


S.G.S ARTS COLLEGE, TIRUCHANOOR ROAD, TIRUPATI
INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT COMMITTEE
ACADEMIC YEAR: 2022-23

To
The Principal

Schedule of the visit of internal Academic audit committee to the Departments. AAA committee members have visited various departments, Library, physical education department and office in the college as per following schedule between the dates 14-06-2023 to 17-06-2023. The schedule of teachers visit to various departments is as follows.

S.No	Names of committee members	Visit date	Department	Name of HOD
1	Sri.K. Bhaskaran Sri E Vijaya Bhaskar Sri S N Shammer	14-06-2023	English	Dr. V Madhu Kumar
			Telugu	Dr M. Madanna
			Sanskrit	Dr K.Koteswaraih
			Mathematics	P.Munibhaskar Rao
			Physics	DrK Ravindranatha Reddy
2	Dr. V Madhu Kumar Dr B.Umamaheswari Smt.T.Sakunthala Sri P.Munibhaskar Rao	15-06-2023	Computer Science	Sri P Udaya
			Statistics	DrDChandrakesavulu Naidu
			CT & HM	Dr.N.Jagadeesh Kumar
			Chemistry	Sri.D.Parameswara
			Microbiology	Dr. V.Venkatalakshmi
3	Sri P Udaya Sri.D.Parameswara Dr N.Jagadeesh Kumar Dr.V.Venkatalakshmi	16-06-2023	Economics	Sri E Vijaya Bhaskar
			Political Science	Sri.K. Bhaskaran
			History	Sri.K. Prathap
			Commerce	Dr B.Umamaheswari
			Botany	Smt.T.Sakunthala
			Zoology	Sri S N Shammer
			Biotechnology	Smt. B.Sulochana Rani
4	Dr D Chandrakesavulu Naidu DrK Ravindranatha Reddy Dr M. Madanna	17-06-2023	Office	Smt. A.Suseela
			Physical Education	Sri. P.Kumar
			Library	Dr. J.Kondala Rao


Co-ordinator
IQAC
S.G.S. Arts College
TIRUPATI.


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


Each point has given 5 credits and all 33 points have total 165credits.The grading is consider from percentile.

S.No	Department	Total	Percentage	Grade
1	ENGLISH	114	69.09	A
2	TELUGU	119	72.12	A+
3	SANSKRIT	117	70.91	A+
4	MATHS	102	61.82	A
5	PHYSICS	100	60.61	A
6	COMPUTER SC	114	69.09	A
7	STATISTICS	116	70.30	A
8	CT&HM	104	63.03	A
9	CHEMISTRY	118	71.52	A+
10	MICRO BIOLOGY	117	70.91	A+
11	ECONOMICS	104	63.03	A
12	POLITICAL SC	102	61.82	A
13	HISTORY	101	61.21	A
14	COMMERCE	106	64.24	A
15	BOTANY	117	70.91	A+
16	ZOOLOGY	105	63.64	A
17	BIO TECH	104	63.03	A

Scale for Gradation

A++	A+	A	B+	B	C	D
>80%	80-71	70-61	60-51	50-41	40-31	30-21


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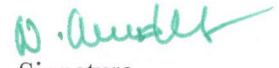

PRINCIPAL
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T.T.D., TIRUPATI.

Schedule:

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14-06-2023	English	Dr. V Madhu Kumar
	Telugu	Dr. M. Madanna
	Sanskrit	Dr. K.Koteswaraiah
	Mathematics	Sri.P.Munibhaskar Rao
	Physics	Dr K Ravindranatha Reddy
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	Statistics	Dr D Chandrakesavulu Naidu
	CT & HM	Dr.N.Jagadeesh Kumar
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	Physical Education	Sri. P.Kumar
	Library	Dr. J.Kondala Rao


Signature
In-charge of Academic Audit


Signature
IQAC Coordinator


Signature
Principal
PRINCIPAL
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INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT COMMITTEE

ACADEMIC YEAR: 2022-23

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			Library	Dr. J.Kondala Rao

S.G.S ARTS COLLEGE, TIRUCHANOOR ROAD, TIRUPATI

ACADEMIC YEAR: 2022-23

Report of internal academic and Administrative Audit

The AAA Committee has visited the departments as per the Schedule and the team has identified certain short comings which have to fulfill by the departments in the given time

