



# VAAGDEVI DEGREE & PG COLLEGE

DIST: HANUMAKONDA, TELANGANA STATE-506001

(Affiliated to Kakatiya University, Warangal)

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## Academic and Administrative AUDIT

### REPORT 2022-23

# VAAGDEVI DEGREE & PG COLLEGE

VAAGDEVI DEGREE & PG COLLEGE HANAMKONDA

Affiliated to Kakatiya University, Warangal

Accredited by NAAC with Grade-A-(CGPA 3.14)

## PERIOD OF ASSESSMENT 2021-2022 & 2022-23

DATE OF AUDIT: 09<sup>th</sup> & 10<sup>th</sup> JULY, 2022

### The Audit Committee:

1. Prof. SSVN SHARMA - Dean Computer Science-VCE, Bollikunta, Warangal
2. Dr. HAMEED PASHA - Associate Professor - JITS Narsampet, Warangal
3. Prof. Indrasena Reddy - Dean, Faculty of MBA-VCE Bollikunta, Warangal
4. Dr. KUMAR - Associate Professor-VCE Bollikunta, Warangal
5. Dr. C. Srinivas Reddy - Principal-VCP, Hanamkonda.

## AUDIT SCHEDULE

### Day 1 – July 09, 2022

Time	Activity/Department
8.30 – 8.40 am	Reception
8.40 – 9.00 am	Discussion with Principal
9.10-9.40 am	Office
9.45-10.30 am	Department of Chemistry
10.35-11.15 am	Department of Botany
11.15-11:25 am	Tea
11:30-12.15 pm	Department of Zoology
12.20-1:10 pm	Department of Physics
1:10-2:10 pm	Lunch Break
2:30-3.20 pm	Department of English
3:30-4:00 pm	Library
4:10—4:40 pm	Department of Physical Education
4:50 — 5:20 pm	Department Biotechnology

### Day 2-June 10, 2022

Time	Activity/Department
8:40—9:30 am	Department of Commerce
9:40—10:30 am	Department of MBA
10:30—10:40 am	Tea
10:45—11:35 am	Department of Commerce (Reg)
11.45-12:30 am	Department of Microbiology
12:35—1:20pm	Department of Mathematics
1:30-2:30pm	Lunch Break
2.40—3:30pm	Language Departments (Telugu & Sanskrit)
3:45-4:10pm	Department of English
4:15—4:45pm	NSS, NCC, Student Council, Clubs & Cells
4:50-5:30 pm	IQAC

### **General Observations:**

1. The Institution is reputed College
2. Affiliated to Kakatiya University, WARANGAL
3. The college is accredited by NAAC with a CGPA of 3.14 in 1<sup>st</sup> Cycle.
4. Progressive vision of the Management & Principal with a definite plan of action following decentralized administrative network
5. Qualified and committed faculty members with a mix of experienced and newly appointed.
6. The Institution is ISO certified
7. Departments functional alignment with the institutional quality policies
8. UG Programmes-17; PG Programmes-8: MBA:MCA:
9. Faculty members—300; Administrative staff-35; Supporting Staff-27:
10. Total faculty members with Ph.D -30
11. The percentage of enrolment is good
12. Has a total of 5301 enrolled students.
13. An Active IQAC exists
14. Preparing for the first cycle of NAAC accreditation
15. Total functional MoU's -6
16. An exemplary Innovative lab provided in the campus
17. Adequate facilities are provided in the library
18. Sufficient lands has been purchased for Infrastructure augmentation.
19. Support services such as canteen, hostel and transportation are provided.

## Specific area-wises suggestions

### College Office

1. Periodic surveillance audits may be performed for keeping records updated
2. Fee collection should not be trusted with the teachers. Fee collection and payment should be done in the office, preferably through online banking system
3. Spatial rearrangement and sectional informative boards may be provided
4. A full-fledged digital enquiry facility suggested
5. All softwares that are in use should be licensed
6. Most of the registers are up to date in postings
7. An electronic information display board may be installed at the entrance of the campus.

## Proggmmes.Curriculum.and Supportive Courses

1. More programmes, especially at the Postgraduate level maybe stared in accordance with NEP-2020 and stakeholder requirements
2. Specificdocuments may be kept in all departments regarding curriculum transaction, including Remedial, Tutorials, Bridge classes, Industrial visits, educational tours etc.
3. Relevance of crosscutting issues should be categorized separately with specific mention
4. All departments have to resort to more student centric approach
5. Feedback mechanism has to be performed and completed with proper directions from IQAC
6. There should be a mechanism to monitor the quality of supportive courses such as add- on programs, certificate courses, skill training, spoken English classes, value education etc. Started by the departments.

