

**Academic Audit of Degree Colleges
Format-I (Institutional Data)**

Zone :		IV	District :	CHITTOOR
I-COLLEGE PROFILE				
1	Name of the College, Website, email and Ph.No.	SRI GOVINDARAJA SWAMY ARTS COLLEGE, TTD, TIRUPATI sgsartscollege.ttd@gmail.com 0877-2264599		
2	Name of the Principal, email & Mob.No	Dr. A. B. SANTHI., M. Com, PhD, MA Economics, BEd, PGDMM sgsartscollege.ttd@gmail.com 9642131796		
3	Name of the Vice-Principal, email & Mob. No.	Sri A. Madhusudana Rao, madhusudhanaraosgs@gmail.com 9440506830		
4	Name of the IQAC Coordinator, email & Mob. No.	Sri D. Parameswara 9490728655		
5	Year of Establishment & own land if any			
6	Affiliating University	S V UNIVERSITY		
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited)	Yet to go for NAAC		
8	UGC Recognition (2F & 12 B)			
9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)			
10	No. of Posts Sanctioned:	Regular Working: 32	Contract Working: 31	Guest Working: 09

II-CURRICULAR ASPECTS

	Item	Status (Give Details, not just Yes/No)	Impression of Academic Advisor along with grade A(Good)/B(Satisfactory)/C (poor) after Observation	Recommendation/Suggestions by Academic Advisors
12	Implementation of Annual Institutional Plan	Yes		
13	Departmental Annual Curricular Plans	Yes		
14	Whether the above two circulated among Students?	Yes		
15	College Activity Register 2015-16	Yes		
16	College Calendar/College Magazine	Yes		
17	Add-on Courses (Department-wise) completed during 2015-16	Yes		
18	Add-on Courses (Department-wise) in 2015-16	Yes		
19	Coverage of Syllabus (Average Percentage)	Yes		
20	Teaching of HVPE & Foundation Courses	Yes		
21	No. of New UG & PG Courses introduced this year:	Nil		
22	Maintenance of Student Attendance Registers	Yes		

23	Teaching Diaries & Teaching Plans in Prescribed Formats	Maintained		
24	Co-Curricular Activities (College level)	Conducted		
25	Academic Competitions (College Level & Above)	Quiz, Debate, Essay, Elocution, Sports, Games		
26	Conduct of Internal Examinations-Unit, Half-Yearly and Prefinal	Yes		
27	Subject wise result analysis	Good for all subjects		
28	Teacher wise result analysis	Satisfactory		
29	Remedial Classes	Maintained		
30	Record of Evaluation of Teachers by Students	Record has been maintained		

IV-RESEARCH AND CONSULTANCY

31	Is the College a Recognized Research Centre	Yes		
32	No. of Research Guides in the College	1 Dr S. Vasanthakumari Lecturer in Telugu		
33	No. of Research Scholars working for M.Phil & Ph. D	1 for Ph.D in Telugu.		
34	Major/Minor/Other Research Projects	Minor Research Project Dr S. Vasanthakumari		
35	Research Papers Published in 2015-16 (International/ National)	24 at International and National level.		

7	Books Published in 2015-16 (Single Author/ Co Author)	Book Published on "Neethi chendrikale" by		
8	Seminars/Workshops/ Training Programme Conducted in 2015-16 (International/ National/ State)	Dr S. Vasanthakumari Sem work		
9	Record of Consultancy in 2015-16	Maintained		
40	Record of MoUs in 2015-16	Maintained		

VI-EXTENSION ACTIVITIES

41	Record of Subject/Department Related Extension Activities			
42	Name of the NSS PO & Mobile No.	Sri. P. Muni Bhaskar Rao HOD of Mathematics Unit I 9989305142 Sri. K. Rajesh Lecturer in Economics Unit II 9603853663		
43	NSS Attendance register	Maintained		
44	NSS activity register	Maintained		

