date of last semester-end/ year- end examination till the declaration of results in 2017-18	A		
31	Teaching Diaries & Teaching Plans in Prescribed Formats	A	Formats are excellently Maintained	
32	Use of ICT in teaching and learning	B	Use ICT more	Will be done
33	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	B	Enhance the number of Teachers using ICT	Teachers are advised to use ICT extensively
34	Co-Curricular Activities (College level)	A		
35	Seminars/conferences/workshops organised in 2017-18	B		Organized more
36	Academic Competitions (College Level & Above)	A		
37	Conduct of Internal Examinations-Internal assessment	A		

38	Teacher wise result analysis (MARCH/APRIL -2017 & SEP/OCT/NOV- 2017)	A		
39	Pass percentage of students (Group wise) in 2017-18	A		
40	Percentage of students undertaking field projects / internships	A		
41	Remedial Classes	A		
42	Conduct of Bridge course	A		
43	Feed back on Teachers by Students and its analysis	A		
44	Student satisfaction survey-Feed back on teaching and learning process by Students and its analysis	A		
III-RESEARCH, INNOVATIONS AND EXTENSION				
45	Is the College a Recognized Research Centre	A		
46	No. of Research Guides in the College	B		
47	No. of Research Scholars working for M.Phil & Ph. D	-		
48	Major/Minor/Other Research Projects	-		
49	Research Papers Published in 2017-18 (International/ National)	A		
50	Papers Presented in 2017-18 (International/ National/ State)	A		
51	Books Published in 2017-18 (Single Author/ Co Author)	A		
52	Seminars/Workshops/ Training Programme Conducted in 2017-18 (International/ National/ State)	-		
53	Record of Consultancy in 2017-18	-		
54	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of	-		
55	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative	-		
56	Record of MoUs in 2017-18	A		
57	Record of Subject/Department Related Extension Activities	A		
58	Number of extension programmes conducted in the neighbourhood community to sensitize the students	A		

59	Number of extension programmes conducted in colloboration with Community/NGOs thrigh NSS/NCC/Red Cross/YRC etc.,	B		Few more programmes could be organized - Stakeholders are encouraged to takeup
60	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender	-		
61	Number of awards and recognition received for extension activities from Government/ recognised bodies	-		

IV-INFRASTRUCTURE AND LEARNING RESOURCES

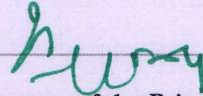|				
62	Number of Class rooms, Labs and computing equipment	Yes, there are adequate number of classromms, Labs and computing euipment		
63	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	Yes, There is well equipped Physical Education department.		
64	classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	One Smart Class room is in Block-2,Planning two more class rooms.		
65	Budget allocated for infrastructure augmentation	Rs. 50 Lakhs		
66	Library is automated using Integrated Library Management System	Library is fully automated with Software for University Libraries (SOUL) which is a State-f-the-art integrated library management software designed and developed by the INFLIBNET		
67	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	Bibliographics, Britannia encyclopaedia, Dictionaries are there.		
68	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	Yes, E-books in the form of CDs are being maintained in the college Library. Students and faculty members of the Institure were registered and also activated as user in National digital Library (NDL) (Online)		

69	Expenditure for purchase of books and journals in 2017-18	Rs. 2,93,245/-		
70	Percentage per day usage of library by teachers and students	39%		
71	Student-Computer ratio	1:01		
72	Wifi in the campus	Yes		
73	Updation of IT facilties	Licensed versiion softwares from Microsoft Windows 7,8,10: Office 7.10		
74	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	Rs. 2,08,65,000		
75	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	For every wing there is budget allocation and approval of the same at the very beginning of the financial year		