### **Teacher quality, Teaching Learning and Evaluation**

1. Systematic planned training should be given to all teachers on all areas of academic and extra-academic requirements.
2. Professional skill development of the teaching and non-teaching faculty has to be insisted and monitored so that a higher level of educatedness can be assured in the campus
3. The digital learning content developed by teachers has to be appreciated
4. All teachers should be insisted to complete Ph.D. in a stipulated time.
5. National and International exposure of teachers are highly suggested
6. Blended system of teaching integrating technology has to be encouraged in accordance with the present-day requirements?
7. Tutorial system has to be strengthened especially at the under graduate level to enhance the learning process.
8. Continuous evaluation/formative assessment should be implemented to monitor the learning process
9. Overall Results of the institution has to be improved.
10. Online evaluation systems can be introduced
11. More training has to be provided for all teachers in OBE. Outcome evaluation and analysis should be done meticulously. A monitoring committee may be formed for the purpose.
12. The present method of Feedback on curriculum should be made more effective. All Departments may be guided by IQAC for a Curricula Audit.

### **Research and Extension**

1. Research activities are not promoted effectively in the campus. Research centers are suggested
2. A research culture should prevail in the campus
3. The Innovation center should encourage R&D with a student-centred approach. All departments can initiate Idea generation and design thinking through the R&D division.
4. The publications of faculty and students should be improved.
5. College policy may be effectively implemented on Research projects and Publications by the Faculty members
6. Quite a good number of extensions activities are under taken by all departments. Sensitization programs involving students in identified communities could be systematically organized.

7. Considering the legacy of the institution, a committee may be formed to assess the quality of extension activities promoted from the campus.

### **Administrative Staff**

1. Trainings may be extended to segments or the administrative staff, such as Office, Security, attenders, and other supportive personal
2. **ISO** quality standards have to be made known to the administrative staff
3. Training should be given in strengthening e-governance
4. More training shall be given to improve the IT skills of the administrative staff
5. Soft Skills trainings shall be provided to enhance staff-student, staff-faculty relationships yearly.

### **Governance**

1. Vision and Mission of the Institution is followed all through the planning
2. An inclusive system of Management was observed
3. A Development plan and a policy document exists, with timely implementation
4. Sufficient welfare measures are provided to the staff
5. It was noted that the outcome of Student Teacher Evaluations and the PBAS are not processed effectively
6. Specific Professional Training for teachers and administrative staff are very much required.

### **Infrastructure**

1. Amidst space constraints, it was noted that sufficient care is being taken to accommodate all required facilities.
2. It is appreciable that additional land facilities are procured for faculty diversification in tune with the NEP-2020 and development plan.
3. Staffrooms/work environment of certain departments have to be augmented.
4. Quality maintenance of lab facilities in most of the departments should be major priority. Quality of equipment and cleanliness must be given more attention.

5. Many of the facilities such as Language lab, computer center are underutilized.
6. Museums of Zoology and Botany are further need to be modification.
7. Good and adequate facilities are given for the Physically challenged
8. ICT facilities are low and those which are provided are not effectively used
9. Space constraints can also be seen in providing extracurricular facilities. The available Facilities are properly utilized.
10. It is commendable that modern facilities and demeanour are integrated in the new facilities provided.

### **Student Support and Progression**

1. It is suggested that a monitoring committee may be formed to assess the quality and need of Add on /certificate courses offered from the institution.
2. High ranking postgraduate and research students may be promoted with opportunities of Peer Teaching after official class hours. A remuneration shall also be given to them. Fund mobilization cell shall find ways and means for the funds.
6. Career counselling must be intensified to improve the attainment in competitive exams.
7. A set of teachers can be trained for dedicated counselling
8. Skill development has to be promoted further. There can be collaborations with external Agencies like Skill Development Corporation of India.
9. More common rooms shall be provided for the students

### **Library**

1. The overall ambience of the college library is good
  2. Appreciable efforts are taken to provide a better ambience for reading
  3. Digital remote access with digital repositories may be introduced to cater to the needs of online references.
  4. Usage of library by the faculty members are not satisfactory.
  5. The library centered activities like observation of library week and the individual awards instituted for the best library user among staff and students are highly appreciated
  6. An information display system can be setup in front of the library
1. exposure of faculty should be encouraged

### **Green Initiatives and inclusiveness**

1. The College is resorting to a green campus concept
2. Green/waste/energy audits were performed sufficiently
3. Sufficient information has to be conveyed to students and staff regarding important days observed, national obligations, human rights, values etc.