45	Name of the NCC ANO & Mobile No.	(Army wing) 9848533623 Sri. P. Udaya (Air Wing)8686939314		
46	NCC Attendance register	Maintained		
47	NCC activity register	Maintained		
48	Name of the Red Ribbon Club Coordinator & Mobile No.			
49	Red Ribbon Club Activities			
50	Name of the Women Empowerment Cell Coordinator & Mobile No.			
51	WEC Activities			
52	Name of the Eco-Club Coordinator & Mobile No.	Sri A. Madhusudana Rao, 9440506830		
53	Eco- Club Activities	Maintained		
54	Name of the Consumer Club Coordinator & Mobile No.	Dr. D C K Naidu, 9441492619		
55	Consumer Club Activities	Maintained		
56	Any other Club			
IV-LEARNING RESOURCE				

7	Name of the Librarian & Mob.No	Chetty, 9440133505		
8	Access timings of the Library	10-00 AM to 4-00 PM		
9	Circulation of Books among Students	Regular		
10	Availability of Previous years Question papers	Previous year Question Papers up-to-date		
11	Record of Visitors	Maintained		
12	Status of Library Automation	Yet to be introduced		
13	e-lessons & e-resources/ e-journals	Available		
14	Usage of Internet by students in the Library			
15	Name of Mana Tv Coordinator & Mob.No	Sri. C. Ganesh 7337212357		
16	Status of MANA TV functioning	Online		
17	Whether MANA TV schedule is circulated to the students	Yes		
18	Maintenance of MANA TV Viewers' Register	Online		

VII-Student Support Activities

70	Name of the Physical Director & Mob.No	Sri D. Parameswara 9440083832		
71	Record of Physical Education Department	Maintained		
72	Records of events conducted	Yes		
73	Records of significant achievements in Sports & Games	Copy enclosed		
74	Record of Cultural programmes conducted	Yes		
75	Record of any other extra-curricular activities conducted	yes		
76	Maintenance of JKC facilities & records	APSSDC		
77	Record of Student trained and placed in JKC	Newly Enrolled		
78	Name of Career Guidance Cell Coordinator & Mob.No	Sri D. Parameswara 9490728655		
79	Record of activities Career Guidance and placement cell	Maintained		
80	DRC Coordinator & Mob. No.			
81	Implementation of DRC Action Plan			
82	IQAC activities & maintenance of records , (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	Maintained		
	Record of Support by Alumni Association	Maintained		

		Maintained		
84	Record of Anti Ragging cell	VIII-Basic Amenities		
		Yes		
85	Maintenance of drinking water	Yes		
86	Maintenance of sanitation	Yes		
87	Rest room for women students	Yes		
88	Greenery	Yes		
89	Cleanliness	Yes		
90	Health Care Facility			
91	Canteen			
		IX-GOVERNANCE AND LEADERSHIP		
92	Staff Council Register	Maintained		
93	Functioning of Committees in Administration (Minutes of meetings)	Maintained		
94	Awards/Achievements	Yes		
95	Faculty development initiatives if any	Training for Skill development SVETA Training.		
		X - IT INITIATIVES		

XI-Best Practices

99	Record of best/innovative practices by the institution	Provided Accommodation and Cultural Activity for the Indian Science Congress 2017, Computer training for TTD Teachers, Conducted International Yoga Day (PRAGNA)	GOOD-A	
100	College Activity Register 2015-16 & Hard Copy of AQAR	MAINTAINED	MAINTAINED	MAINTAINED PROPERLY
	Signature of the Vice-Principal			
	Signature of the Principal	Signatures of Academic Advisors		
	A.B. Sautai 23-1-17	1	M.V. Sankar 23/1/17	
	PRINCIPAL S.G.S. ARTS COLLEGE TTD, TIRUPATI	2	[Signature] 23/1/17	
	Note: the Format is to be filled by the Principal and submitted to the Academic Audit Team.	3	[Signature] 23/1/17	

Commissionerate of Collegiate Education, A.P, Vijayawada
Scores for Academic Performance Indicators (API's) for College Teachers

API score for the Academic year	2012-2013 TO 2016-2017
Name of the College	S.G.S ARTS COLLEGE (AIDED), TIRUPATI
Name of the Lecturer	Dr N. JAGADEESH KUMAR
Subject	PHYSICS

CATEGORY-I

TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES: (Max score: 125 and Minimum API score required 75)