Department: English

Date of Visit: 14-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Extension activity of the department is not satisfactory	Analysis report of HOD can be improved
2	innovative teaching- learning methods employed in teaching – learning are satisfactory.	
3	Overall contribution towards college developmental (Committee) work of the faculty is not satisfactory	contribution towards college developmental work should be improved

Department: Telugu

Date of Visit: 14-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Preparation and adherence Academic Calendar and Teaching Plans are not satisfactory	Department should adhere the Academic Calendar and Teaching Plan
2	Attendance records are not maintained properly	

Department: Sanskrit

Date of Visit: 14-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Internal marks details : Displayed marks sheets along with signature of principle are not satisfactory	Put more emphasis on maintaining the records
2	Daily dairy record of the staff is good	

Department: Mathematics

Date of Visit: 14-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Preparation and adherence Academic Calendar and Teaching Plans are not satisfactory	Department should adhere the Academic Calendar and Teaching Plan
2	Achievements of the department both faculty and students are satisfactory	

3	E-Content development activity of the department is good	
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Department: Physics

Date of Visit: 14-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Teachers professional development programmes are satisfactory	
2	Daily dairy record of the staff is not satisfactory	Complete the Daily dairy

Department: Chemistry

Date of visit: 15-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Online certificate programmes are not conducted	Department should focus more on Online certification programmes
2	Teachers attending professional development programmes are satisfactory	
3	Daily dairy record of the staff is good	

Department: Microbiology

Date of visit: 15-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Student field Projects are not satisfactory	Put more focus on Student field Projects
2	Online certification programmes are conducted	

Department: CT&HM

Date of Visit: 15-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Student field Projects are not satisfactory	Put more focus on Student field Projects
2	Research work of the department is good	

Department: Statistics

Date of Visit: 15-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Internal and university assessments are maintained	
2	Work load distribution is not satisfactory	Analysis report of HOD should be improved

Department: Computer Science

Date of Visit: 15-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Overall contribution towards college developmental (Committee) work of the faculty is not satisfactory	contribution towards college developmental work should be improved
2	Common test-Attendance sheets and Marks sheets are maintained	
3	The record of prominent alumni and progression record of outgoing students is good	
4	Student – Computer ratio is poor	

Department: Economics

Date of Visit: 16-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Research work of the department is good	
2	Use of ICT class room and innovative teaching method is not satisfactory	Put more emphasis on the use of ICT class room and innovative teaching

Department: Political Science

Date of Visit: 16-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Extension activity of the department is satisfactory	
2	Programs like Nationals festivals, Birth anniversaries etc. are organized	
3	Research work of the department is poor	Department should focus more on research

Department: History

Date of Visit: 16-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Tutor-Ward files and its analysis submissions are not satisfactory	Tutor-Ward files should be maintained
2	Online certification programmes are not conducted	Department should focus more on Online certification programmes

Department: Commerce

Date of Visit: 16-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Workload distribution is satisfactory	
2	Extension activity of the department is satisfactory	
3	Use of ICT class room and innovative teaching method is not satisfactory	Put more emphasis on the use of ICT class room and innovative teaching

Department: Botany

Date of Visit: 16-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Student field Projects are good	
2	Online certification programmes are not conducted	Department should focus more on Online certification programmes

Department: Zoology

Date of Visit: 16-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Research work of the department is good	
2	Preparation and adherence Academic Calendar and Teaching Plans are not satisfactory	Department should adhere the Academic Calendar and Teaching Plan

Department: Bio-Technology

Date of Visit: 16-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Preparation and adherence Academic Calendar and Teaching Plans are not satisfactory	Department should adhere the Academic Calendar and Teaching Plan
2	Students participation in extension activities is satisfactory.	