Through the general display system of the campus.

4. More emphasis should be given to the Institutional Best practices by all the departments.

### **MoU's and Collaborations**

1. Placement Cell of the college should be encouraged to have agreements with industrial establishments for training and placements
2. Student exchange with other institutions should not be confined to project experiments alone.
3. Every MoU should be active with at least one performed activity as per the agreement.
4. College should look into possibilities of collaborations with institutions for new areas of study as per the NEP-2020.
5. National and international exposure of faculty should be encouraged.

### **Documentation.**

1. Teachers are maintaining a teaching diary. Ensure that the teaching diary of teachers is verified by the HoDs and the Principal
2. Although the departments maintain documents, effective updating should be monitored by IQAC.
3. There should be a common institutional format for documentation regarding student participation and attendance list, Geo-tagging, and report of various events.

### **Statutory Committees, Clubs, Cells and Associations**

1. The committees, clubs and cells are ample to meet the academic and non-academic requirements of the students. However, more effective events shall be organized to enhance campus experience and overall development of the students.
2. Systematic mechanism shall be implemented to ensure efficient functioning of the clubs and cells.
3. The planning committee and purchase committee should be consistent with periodic meetings and proper mechanism.

## **Departmental Observations**

### **1) Chemistry**

- a. Updating of departmental records is necessary. Formatting should be proper
- b. Work environment with in the staff room is average
- c. Proper maintenance of the laboratories and equipment is required
- d. Stocks registers are not authenticated by HoD
- e. Results are satisfactory
- f. Letter sent to the university with respect to Curriculum should be documented
- g. MoUs should be made functional
- h. Sensitization programs for students should be initiated
- i. The chemical waste management system is good and functional

### **2) Botany**

- a) One of the few departments that use smartboards
- b) Results can be improved
- c) A Green Calendar shall be prepared
- d) Maintenance of the well it museum required
- e) The department can advise a Green campus protocol for the Institution
- f) Initiate organic farming within the college by including all departments  
Herbal Garden and Botanical Garden should be well maintained by the departmentt
- g) The department clubs shall be made more productive. Green initiatives which are substantial and dynamic shall be initiated

### **3) Zoology**

- a. Fairly good documentation
- b. All activities for the last year were compiled as an annual report
- c. Museum need an uplift
- d. Results, though acceptable, must be improved
- e. Continuous evaluation must be made more effective
- f. ICT assisted curriculum transaction has to been encouraged
- g. The percentage of cross cutting issues integrated in the curriculum has to be documented
- h. Career oriented add on courses should be offered
- i. MoUs with Industries have to be gained

- j. Women empowerment program should be organized

#### **4) Physics**

- a. Results should be improved
- b. Add on courses can be more specific and supportive
- c. Revamp the staff room and the laboratory
- d. Documentation has to be improved
- e. Robotics should be productively utilised. Motivate the students to make a robot as the course project
- f. Devise strategic plan for the department

#### **5) English**

- a. Results need improvement
- b. Technical facilities available are under utilized
- c. ICT and smart systems are low in usage
- d. Quality enhancement programmes for staff in the area of communication and language stabilization can be initiated by the department
- e. Start a certificate course making use of the Language Lab such as IELTS, TOEFL,
- f. Should devise future plans for the department

#### **6) Mathematics**

- a. Documentation should be in line with the institutional file requirements
- b. Proposal shall be sent to the Board of Studies requesting for a syllabus change
- b. Work environment in the staff room is fairly good.
- c. More extension activities shall be initiated
- d. Smart board should be efficiently utilized

#### **7) Commerce**

- a) Very moderate pass percentage. Should work more on result improvement
- b) Crosscutting issues addressed in the curriculum should be documented and maintained
- c) CM scholarship availed for students is recommendable

#### **8) Microbiology**

- a) Teachers' attendance ratio is good
- b) Should improve the results
- c) MoUs with industries shall be gained
- d) Hospital collaborations shall be gained