1. Lectures (Theory and Practical)

S.No	Subject/Paper taught	Method Adopted: Lecture method-15, Practical-5, Student Seminar-5, Assignment-5, Group discussion-5, Field visit-5, student study project-5, any other-5 (specify) Max score:50	API scores obtained(self-evaluation)					API scores as per Principal evaluation	
			2012-13	2013-14	2014-15	2015-16	2016-17	Year	Score
			15	15	15	15	15	2012-13	50
1	PHYSICS PAPERS – I,II,III & IV	Lecture method	05	05	05	05	05	2013-14	50
2		Practical	05	05	05	05	05	2014-15	50
3		Student Seminar	05	05	05	05	05	2015-16	50
4		Assignments	05	05	05	05	05	2016-17	50
5		Group discussion	05	05	05	05	05		
6		Field visit	05	05	05	05	05		
7		Student Study Project	05	05	05	05	05		
8		Other, Debate	05	05	05	05	05		
		Total	50	50	50	50	50		

2. Other teaching assignments undertaken in excess of normal teaching workload as per UGC norms:

S.No	Subject/Paper taught	Additional assignment: JKC, Remedial coaching, subjects environmental studies, IHC, HVPE , Coaching for PG entrance, Entry into services and others (5 per assignment)	API scores obtained(self-evaluation)					API scores as per Principal evaluation	
			2012-13	2013-14	2014-15	2015-16	2016-17	Year	Score
1	PHYSICS	Remedial coaching for SC,ST & BC students	05	05	05	05	05	2012-13	10
2		Coaching for PG entrance	05	05	05	05	05	2013-14	10
								2014-15	10
								2015-16	10
								2016-17	10
		Total	10	10	10	10	10		

3. Additional inputs used:

S.No	Subject/Paper taught	Additional inputs used: study and instructional material provided to students for effective curriculum transaction (5 per one input)	API scores obtained(self-evaluation)					API scores as per Principal evaluation	
			2012-13	2013-14	2014-15	2015-16	2016-17	Year	Score
1	PHYSICS	Study and instructional material provided for I, II & III year students	10	10	10	10	10	2012-13	20
2		Practical material provided for I, II & III year students	10	10	10	10	10	2013-14	20
								2014-15	20
								2015-16	20
								2016-17	20
		Total	20	20	20	20	20		

4. Use of participatory innovative teaching-learning methodologies:

S.No	Subject/Paper taught	ICT enabled teaching tools and e-resources for enrichment of teaching, learning an evaluation process. (PPTs, Open Access Learning Resources accessed and enlightenment of students on this aspect, specify details) (2 per each PPT and 2 for each other resource)	API scores obtained(self-evaluation)					API scores as per Principal evaluation	
			2012-13	2013-14	2014-15	2015-16	2016-17	Year	Score
1	PHYSICS	PPTs used for I, II & III years student	20	20	20	20	20	2012-13	20
2		Other sources: explaining the lessons with model experiments						2013-14	20
								2014-15	20
								2015-16	20
								2016-17	20
		Total	20	20	20	20	20		

5. Examination Duties:

S.No	Subject/Paper taught	Examination duties: Evaluation practices adopted and involvement in the process at various levels including Paper setting, invigilation, evaluation of theory and practical exam papers.(Examination paper setting-5 per paper, regular invigilation duties-5,Evaluation-5)	API scores obtained(self-evaluation)					API scores as per Principal evaluation	
			2012-13	2013-14	2014-15	2015-16	2016-17	Year	Score
1	PHYSICS	Examination paper setting (3-year)	15	15	15	15	15	2012-13	25
2		Regular invigilation duties	05	05	05	05	05	2013-14	25
3		Evaluation	05	05	05	05	05	2014-15	25
								2015-16	25
								2016-17	25
		Total	25	25	25	25	25		

CATEGORY- II:
CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES: (Max score-50 and Minimum score required 15)
1. Student related co-curricular and field based activities:

S.No	NSS/NCC and other channels, Cultural/ Literary/ Counseling / Advertisement, any other specify. (Each activity -5)	API scores obtained(self-evaluation)					API scores as per Principal evaluation	
		2012-13	2013-14	2014-15	2015-16	2016-17	Year	Score
		05	05	05	05	05	2012-13	20
1	PARTICIPATED IN WORLD'S AIDS DAY	05	05	05	05	05	2013-14	20
2	BLOOD DONATION	05	05	05	05	05	2014-15	20
3	WOMEN'S DAY	05	05	05	05	05	2015-16	20
4	TEACHERS' DAY						2016-17	20
Total		20	20	20	20	20		