Department: Physical Education

Date of Visit: 17-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Indoor games infrastructure is not satisfactory	Infrastructure should be improved
2	Students participation in university ,State , national events is satisfactory	Emphasis should be provided on student participation in International Events
3	Student faculty ratio is not satisfactory	

Library

Date of Visit: 17-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Digital library is not available	
2	Separate reading room for staff is not provided	Staff should be provided separate reading room

Office

Date of Visit: 17-06-2023

S.No	AAA committee observations	AAA committee suggestions
1	Students are enrolled as per government norms	
1	Online scholarships are implemented effectively	
2	Proper implementation of grants is observed	
4	Office running is not satisfactory	Co-ordination among office staff is needed

S.G.S ARTS COLLEGE, TIRUCHANOOR ROAD, TIRUPATI

Analysis of academic and administration audit

Academic year 2022-23

S · N o	Verification points	ENGLISH	TELOGU	SANSKRIT	MATHS	PHYSICS	COMPUTER SC	STATISTICS	CT&HVI	CHEMISTRY	MICRO BIOLOGY	ECONOMICS	POLITICAL SC	HISTORY	COMMERCE	BOTANY	ZOOLOGY	BIO TECH
1	Daily dairy	4	3	4	4	3	3	4	3	3	3	3	4	4	4	4	4	3
2	Perspective plan of the department	3	3	4	3	3	4	3	3	4	4	3	3	3	3	4	3	3
3	Analysis reports of the HOD	3	4	4	4	3	4	3	4	3	3	3	3	3	3	3	4	4
4	Attendance records	3	3	4	3	3	4	4	3	3	3	3	3	3	3	4	4	3
5	Work load distribution	3	3	3	3	3	4	3	3	4	3	3	3	3	3	4	4	4
6	Departmental time tables	3	3	4	3	3	4	4	3	3	3	4	3	3	3	4	3	3
7	Use of ICT classrooms and innovative teaching-learning methods employed	4	4	3	3	3	3	3	3	3	4	3	3	3	3	4	3	3

S · N o	Verification points	ENGLISH	TELEGU	SANSKRIT	MATHS	PHYSICS	COMPUTER SC	STATISTICS	CT&HMI	CHEMISTRY	MICRO BIOLOGY	ECONOMICS	POLITICAL SC	HISTORY	COMMERCE	BOTANY	ZOOLOGY	BIO TECH
8	Co-Curricular activity files subject association related to students	3	3	3	3	3	3	3	3	4	4	3	3	3	4	4	3	3
9	Lectures-series	3	3	3	3	3	4	4	3	4	3	3	3	3	4	3	3	3
10	Extension activity files	3	4	3	3	3	4	3	4	4	4	3	3	3	3	3	3	4
11	Internal and university assessments	4	3	4	3	3	4	3	3	4	4	3	3	3	3	4	3	3
12	Unit tests: Attendance sheets & Marks sheets	3	4	4	3	3	3	3	3	4	4	3	3	3	4	4	3	3
13	Common test : Attendance sheets & Marks sheets	4	3	4	3	3	4	4	3	3	3	4	3	3	4	3	3	3
14	Internal marks details : Displayed marks	3	4	3	3	3	4	4	3	4	4	3	3	3	3	4	3	3

S · N o	Verification points	ENGLISH	TELEGU	SANSKRIT	MATHS	PHYSICS	COMPUTER SC	STATISTICS	CT&HMI	CHEMISTRY	MICRO BIOLOGY	ECONOMICS	POLITICAL SC	HISTORY	COMMERCE	BOTANY	ZOOLOGY	BIO TECH
	sheets along with signature of principle																	
15	University result analysis done by department	4	4	4	3	3	4	3	3	3	3	3	3	3	3	4	3	3
16	Study tours/Seminars/ Group discussions/Excursions/workshops /Internships/Visits	4	3	3	3	3	4	3	3	3	3	3	3	3	3	4	3	3
17	Practicing e-Assignments	3	4	4	3	3	3	4	3	4	3	4	3	3	3	4	3	3
18	Minutes with action taken of the departmental meetings	4	4	4	3	3	3	3	3	4	4	3	3	3	3	3	3	3

S · N o	Verification points	ENGLISH	TELOGU	SANSKRIT	MATHS	PHYSICS	COMPUTER SC	STATISTICS	CT&HMI	CHEMISTRY	MICRO BIOLOGY	ECONOMICS	POLITICAL SC	HISTORY	COMMERCE	BOTANY	ZOOLOGY	BIO TECH
19	Corporate life/ university appointments	4	4	4	3	3	4	3	3	4	3	3	3	3	3	3	3	4
20	PBAS formats	4	3	4	3	3	3	4	3	3	4	3	3	3	3	4	3	3
21	Prominent alumni and progression record of the outgoing students	3	4	3	3	3	3	4	3	3	4	3	3	3	3	4	3	3
22	Contribution towards college developmental (committee) work	3	4	3	3	3	3	4	3	4	3	3	3	3	3	3	3	3
23	Research contribution : All kinds of publications & guidance	3	3	3	3	3	3	4	4	4	3	3	3	3	3	4	3	3
24	MOU/Lin kage	3	4	3	3	3	3	3	3	3	4	4	3	3	3	3	3	3
25	Annual budget	4	4	4	3	3	4	4	3	4	4	3	4	3	3	4	3	3