## **9) English**

- a) Vaagdevian News shall be initiated
- b) Radio should be relaunched
- c) Training on communication for teachers and staff shall be arranged
- d) Training can be extended to Anganvadi Teachers of DBA villages on communication skills
- e) Wi-Fi facility is poor

## **10)Physical Education**

- a) Initiate Physical fitness class of three days duration for all faculty and staff
- b) Yoga course shall be commenced at the earliest
- c) Ambulance facility with collaborative agreement from nearby hospitals shall be arranged

## **11)NSS, NCC, Club Committes**

- a) Sensitization programs shall be initiated for the students
- b) Communitycollaborationsandstudent-communityrapportshallbeestablished to undertakesocially relevant projects
- c) Documentation should be proper and in line with the institutional standards

## **12)Website**

- a. Website should be re furbished in terms of content and presentation
- b. A committee shall be constituted to refine the website to international standard

## IQAC

The following initiatives are suggested

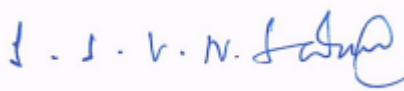
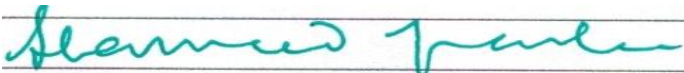



- A. Awareness on NEP to the staff
- B. Training on data/proof compilation based on new NAAC format
- C. Training on a Unified Documentation System
- D. Guidelines on Photo documentation and reporting
- E. Training on OBE Implementation
- F. Use of Moodle in all departments have to be promoted
- G. Training on Curriculum development
- H. Training on Mentoring
- I. Finishing school for students NAAC awareness among students and ensure their participation
- J. Preparations for Autonomous
- K. A systemized frame work for PBAS, Feedback consolidation, etc.
- L. Redesign work diary incorporating all requirements
  - i. 14- Quality Initiatives and Future Plans of IQAC shall be well charted
  - ii. 15. IQAC has to develop a separate web page with all mandatory links
  - iii. 16. IQAC should ensure that all the departments, Cells , Clubs, NSS, NCC, College Union etc. maintain an actively register to document each and every activity carried out in the college with the student's signature.

## **General Suggestions**

1. Overall enhancement of quality in personal, professional, Infrastructure , student outcome and administration.
2. The Institution should start preparatory transformations Autonomous status.
3. The development plan can be amended to meet the requirements of NEP
4. IQAC should devise standard formats for student attendance, activity reports, Continuous evaluation, Outcome analysis etc.
5. IQAC should ensure and take initiatives to enhance the interactive capacity of teachers.
6. Formative Assessment shall be institutionalized through monthly test papers so as to cater to CIE
7. All the Departmental coordinators shall be constituted to monitor and finalize the syllabus of ADD- ON courses, Bridge courses and Certificate Courses
8. Teacher's Work Diary should be verified by the respective HODs
9. Measures shall be taken to digitalize Work Diary of teachers
10. Ensure Insurance coverage for all students.
11. Specific training programs may be arranged such as OBE, Curriculum transaction, student centered activities, Professional skills, Counselling. Evaluation systems, Accreditation, NET, career advancement Content development, ICT, Curriculum design etc.
12. Staff members need to show higher end professionalism
13. It should be noted that the IQAC is the quality command center of the campus and therefore should give appropriate functional directives.
14. Teaching plan has to be monitored by the HoD's
15. The concept of cross cutting issues should reach the students
16. The approach to Remedial/tutorial/bridge classes should be well defined
17. Only a few teachers have resorted to innovative approaches to teaching
18. Quality exposure of teachers is very much recommended. Research collaborations and faculty exchange shall be promoted.
19. There should be a committee to monitor the quality of all general publications from the departments including brochures for a minimum set of quality standards
20. There should be a committee to monitor the quality of all general publications from the departments including brochures for a minimum set of quality standards
21. Impact of ISO certification is more reflected in the campus.
22. Teacher appraisal system has to be improved and made more effective
23. Mandatory committees such as Feedback analysis committee, OBE committee, PBAS Analysis Committee for teaching and NTS should be formed
24. Participation certificates should be given to the faculty for their involvement in administrative activities.
25. Incremental changes after the previous NAAC visit shall be analysed and documented.
26. Although class rooms are provided with OHPs, technology assisted teaching should be promoted further.
27. Yearly confidential response of HoD's must be introduced
28. Women empowerment activities also should not be confined to accreditation

requirements.

Audit Team Signature:

Name	Signature
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