2. Contribution to Institution:

S.No	Contribution to the department and institution through participation in Institution level committees and department initiatives (specify). (5 per activity)	API scores obtained(self-evaluation)					API scores as per Principal evaluation	
		2012-13	2013-14	2014-15	2015-16	2016-17	Year	Score
		05	05	05	05	05	2012-13	15
1	Quiz Programs	05	05	05	05	05	2013-14	15
2	Students Admissions	05	05	05	05	05	2014-15	15
3	Value Added Education						2015-16	15
							2016-17	15
Total		15	15	15	15	15		

3. Professional Development:

S.No	Speaker in seminars, faculty forum, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles not covered under category of research and academic contributions.(5 per activity)	API scores obtained(self-evaluation)					API scores as per Principal evaluation	
		2012-13	2013-14	2014-15	2015-16	2016-17	Year	Score
		05	05	05	05	05	2012-13	15
1	PARTICIPATED IN FACULTY FORUMS AND SEMINARS	05	05	05	05	05	2013-14	15
2	SVETA TRAINING PROGRAMMES	05	05	05	05	05	2014-15	15
3	GUEST LECTURES						2015-16	15
							2016-17	15
Total		15	15	15	15	15		

CATEGORY-III:

RESEARCH AND ACADEMIC CONTRIBUTIONS:

A. Research papers published in Referred journals/non-referred but recognized and reputable journals and periodicals having ISBN/ ISSN numbers/Conference proceedings as full papers etc... (Abstract not to be included). (Referred journals-15/non-referred-10/Conference proceedings-10)

S.No	Title with Page no.	Journal	ISSN/ISBN No.	Impact factor/Peer reviewed if any	API scores obtained(self-evaluation)		API scores as per Principal evaluation	
					Year	Score	Year	Score
					2012-13		2012-13	
					2013-14		2013-14	
					2014-15		2014-15	
					2015-16		2015-16	
					2016-17		2016-17	
Total								

B. Research publication (books, chapters in books, other than referred journal articles)

Text or reference book by International publisher	Subject books by National publisher/State and Central publications with ISSN/ISBN number	Subject books by other local publishers with ISSN/ISBN number	Chapters contributed to edited knowledge based volumes published by International publishers	Chapters in knowledge based volumes in Indian and National level publishers with ISSN/ISBN number and number of National and International directories
50- sole author/ 10- chapter in an edited book	25-sole author/5-chapter in a edited book	15-sole author/3 chapter in an edited book	10-chapter	5- chapter

S.No	Title of the Book	Nature of the book(subject area or others)	Name of Publisher	API score obtained (self-evaluation)	API score as per Principal evaluation
Total					

B. Research Projects:

i. Sponsored Projects carried out/ongoing

Science	Other than science
a. Above 30 lakhs -20	a. Above 5.0 lakhs -20
b.5.0 to 30 lakhs -15	b.3.0 to 5.0 lakhs -15
c.0.5 to 5.0 lakhs -10	c.0.25 to 3.0 lakhs -10

S.No	Category(ongoing/ Completed)	Title	Funding agency	Grant mobilized in Rs.	Date & Period	API score obtained (self-evaluation) Science: Above 30 lakhs -20, 5.0 to 30 lakhs -15, 0.5 to 5.0 lakhs -10 Other than science: Above 5.0 lakhs-20,3.0 to 5.0 lakhs -15 0.25 to 3.0 lakhs -10	API score as per Principal evaluation
Total							

ii.Consultancy Projects carried out/ongoing

Science	Other than science
Minimum 10 lakhs 10 per every 10 lakhs	Minimum 2.0 lakhs 10 per every 2.0 lakhs

S.No	Category(ongoing/ Completed)	Title	Funding agency	Grant mobilized in Rs.	Date &Period	API score obtained (self-evaluation) Science: Minimum 10 lakhs 10 per every 10 lakhs Other than science: Minimum 2.0 lakhs 10 per every 2.0 lakhs	API score as per Principal evaluation
					Total		

iii. Completed projects and quality evaluation:

Completed project report acceptance from funding agency

For each major project-20

For each minor project-10

S.No	Completed projects and quality evaluation	Title	Completed project report acceptance from funding agency	Date & Period	API score obtained (self-evaluation) For each major project-20 For each minor project-10	API score as per Principal evaluation
				Total		

iv. Projects outcome & outputs:

