



Dr. Lankapalli Bullayya College of Engineering (for Women)

(Sponsored by The Society for Collegiate Education, Visakhapatnam, A.P.)

Affiliated to Andhra University & Approved by AICTE

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Internal Quality Assurance Cell
ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)
ACADEMIC YEAR: 2018-2019

Date of Audit: 24-07-2019

Audit Member-1: Dr.J.BABU
Audit Member-2: Dr.G.KARUNAKAR

(The activities are to be graded on the following scale)

Excellent	Good	Satisfactory	Needs improvement
4	3	2	1

Details of Programmes in the institution:

S.No	Name of the Programme	Sanctioned Seats	Students Admitted	EWS Seats filled	Total Students Admitted
1	Civil Engineering	60	20	0	20
2	Computer Science and Engineering	120	120	0	120
3	Electronics and Communication Engineering	120	98	0	98
4	Electrical and Electronics Engineering	60	19	0	19
	Total	360	257	0	257

Criterion 1 – Curricular Aspects					
S. No	Metric No	Description	Weightage	HEIs Input	Grade Points
1	1.1.1.	The Institution ensures effective curriculum delivery through a well-planned and documented process	10	Institution has implemented the effective curriculum delivery through a well-planned and documented process.	4
2	1.1.2.	Number of certificate/diploma program introduced	5	Number of certificate/diploma program introduced Nil	0
3	1.1.3.	Participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council	5	Full time teachers of the institution participate in Design and Development of Curriculum for Add on Courses, Evaluation process of the Andhra University	4
4	1.2.1	New Courses introduced of the total number of courses across all Programmes offered .	10	In the 2018-2019 Regulations of Andhra University, New Courses were introduced across all the Programmes.	4
5	1.2.2	Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented (current year data)	10	Elective course system has been implemented for all the Programmes.	4
6	1.2.3.	Average students enrolled in subject related Certificate/ Diploma programs/ Add-on programs as against the total number of students	10	764 Students enrolled in Add- on courses and also completed these courses	3
7	1.3.1.	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	10	Institution has imparted the courses relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability as per the University Curriculum	4
8	1.3.2.	Number of value added courses imparting transferable and life skills offered	15	value added courses conducted 6	2
9	1.3.3.	Students undertaking field projects/ internships (current year data)	5	Students have completed field Projects. Students have completed internships.	4

10	1.4.1.	Structured feedback received from 1) Students 2)Teachers 3)Employers 4)Alumni 5)Parents for design and review of syllabus-Semester wise/ year wise	10	Institution obtained feedback from the stakeholders	2
11	1.4.2	Feedback process of the Institution may be classified as follows: A. Feedback collected, analysed and action taken and feedback available on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	10	Feedback collected, analysed, and action taken.	4

Criterion 2- Teaching- Learning and Evaluation

S. No	Metric No	Description	Weightage	HEIs Input	Grade Points
12	2.1.1	Average Percentage of students from other States and Countries	10	Number of students from other states and countries year wise during the year: 2	1
13	2.1.2	Average Enrolment percentage	10	Students enrolled:257	3
14	2.1.3.	Average seats filled against seats reserved for various categories as per applicable reservation policy	10	Seats filled against seats reserved for various categories: 184	3
15	2.2.1	The institution assesses the learning levels of the students, after admission and organises special Programmes for advanced learners and slow learners	30	The faculty members assessed the learning levels of the students in the Mid Examinations and conducted Remedial Classes for the slow Learners. Few GATE Classes were conducted for advanced learners	4
16	2.2.2.	Student- Full time teacher ratio (current year data)	10	Faculty members are appointed as per 20: 1 Ratio	4
17	2.2.3.	Differently abled students (Divyangjan) on rolls	10	Number of differently abled students on rolls: Nil	0
18	2.3.1.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	20	Different Student centric Methods were implemented.	4
19	2.3.2.	Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-Learning resources etc.	10	Teaching using ICT Tools also implemented in effective teaching-learning process.	4
20	2.3.3.	Ratio of students to mentor for academic and stress related issues	10	Mentor to students Ratio 1:20	4
21	2.3.4.	Innovation and Creativity in teaching-learning	10	Innovation and Creativity in teaching- learning adopted.	4
22	2.4.1.	Average full time teachers against sanctioned posts	15	Full time teachers:74	4
23	2.4.2.	Average full time teachers with Ph. D.	20	Twenty one Faculty members have Ph. D	3
24	2.4.3.	Teaching experience of full time teachers in number of years(current year data)	10	Average teaching experience of full time teachers in the same institution: 8.8	3

