

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

Academic & Administrative Audit (AAA) – 2023-2024

FORMAT – I (COLLEGE PROFILE)

PART- A

1.	<p>Name of the College and Address URL of Website E- Mail Phone number Government Degree College Razole Near NH 216 Behind BSNL Office Dorgaarithota Razole Dr.B.R.Ambedkar Konaseema District Andhra Pradesh PIN - 533242 https://www.gdcrazole.ac.in/ jkcrjyec.razole@gmail.com 08862221676</p>
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2.	<p>Vision Vision To provide quality, value-based education to rural, underprivileged students, equipping them with skills and knowledge to compete globally and pursue higher education.</p> <p>Mission To shape students into responsible and competent citizens by providing them with quality education, empowering them to creatively face global challenges, and disseminating knowledge to underprivileged sections of society. The institution aims to optimize human and natural</p>
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resources for sustainable development and foster an environment that encourages academic excellence.

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

Dr. P. Saibabu
jkcrjyec.razole@gmail.com
9440976477

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

Sri. T S V Padmanabham
jkcrjyec.razole@gmail.com
9848486982

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

Dr P P Chandra Bose
IQAC GDC Razole
9490712512


6. Name of the Academic Coordinator(for Autonomous Colleges), email, and mobile Number

Sri. K Narayana Rao
ac@gdcrazole.ac.in
7893491102

7. Year of Establishment

1968


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


 UGC2F&12B REVISED ORDER 01-12-2020.pdf


9. Autonomous status – Yes/No, If yes, Since _____

No

10. RUSA status


 rusa Civil work order.pdf

 Rusa digital classrooms and IQAC accession register....


 rusa funds.pdf


11. College land and Plan details /documents

 College Plan.pdf


 College land Document Original - B&W.pdf

12. Affiliation status : Permanent / temporary (certificates to be verified)

 2023-24 Affiliation 12850-GDC, Razole.pdf

 2024-25 Affiliation 12850-GDC, Razole.pdf

13. AISHE Status – Document


 AISHE 2023-24 certificate.pdf

14. NAAC Status -

a) Previous NAAC Cycle date and Month

b) Date of Expiry

c) Previous Grade and CGPA (certificates to be verified)

 NAAC certificate,ISO certificates.pdf

15.

Status of peer team recommendations


S. No	Recommendations made	Recommendations fulfilled/ To be fulfilled
1.	Job oriented vocational programs and industry certified courses need to be introduced.	1. Launched industry-recognized certification courses through APSSDC and Skill hub. 2. collaborated with companies to offer practical training through internships.
2.	Coaching classes for various competitive examinations may be strengthened.	1. Expanded the curriculum of coaching classes through JKC to cover more competitive exams and include mock tests, study materials, and regular assessments. 2. Inviting experienced professionals and alumni who have successfully cleared these exams to share their insights and strategies.
3.	The research output needs to be increased in the peer reviewed journals.	1. Trying to Promote a research-oriented culture by organizing workshops and seminars on research



		<p>methodologies and writing skills.</p> <p>2. Encouraging faculty and students to collaborate on research projects and publishing in peer-reviewed journals.</p>
4.	The teachers need to mobilise funds for research from funding agencies.	<p>1. Identifying potential funding agencies and regularly updating the faculty on available grants and application procedures.</p> <p>2. Set up a dedicated research committee to assist faculty in writing proposals and managing grants.</p>
5.	Transport facilities to be improved.	<p>1. Assessing the current transportation needs of students and staff, and exploring options for expanding or improving existing transport services.</p> <p>2. Trying to collaborate with local government authorities and private transport providers to ensure</p>

		safe and reliable transportation.
6.	Vacant administrative positions to be filled up.	<ol style="list-style-type: none"> 1. Conducting a thorough evaluation of current administrative needs and requesting higher authorities in the filling of key positions. 2. Improving work atmosphere and bringing transparency in the administration to attract qualified candidates.
7.	PG programs to be introduced in Arts, Science and Commerce.	<ol style="list-style-type: none"> 1. Assessing the demand for postgraduate programs in different disciplines and developing a curriculum that meets academic and industry standards. 2. Seek necessary approvals from affiliating universities and higher authorities.
8.	Computer training to be enhanced for all students	<ol style="list-style-type: none"> 1. Integrated advanced computer training modules into the curriculum across all disciplines.


		2. Started computer labs with modern equipment and software to facilitate hands-on learning.
9.	Communication skills to be improved by setting up a functional language lab.	1. Trying to establish a well-equipped language lab with audio-visual aids and language learning software. 2. Trying to Organize regular language training sessions and workshops to enhance students' communication skills.
10.	Placement cell and Career guidance cell need to be pro-active.	1. Strengthening the placement cell by building relationships with potential employers and organizing campus recruitment drives. 2. Trying to Offer career counseling, resume writing workshops, and mock interviews to prepare students for job opportunities.