- Patent/Technology transfer/Product/Process for science subjects
- Major policy document of Government bodies at Central and state level for other than science

Each National level output or patent – 30
For each International level-50

S.No	Patent/Technology transfer/Product/Process	Title	Major policy document of Government bodies at Central and state level	Date & Period	API score obtained (self-evaluation) Each National level output or patent – 30 For each International level-50	API score as per Principal evaluation
				Total		

D. RESEARCH GUIDANCE:

i. M.Phil Degree awarded-3/candidate

ii. Ph.D Degree awarded -10/each candidate, Ph.D thesis submitted-7/each candidate

iii. Co-Guide in Summer schools of National level institutions and Guidance of student Study Project- 1/each project(subject to maximum of 3)

Type of Guidance	Number of students enrolled	Degrees awarded	Date & Period	API score obtained (self-evaluation) i. M.Phil Degree awarded-3/candidate ii. Ph.D Degree awarded -10/each candidate, Ph.D thesis submitted-7/each candidate iii. Co-Guide in Summer schools of National level institutions and Guidance of student Study Project- 1/each project(subject to maximum of 3)	API score as per Principal evaluation
M.Phil					
Ph.D					
Co-Guide in Summer schools of National level institutions and Guidance of student Study Project					
Total					

E. TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS:

i. Refresher course, Methodology workshops, Training, Teaching-learning, evaluation technology programmes, soft skills development programme, Faculty development programme (Max:30 points)

- Not less than two weeks: 20 per each course
- One week duration: 10 per each course

S.No	Title of the course attended	Organized by	Date & Period	API score obtained (self-evaluation) (Max:30 points) Not less than two weeks: 20 per each course One week duration: 10 per each course	API score as per Principal evaluation
1	REFRESHER COURSE-Disaster Management	ACADEMIC STAFF COLLEGE, SV UNIVERSITY, TIRUPATI	11.7.2016 to 30.7.2016	20	20
2	REFRESHER COURSE-Multiculturalism		29.05.2017 to 17.06.2017	20	20
Total					40

ii. Papers in Conference/Seminar/Workshop. Participation and presentation of papers (oral/poster):

a) International: 10 each, b) National: 7.5 each, c) Regional/State: 5 each, d) local- University/College level: 3 each

S.No	Title of the paper presented	Organized by	International, National, Regional, local- university/College level	API scores obtained (self-evaluation)		API scores as per Principal evaluation	
				Year	Score	Year	Score
1	Applications of Nanotechnology in energy Capture, Transform and Storage	Visvodaya Institute of Tech. & Sci., Kavali, (A.P)	National Seminar	2012	7.5	2012	7.5
2	Recent Trends in Organic Chemistry	S.V. Arts College, Tirupati (A.P)	National Seminar	2013	7.5	2013	7.5
3.	Applied psychology & Spirituality	S.P.W. Degree College, Tirupati (A.P)	International Workshop	2015	10	2015	10
4	Web Development	S.G.S. Arts College, Tirupati	Regional Workshop	2016	5	2016	5
5	104th Indian Science Congress	S.V. University, Tirupati (A.P)	National Seminar	2017	7.5	2017	7.5
Total							

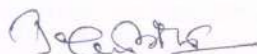
iii. Invited lectures or presentation for conference/symposia

a. International/National: 10 each ; b. State/University level: 5 each

S.No	Name of the Institution	Name of the Topic	International/National/ State/University level	API scores obtained (self-evaluation)		API scores as per Principal evaluation	
				Year	Score	Year	Score
1							
Total							

List of enclosures:

1. Refresher Programme (2016) S.V. University, Academic Staff College, Tirupati.
2. Applications of Nanotechnology in energy Capture, Transform and Storage- Participation Certificate
3. Recent Trends in Organic Chemistry- Participation Certificate
4. psychology & Applied Spirituality - Participation Certificate
5. Web Development- Participation Certificate -
6. 104th Indian Science Congress - Participation Certificate


Signature of the Lecturer

(N.JAGADEESH KUMAR)



Devasthanams Educational Officer,
T.T. DEVASTHANAMS,
TIRUPATI.