V-STUDENT SUPPORT AND PROGRESSION

76	Average percentage of students benefited by scholarships by the Government in 2017-18	**57%**		
77	Average percentage of students benefited by scholarships by the Instituition in 2017-18	30%		
78	Average percentage of students benefited by guidance for competitive examinations and c areer counseling offered by the institution in 2017-18	100%. As they are given communication and Soft Skills and Analytical skills apart from their regular curriculum. College has Skill Development Centre.		
79	Average percentage of placement of outgoing students in 2017-18	68%		
80	Student grievances redressal mechanism	Yes		
81	Number of capability enhancement and development schemes conducted (like Career guidance, Remedial coaching etc.,)	Career Guidance and Remedial coaching		
82	Percentage of student progression to higher education	60%		

83	Average percentage of students qualifying in state/ national/ international examinations(like NET, SLET, GATE, Civil services, state government etc.,)	As this is only UG level they will go to the next higher qualification i.e., PG		
84	Number of awards/medals for outstanding performance in sports/cultural activities	Gold and silver medals were awarded for Lawn tennis, Handball, Football, Volleyball, Basketball, Handball etc.		
85	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Yes		
86	Records of significant achievements in Sports & Games	Yes		
87	Number of sports and cultural activities / competitions organised in the Institution in 2017-18	Intramural competitions conducted in March, 2018		
88	Alumni contribution in 2017-18 (In Rs)			
89	Number of Alumni Association /Chapters meetings held in 2017-18	One Alumni meeting conducted		
90	Maintenance of JKC facilities & records	Skill Development centre is in progress		
91	Record of Student trained and placed in JKC	Students are trained under SDC		
92	Record of Anti Ragging cell	Yes		
93	Maintenance of drinking water	Yes		
94	Maintenance of sanitation	Yes		
VI-GOVERNANCE AND LEADERSHIP				
97	Staff Council Register	**Yes**		
98	Functioning of Committees in Administration (Minutes of meetings)	**Yes**		
99	Awards/Achievements	B.A, B.Sc and B.Com students got pratibha awards and B.A students got University I, III, & IV ranks		
100	Use of ICT in Governance	**Yes**		
101	Perspective/Strategic plan and deployment documents	Yes		
102	Organizational structure of the Institution	Yes		

103	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	All receipts and payments are made through bank / online		
104	Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2017-18	Teachers attending to seminars / workshops are facilitated with Financial Support and leave.		
105	Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff in 2017-18	We are planning to organize a training programme to teachers on class room teaching techniques and computer skills programme to non-teaching staff.		
106	Percentage of teachers attended professional development programs(Orientation Program, Refresher Course, Short Term Course etc.,) in 2017-18	-		
107	Orientation Program, Refresher Course, Short Term Courses attended by the faculty	-		
108	Funds / Grants received from non-government bodies, individuals, philanthropers in 2017-18	Yes		
109	Average number of quality initiatives by IQAC for promoting quality culture per year	3		
110	Participation in NIRF-2017	Yes		
111	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register	Yes		

VII-INSTITUTIONAL VALUES AND BEST PRACTICES

112	Percentage of power requirement of the Institution met by the renewable energy sources	**We are on solar power proposal**		
113	Waste Management steps taken	**Yes**		
114	Rain water harvesting structures and utilization in the campus	**Yes**		
115	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc..)	**Yes**		
116	Green Practices(plastic free campus, green landscaping etc.,)	**Yes**		

117	Record of best/innovative practices by the institution	1. Retired Lecturers who ae resourceful are re-employed for the benefit of the studetns. 2. Subscription of the Hindu Business Line Corporate Newspaper subscribed in the name of each student of B.com Advanced Learners and BBA for 120 days. Daily a class is conducted on Corporate Affairs from the Business Line Paper. 3. Providing Tally training to B.com and BBA students. Providing Add-On Courses Giving skill Development classes to all UG students Awarding Merit Scholarships by the college.		
118	College Activity Register 2017-18 & Hard Copy of AQAR 2016-17 (should be available with the Principal)	Yes		
119	The number of classes(per week) taken by the Principal	Taking up classes to sports students		
120	Research projects/Publications/ study material developed in 2017-18 by the Principal	Yes		
	Signature of the Vice-Principal:		**Signature of the Principal:**	