16.	Previous Recommendations of Academic Audit of the CCE	
	No. of suggestions made	No of suggestions implemented

7	7
 GDC Razole AA Formats - IV.xlsx	

17.	<p>NIRF Rank (if any) : Nil Year:</p>  NIRF 2024 REPORT IR-C-C-24207.pdf  NIRF 2025 IR-C--C-24207 Report -20241221.pdf
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18.	<p>Green Audit Report by Government Agency: Hym international Certifications (pvt) Ltd. Year: 2021</p>  NAAC certificate,ISO certificates.pdf
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19.	<p>Awards & Achievements for the institution during the current Academic Year with details:</p>  Awards pd 2023-24.jpg
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PART-B

1.	<p>No. of Programmes Offered by the College</p>				
	Year	2022-23	List of Programmes	2023-24	List of Programmes
		9	1. BA History-Economics-Political Science 2. BA History-Economics-Computer Applications	9	1. B A Honours(Economics) 2. B Sc Honours(Chemistry)

		<p>3. BA History-Political Science-Special Telugu</p> <p>4. B.Com Computer Applications</p> <p>5. B.Com General</p> <p>6. B.Sc Botany-Zoology- Chemistry</p> <p>7. B.Sc Mathematics- Physics-Chemistry</p> <p>8. B.Sc Mathematics- Chemistry-Computer Science</p> <p>9. B.Sc Mathematics- Physics-Computer Science</p>		<p>3. B Sc Honours(Computer Science)</p> <p>4. B Com Honours(Computer Applications)</p> <p>5. B Sc Honours(Botany)</p> <p>6. B Sc Honours(Mathematics)</p> <p>7. B Com Honours(General)</p> <p>8. B A Honours(Political Science)</p> <p>9. B Sc Honours(Zoology)</p>
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2. No of Value Added Courses introduced (last two years)

Year	2022-23	List of Courses	2023-24	List of Courses
Value Added courses	9	List of Programs Brochure Additional Information <ol style="list-style-type: none"> 1. Economics-OF FICE MANAGEMEN T 2. History CULTURAL HERITAGE AND TOURISM 3. Political Science GANDIAN PHILOSOPHY 4. Botany LOCAL BEST MEDICINAL PLANT 5. Commerce FINANCIAL EDUCATION 	8	List of Programs Brochure Additional Information <ol style="list-style-type: none"> 1. Economic s-OFFICE MANAGE MENT 2. History CULTURAL HERITAGE AND TOURISM 3. Political Science GANDIAN PHILOSOP HY 4. Botany LOCAL BEST MEDICINA L PLANT

		6. Zoology MEDICAL LAB TECHNOLOGY 7. English FUNCTIONAL SKILL IN ENGLISH 8. Computer Science PHOTOSHOP 9. Physical Education - YOGA		5. Commerce FINANCIAL EDUCATION 6. Zoology MEDICAL LAB TECHNOLOGY 7. English FUNCTIONAL SKILL IN ENGLISH 8. Computer Science PHOTOSHOP
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3.	Details of teaching faculty		
No of posts	Sanctioned	Working	Vacancies
Regular	23	13	10
PTL	0	0	0

Contract	0	4	0
Guest	0	4	0
Total	23	21	2

4. **Qualifications of teaching staff**

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular	1	0	3	9
PTL	0	0	0	0
Contract	2	0	1	1
Guest	1	0	0	3
Total	4	0	4	13

5. **Details of non- teaching faculty**

No of posts	Sanctioned	Working	Vacancies
Gas Man	1	0	1
Herbarium Keeper	1	0	1

Junior Assistant	1	1	0
Office Subordinate	6	3	3
Record Assistant	7	6	1
Senior Assistant	1	1	0
Store Keeper	2	2	0
Superintendent	1	1	0
Typist	1	1	0
Watchman	2	0	2

6. Student strength particulars


a) During the last two years

Year	2022-23			2023-24		
	I	II	III	I	II	III
No. of students						
UG	145	222	173	165	124	200

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

Year	2022-23			2023-24		
	A	P	%	A	P	%
Program wise						
BA (HEP)	13	13	100	14	14	100
BA (HECA)	25	25	100	21	21	100
BCom (G)	9	9	100	11	11	100
BCom (CA)	36	36	100	42	42	100
BSc (MPC)	0	0	0	10	10	100
BSc (MPCS)	31	31	100	32	32	100
BSc (MCCS)	14	14	100	13	13	100
BSc (BZC)	30	30	100	40	40	100

8. **Teacher – student ratio (Current Year): 489:26**

 Student Teacher Ratio 2023-24.pdf

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

Link: [Click here](#)