Signature of the Principal

PRINCIPAL
S.G.S. ARTS COLLEGE
T.T.D., TIRUPATI.

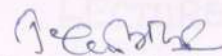
ABSTRACT OF THE API SCORE

S.No	Criterion of Evaluation	Maximum Score	API scores obtained(self-evaluation)					API scores as per Principal evaluation					Remarks
			2012-13	2013-14	2014-15	2015-16	2016-17	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	
I	Teaching learning and evaluation related activities												
1	Lectures (Theory and Practical)	50	50	50	50	50	50	50	50	50	50	50	
2	Other teaching assignments	10	10	10	10	10	10	10	10	10	10	10	
3	Additional inputs used	20	20	20	20	20	20	20	20	20	20	20	
4	Use of participatory innovative teaching-learning methodologies	20	20	20	20	20	20	20	20	20	20	20	
5	Examination duties	25	25	25	25	25	25	25	25	25	25	25	
II	Co-curricular & Extension activities												
A	Student related Co-curricular and field based activities	20	20	20	20	20	20	20	20	20	20	20	
B	Contribution to institution	15	15	15	15	15	15	15	15	15	15	15	
C	Professional development	15	15	15	15	15	15	15	15	15	15	15	
III	Research and Academic Contributions												
A	Research papers published in Referred journals												
B	Books published as single/co-author, or as editor other than referred journal articles												
C i	Sponsored Projects carried out/ongoing												
C ii	Consultancy Projects												
C iii	Completed projects and quality evaluation												
C iv	Projects outcome & outputs												
D	Research Guidance												
E i	Training courses attended						40					40	
E ii	Participation and presentation of papers in seminars/conferences/workshop etc..		7.5	7.5	10	5	7.5	7.5	7.5	10	5	7.5	
E iii	Invited lectures or presentation for conference/symposia												
	TOTAL		182.5	182.5	185	180	222.5	182.5	182.5	185	180	222.5	

Declaration by the Candidate:

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Dr. N. Jagadeesh Kumar




Signature of the Lecturer

(N.JAGADEESH KUMAR)

Certification by the Principal:

I hereby certify the substantiating evidence and information furnished by the incumbent and found it to be true.


Devasthanams Educational Officer,
T.T. DEVASTHANAMS,
TIRUPATI.


Signature of the Principal
PRINCIPAL
S.G.S. ARTS COLLEGE
T.T.D., TIRUPATI.

ANNEXURE

FORM-A

PART-I

**[TO BE FILLED BY THE OFFICER REPORTED UPON]
[GO.Ms.No.144, Dt: 25-04-1998 OF GENERAL ADMN.(SER.C) DEPARTMENT]**

Name of the Officer:

I. A brief summary of duties and responsibilities (not more that 50 words)

II. Please specify important items of work in order of priority wherein quantities physical, financial targets/ objectives/goals where set for you or set by yourself for the reporting year and achievements made.

S.No	Item of Work	Physical of financial target/objective goal	Achievements

III. (a) In case of a shortfall of expected quality/ quantity of performance. Please state the reasons.

(b) Please indicate your contribution in case of significantly higher achievement of the target/goal/objective.

FORM –A

PART – II

Annual Confidential Report of Gazetteer Officers for the period from 01-06-2020 to 31-08-2020

1. Name of the Officer :
- 2 Appointment held during the year :
(with date) and pay scale of pay
3. General qualification and aptitude for :
Post held including any special or
Technical and professional
attainments
4. a) Acceptance or otherwise of the self :
Appraisal report of the Gazetted
Officer indicated in Part. I am if not
agreed to, the reasons therefore.

b) Manner in which the Officer :
Discharged his duties during the
year i.e., if satisfactory or otherwise
(specific instances of unsatisfactory
work if adversely commented on to
be cited with number and date of
orders passed)
5. Does the Officer exhibit :
a) Patience
b) Tack
c) Courtesy
d) Impartiality in his relations with the
Public and subordinate or superior
staff with whom he come in contact
- 6 Is the Officer :
(i) Of good Character
(ii) Of sound constitution
- 7 Is the Officer :
(i) Physically energetic
(ii) Mentally alert
- 8 How the Officer :
(i) initiative and drive
(ii) Powers of control
(iii) Powers of application
- 9 Has the officer any special :
characteristics And/or any outstanding
merits or abilities which would justify
his advancement and special
selection for high appointments in the
service?
- 10 Whether submitted the property :
statement periodically