S · N o	Verification points	ENGLISH	TELOGU	SANSKRIT	MATHS	PHYSICS	COMPUTER SC	STATISTICS	CT&HMI	CHEMISTRY	MICRO BIOLOGY	ECONOMICS	POLITICAL SC	HISTORY	COMMERCE	BOTANY	ZOOLOGY	BIO TECH
2 6	Stock verification	3	4	3	3	3	3	4	3	4	3	4	3	3	3	3	3	3
2 7	Tutor-Ward files and its analysis submissions	4	4	3	3	3	3	4	3	3	4	3	4	3	3	3	4	3
2 8	Annual report of the department	3	4	4	3	3	3	4	4	4	4	3	3	3	3	3	3	3
2 9	Achievements of the department both faculty and students	4	4	4	3	3	3	4	3	4	4	3	3	4	3	3	3	3
3 0	Course run certificate (COP)/Diploma/Value added /Add on	4	4	4	3	3	3	3	3	3	4	3	3	3	3	3	3	3
3 1	E-Content development	4	4	4	4	4	4	3	3	4	3	3	3	3	4	4	4	4
3 2	Placements	3	4	3	3	3	3	4	4	4	4	3	3	3	4	3	3	3

S · N o	Verification points	ENGLISH	TELEGU	SANSKRIT	MATHS	PHYSICS	COMPUTER SC	STATISTICS	CT&HMI	CHEMISTRY	MICRO BIOLOGY	ECONOMICS	POLITICAL SC	HISTORY	COMMERCE	BOTANY	ZOOLOGY	BIO TECH
33	Student progression record	4	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3
	Total	114	119	117	102	100	114	116	104	118	117	104	102	101	106	117	105	104

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Academic year 2022-23

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SGS ARTS COLLEGE, TIRUPATHI		
DEPARTMENTAL ACADEMIC CALENDAR :: 2022-23		
Department : Chemistry		
Sl.No.	Description	Schedule
1	College reopening & commencement of III semesters	21-10-2022
2	industrial internship for IV semester students	21-10-2022 to 30-11-2022
3	College reopening & commencement of I semester	07-11-2022
4	Commencement of class work for V semester students	01-12-2022
5	First internal Assessment for I, III & V Semesters of I st , 2nd & 3rd year Degree courses.	03-01-2023 to 10-01-2023
6	Pongal Holidays	11-01-2023 to 17-01-2023
7	Second internal Assessment for I, III & V Semesters of I st , 2nd & 3rd year Degree courses.	20-02-2023 to 28-02-2023
8	Internal practical examinations for I, III & V Semesters of I st , 2nd & 3rd year Degree courses.	01-03-2023 to 04-03-2023
9	Closer of instructions for I, III & V Semesters of I st , 2nd & 3rd year Degree courses.	09-03-2023
10	Commencement of theory examinations for I & III semesters	10-03-2023 to 28-03-2023
11	Closer of instructions for V Semesters of 3rd year Degree courses.	31-03-2023
12	Commencement of theory examinations for V semester	01-04-2023 to 26-04-2023
13	Commencement of class work for II & IV semester	29-03-2023
14	First internal Assessment for II & IV Semesters of I st & 2nd year Degree courses.	24-04-2023 to 29-04-2023
15	Summer vacation	01-05-2023 to 31-05-2023
16	Second internal Assessment for II & IV Semesters of I st & 2nd year Degree courses.	24-06-2023 to 30-06-2023
17	Closure of instructions for II & IV semester	07-07-2023
18	Commencement of theory examinations for II & IV semester	15-07-2023 to 09-08-2023
19	Internal practical examinations for II & IV Semesters of I st & 2nd year Degree courses.	04-08-2023 to 05-08-2023