- i. Total no of class rooms: 10
- ii. Total no of laboratories: 6
- iii. Total no of digital classrooms: 3
- iv. Total no of virtual classrooms: 1
- v. Total no of ICT enabled classrooms: 5
- vi. Total no of studios: 0
- vii. Total no of Computers, Student & Computers Ratio:
- viii. Total no of printers: 12
- ix. Total no of scanners: 5
- x. Total no of Xerox facility (at Depts & Office): 2
- xi. Total no of Wi-Fi routers: 3
- xii. Internet Bandwidth: 100 mbps

	<ul style="list-style-type: none"> xiii. Seminar halls: 2 xiv. Auditorium: 0 xv. Details of sports facilities: Available xvi. Gymnasium (No of stations): 1 xvii. Rooms for administration: 3 xviii. Water – RO facility: 1 xix. Toilets for staff (Men/Women/Differently abled): 5 xx. Toilets for students (Men/Women/Differently abled):2 xxi. Divyangan friendly facilities (Ramps/Lifts/Softwares):4 xxii. No of fire extinguishers in the labs and corridors: 0 xxiii. Solar energy details – LEDs , Green Audit Status: 1 xxiv. Examination Cell: 1 xxv. Library <ul style="list-style-type: none"> - No. of Books & Journals: 21098 - Status of Automation: Semi-Automated - E-journals: Nil - Nlist subscription: Subscribed - Internet: 3 connections, 100 mbps - Foot Fall: - E-footfall - Xerox Facility (at Library): Available xxvi. Women's waiting hall: 1 xxvii. Grievance Reddressal Cell: 1 xxviii. Health Centre: 1 xxix. ELL: 0 xxx. JKC Lab: 1 xxxi. Computer Labs:4 xxxii. Canteen Facility: 1
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10.	<p>Research</p> <p>❖ No of collaborations / Functional MoUs</p>			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Year</td> <td style="width: 33%; text-align: center;">2022-23</td> <td style="width: 33%; text-align: center;">2023-24</td> </tr> </table>	Year	2022-23	2023-24
Year	2022-23	2023-24		

Number of collaborations / MoUs	7	12
No. of Follow up Activities	Details	Details

❖ No of publications in UGC – CARE listed journals

Year	2022-23	2023-24
Number of Publications	0	6 Click here

❖ No of start-ups

Year	2022-23	2023-24
Number of start-ups	0	0

❖ No of patents

Year	2022-23	2023-24
Number of patents	0	0

❖ No of Research Guides

Year	2022-23	2023-24
Number of Research Guides	0	0

❖ No of Research Scholars

Year	2022-23	2023-24
Number of Research Scholars	0	0

❖ No of Major/ Minor Research Projects

Year	2022-23	2023-24
Number of Major RPs	0	0

Number of Minor RPs	0	0
❖ Incubation Centre with Research Facility: Yes/No		
❖ Consultancy offered:		
Area	Organization (MoU)	Revenue Generated
0	0	0

11.	<p>Policies prepared and implemented (Give Details)</p> <p>Scholarship Policy</p> <p>Grievance Redressal Policy</p> <p>E-Governance</p> <p>Green Policy</p> <p>Energy Conservation</p> <p>Code of ethics policy</p> <p>Policy for the Differently Abled Persons</p>
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12.	<p>No. of Committees appointed (Provide links of meeting minutes & reports) Click here</p> <p>Reports</p>
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13.	<p>Extension activities (Current year)</p> <p>a) No. of Extension activities in the Neighborhood for social and holistic development</p> <p>b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC</p>
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	<p>c) No of Extension activities in collaboration with government agencies</p> <p>d) No of Extension activities in collaboration with Non-Governmental Organizations</p> <p>Reports Click here</p>
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14.	<p>Feedback, Student Satisfaction Survey mechanism adopted : (Provide Link)</p> <p>Feedback report</p> <p>Action taken report</p> <p>Information to University</p>
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15.	<p>Alumni Association – involvement and activities :</p> <p>No. of meetings conducted : 3</p> <p>Notices and other data</p>
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16.	<p>Awards and achievements-current year (to be verified -)</p> <ul style="list-style-type: none"> ❖ Students - 10 Click here ❖ Staff - 0
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17.	<p>Total no of scholarships and free ships (Current Year) 448</p> <p>Total Amount in Rs:- 11,93,151</p> <p>Principal Letter</p> <p>Students list</p>
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18. Total no of capacity building and skill development activities conducted by the college (Current Year)

Teaching	2
Non-Teaching	0

[Click here](#)

19. Trainings conducted by JKC for competitive exams during the last two years

Year	2022-23	2023-24
Number of students registered	50	151
Number of students trained		
a. from your GDC	50	151
b. from other colleges	0	0

[Click here for report 2023-24](#)

[Click here for report 2022-23](#)

Placements:

Year	2022-23	2023-24
No. of companies visited the campus	03	03
Number of students Placed	03	20
a. from your GDC	03	20
b. from other colleges	00	