Page - 2

- 11 Is he confirmed in this post if not, :
What is his substantive post?
- 12 Punishments, censures or special : Nil
commendations in the period under
report.
- 13 (a) Date of communication of adverse : -
remarks since last report
- (b) Orders on the representation if : -
any arising from (a) above.
- 14 General remarks (Comment general :
on the way the officer has carried out
his duties, estimate of his personality
etc)
- 15 Grading :
(i) Outstanding
(ii) Very good
(iii) Good
(iv) Satisfactory
(v) Poor
(Clearly indicate the reasons for
grading of the Officers)
- 16 Reporting Officer :

Date:

**Signature
Name and Designation
(In block letters)**

- 17 Remarks of the Countersigning Officer :

Date:

**Signature
Name and Designation
(In block letters)**

- 18 Opinion of the Head of the :
Department (when not reporting
Officer) on conduct and efficiency of
officer reported on.
- Date:

**Signature
Name and Designation
Head of the Department**

ANNEXURE
FORM OF RECORD SHEET TO ALL NON – GAZETTED GOVERNMENT
EMPLOYEES ELIGIBLE FOR APPOINTMENT TO NON SELECTION POSTS WITH
REFERENCE TO G.O.Ms.No.818, DT.28.11.2013

Department / Office		:	S.G.S. ARTS COLLEGE, TIRUPATI
Report for the year / period		:	
1.	Name of the Official in Block Letter & GIS. No.	:	
2.	Date of Birth	:	
3.	Community	:	
4.	Qualifications	:	
	a) Academic	:	
	b) Technical	:	
	c) Departmental Tests if any	:	
5.	Date if initial appointment in TTD with relevant ordersp	:	
6	a) Date of regularization in the initial cadre with relevant orders	:	
	b) Date of declaration of probation in the initial cadre with relevant orders	:	
7	Present post and date of appointment / joining thereto (with relevant orders)	:	
8	a) Date of regularization in the present cadre with relevant orders	:	
	b) Date of declaration of probation in the present cadre with relevant orders	:	
9	Total Service rendered in the present cadre	:	
10.	Date of Retirement	:	
11.	Punishment imposed / recorded warning issued, if any, during the period under report vide G.O./Letter/Memo.No.and dated(reasons for such punishment / warnings etc.,)	:	
12.	Letter of appreciation or any other form of award given for good work done vide G.O./Letter/Memo No. and date.	:	
13.	Whether charges of misconduct are framed by the competent authority and served on Government servant or a charge sheet has been filed against him in criminal court, as the case may be “	:	-
14.	Fit / Un-fit for promotion (Note: The competent authority, who writes “Un-fit for promotion” has to substantiate his remarks. Otherwise, they will be ignored).	:	
15.	Remarks if any	:	

Signature of the Reporting Officer

Name in Block Letters:

Designation:

TIRUMALA TIRUPATI DEVASTHANAMS S.G.S. ARTSCOLLEGE, TIRUPATI
ABSTRACT FORM OF STUDENT FEEDBACK ON TEACHER
2020-21

Name of the Teacher: Smt. K.Sridevi

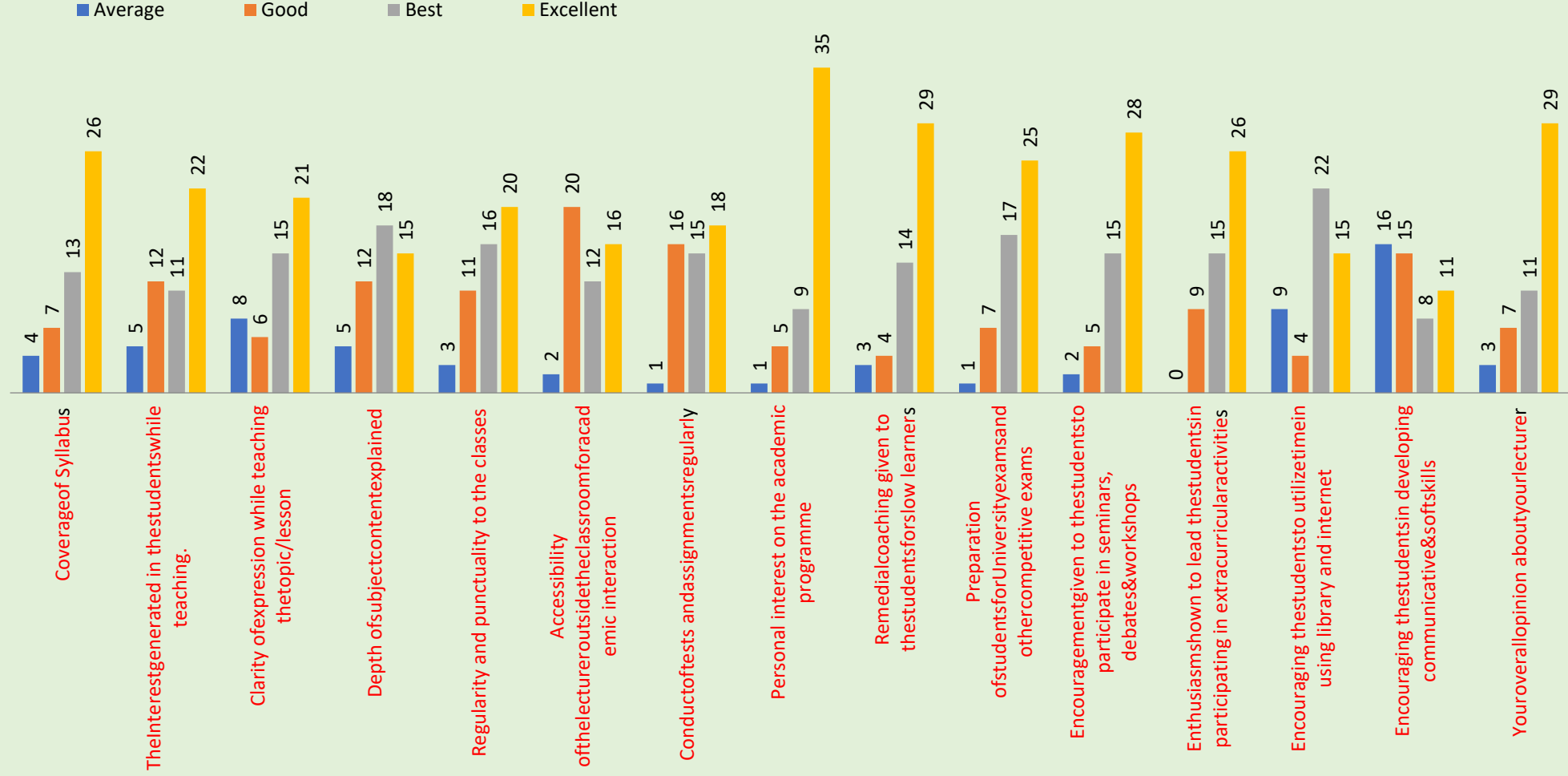
Class/Classes from which Feedback has been taken: I, II & III Years of MZC Group

Total No. of Students: 85

No. of Students given Feedback: 50

S.No	ITEM	RATING			
		Average	Good	Best	Excellent
1	Coverage of Syllabus	4	7	13	26
2	The Interest generated in the students while teaching.	5	12	11	22
3	Clarity of expression while teaching the topic/lesson	8	6	15	21
4	Depth of subject content explained	5	12	18	15
5	Regularity and punctuality to the classes	3	11	16	20
6	Accessibility of the lecturer outside the classroom for academic interaction	2	20	12	16
7	Conduct of tests and assignments regularly	1	16	15	18
8	Personal interest on the academic programme	1	5	9	35
9	Remedial coaching given to the students for slow learners	3	4	14	29
10	Preparation of students for University exams and other competitive exams	1	7	17	25
11	Encouragement given to the students to participate in seminars, debates & workshops	2	5	15	28
12	Enthusiasm shown to lead the students in participating in extra curricular activities	0	9	15	26
13	Encouraging the students to utilize time in using library and internet	9	4	22	15
14	Encouraging the students in developing communicative & soft skills	16	15	8	11
15	Your overall opinion about your lecturer	3	7	11	29
		63	140	211	336

Feedback Abstract



Feedback Abstract