[Click here for report 2023-24](#)

[Click here for report 2022-23](#)

CSP:

Year	2022-23	2023-24
Number of students Participated in CSP	Click here	Click here
a) B.A	29	37
b) B.Com	49	58
c) B.Sc	53	60

Internship:

Year	2022-23	2023-24
Number of students completed Internship	Click here	Click here
d) B.A	40	44
e) B.Com	49	59
f) B.Sc	74	85

Type of Internships:

Year	2022-23	2023-24
Total No of Physical Internships	1	1
Total No of Online Internships	1	1
Total No of paid Internships	1	1

20. **Student Support and Progression**

A. Students Progression to Higher Education (Programme wise)

Year	2022-23	2023-24
Number of students	Click here	Click here
a) B.A	6	5
b) B.Com	0	0
c) B.Sc	12	5

B. Employment (Programme wise)

Year	2022-23	2023-24
Number of students		
d) B.A	1	5
e) B.Com	1	7
f) B.Sc	1	8

C. Entrepreneurship (Programme wise)

Year	2022-23	2023-24
Number of students		
a) B.A	0	0
b) B.Com	0	0

c) B.Sc	0	0
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21.	<p>Grants/funds received from (in Lakhs/Rs.) Click here</p> <ul style="list-style-type: none"> A. Government B. Non-governmental bodies C. Individuals/ Philanthropists D. CSR E. Budget allocated for Infrastructure F. Expenditure for Books & Journals <p>Budget Sanctioned Rs. 0.00 ; Utilized Rs.0.00</p>
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22.	<p>Governance and Leadership Click here</p> <ul style="list-style-type: none"> ❖ Institutional Development Plan (Next two years) ❖ Institutional distinctiveness in specified area
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23.	<p>Contribution of IQAC</p> <ul style="list-style-type: none"> ❖ Incremental changes during the last two years <p>Feedback forms from students are collected and analyzed at the end of each semester to improve educational quality. A greater number of faculty members and students are encouraged to engage in MOOCs (Massive Open Online Courses) for enhanced learning opportunities. The Institutional Plan, College Calendar, and departmental action plans have been meticulously prepared and compiled. Faculty members are advised to implement innovative, student-centric teaching methods that align with current educational standards. Faculty members are instructed to strictly follow the policy documents issued by higher authorities, adhering to the Standard Operating Procedures.</p>
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24. **Best Practices of Institution** [Click here](#)

1. **Best Practice-1: Mentor-Mentee System**
Goal: 1. Strengthen the teaching-learning process. 2. Pursue high-quality education and address future obstacles. Context: The mentor-mentee aids in educational decisions, skill development, and employment opportunities, especially for students with financial constraints, ensuring they receive the necessary support for both academic and personal growth. Practice: Each teacher mentors 20 students, starting with a questionnaire to gather personal and academic information. Evidence of Success: The system encourages class attendance and participation in activities, fostering a close mentor-mentee relationship. Challenges: Motivation for mentors is crucial as there are no financial incentives. Some students skip classes for jobs or entertainment. Resources: The mentor-mentee system bridges students and society, aiding in holistic development.

2. **Best Practice-2: Helping Poor but Meritorious Students**
Goal:
1. Provide quality education to needy students.
2. Supply study materials and encourage self-improvement.
3. Promote a healthy living environment and social integration.
Context: Since 2019, the college has supported poor students by raising awareness on health, safety, and social integration, fostering harmony across social barriers.
Practice: Meetings determine fund allocation for needy students, providing essentials like groceries, books, and exam fees.
Evidence of Success: The institution records all actions and provides necessary support to poor but meritorious students.
Challenges: Limited funds restrict aid to a small number of students, making it difficult to meet all needs monthly.
Resources: Financial support from the faculty and philanthropists is crucial, aiding the welfare of underprivileged students and highlighting the institution's commitment to supporting those in need.

25. Evaluative Reports of the Departments (Provide Links)

26. For Autonomous Colleges - Not applicable

A. Academic Council

- Last Academic Council meeting date
- Major decisions for enriching curriculum/Academics

B. Controller of Examinations

- Examination reforms proposed and implemented
- CIA
- Mechanism for addressing grievances
- Mechanism for transparency in setting up of Question papers
- Mechanism for appointing examiners
- Mechanism adopted to ensure the security of information
- CoE expenditure report with details

C. Board of Studies

- Mechanisms for updating curriculum
- Justification Reports for Curricular revamp

D. Governing Body

- Last G.B meeting date
- Major resolutions for administration

27. College Handbook (to be 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)
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31.	Reports of various committees (to be verified)
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32.	CPDC/Finance Committee Meeting Minutes Registers (to be verified)
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33.	Implementation status of Biometric Attendance and TLP Reports (to be verified)
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