25	2.4.4.	Full time teachers who received awards, recognition, fellowship at State, National, International level from government, recognized bodies.	15	Nil	0
26	2.4.5.	Average full time teachers from other States against sanctioned posts.	20	Average full time teachers from other States against sanctioned posts :Nil	0
27	2.5.1.	Reforms in Continuous Internal Evaluation (CIE) System at the Institutional level	15	As it is an affiliated college, it has no role in implementing the reforms in Continuous Internal Evaluation (CIE) System	0
28	2.5.2.	Mechanism of internal assessment is transparent and robust in terms of frequency and variety	15	Internal assessment Mechanism is transparent.	4
29	2.5.3.	Mechanism to deal with examination related grievances is transparent, time-bound and efficient	10	Grievance redressal system is transparent, time- bound and efficient	4
30	2.5.4	The Institution adheres to the academic calendar for the conduct of CIE	10	The Institution adheres to the University academic calendar for the conduct of Internal Examinations	4
31	2.6.1.	Programme outcomes, Programme specific outcomes and course outcomes for all Programme offered by the institution are stated and displayed on website and communicated to teachers and students.	10	Course Outcomes (COs) of all the courses were prepared by Teachers. Course Outcomes, Programme specific outcomes, Programme Outcomes are displayed on the Institute website for the awareness of students.	4
32	2.6.2.	Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution.	10	Attainment of Course Outcomes (COs) are evaluated by the Course Instructors and Programme Outcomes Attainment has also been evaluated.	4
33	2.6.3.	Average pass Students	20	Number of final year students who appeared:309 Number of final year students who passed the university examination: 272	3
34	2.7.1.	Online student satisfaction survey regarding teaching learning process	50	Online student satisfaction survey not Conducted	0

Criteria 3- Research, Innovations and Extension					
S. No	Metric No	Description	Weightage	HEIs Input	Grade Points
34	3.1.1	Grants for research projects sponsored by the government and non government sources such as industry, corporate houses, international bodies, endowment, Chairs in the institution (INR in Lakhs)	3	No grants Received	0
35	3.1.2	Teachers recognized as research guides at present.	3	Teachers recognized as research guides at present :Nil	0
36	3.1.3	Number of research projects per teacher funded by government and non government agencies	7	No Research projects funded by government and non-government agencies .	0
37	3.2.1	Institution has created an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge	5	No Incubation centre Provided	0
38	3.2.2	Number of Workshops/ seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices	5	Conducted Ten Workshops on Seminars including on Research Methodology, Intellectual Property Rights (IPR) and Entrepreneurship	4
39	3.3.1	The institution has a stated Code of Ethics to check malpractices and plagiarism in Research.	1	Not available	0
40	3.3.2	The institution provides incentives to teachers who receive state, national and international recognition/ awards	1	Not available	0
41	3.3.3	Number of Ph.D's awarded per teacher	4	NIL	0
42	3.3.4	Number of research papers per teachers in the Journals notified on UGC website	10	Six Research papers published	2
43	3.3.5	Number of books and chapters in edited volumes/books published and papers in national/ international conference-proceedings per teacher	8	Fourteen books and chapters and Papers published in national/ international conference proceedings	3
44	3.4.1	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development	20	Seven Extension activities are carried out in the neighborhood community	3

45	3.4.2.	Number of awards and recognitions received for extension activities from government/ recognized bodies	5	Seven Awards and recognitions received for extension activities from government bodies	3
46	3.4.3.	Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc.,	15	Seven extension and outreached Programmes conducted	3
47	3.4.4.	Students participating in extension activities with Government Organization, Non-Government Organizations and Programmes such as Swachh Bharat, AIDs awareness, Gender issue etc.	20	Students Participate in Extension Activities such as Swachh Bharat, AIDs awareness, Gender issue etc.	4
48	3.5.1.	Number of linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc	10	Number of linkages for Faculty exchange, Student exchange, Internship, Field trip:8	3
49	3.5.2.	Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. (Only functional MoUs with ongoing activities to be considered)	10	Number of collaborations: 8	3

Criterion 4 - Infrastructure and Learning Resources

S. No	Metric No	Description	Weightage	HEIs Input	Grade Points
50	4.1.1	The Institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	5	The Institution has adequate facilities for teaching- learning Classrooms and Laboratories, Computer labs were provided	4
51	4.1.2	The Institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc. and cultural activities	5	Institution has facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga center.	4
52	4.1.3	classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (current year data)	10	Classrooms and seminar halls with ICT- enabled facilities were Provided	4
53	4.1.4	Average budget allocations, excluding salary for infrastructure augmentation (INR in Lakhs)	10	Expenditure, excluding salary for infrastructure augmentation 44.93142.	4
54	4.2.1	Library is automated using Integrated library Management System (ILMS)	5	ILMS Software is available	4
55	4.2.2	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment	2	Library had rare books, manuscripts, special reports or any other knowledge resources	4
56	4.2.3	Does the institution have the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga membersip 4. e-books 5. Databases	3	Library subscribed Print and Online Journals	3
57	4.2.4	Average annual expenditure for purchase of books and journals	5	Average annual expenditure for purchase of books 1,899	2
58	4.2.5.	Availability of remote access to e-resources of the library	1	remote access to e-resources of the library available	4
59	4.2.6	Percentage per day usage of library by teachers and students (current year data)	4	Teachers and students uses the Library and login data available	4
60	4.3.1.	Institution frequently updates its IT facilities including Wi-Fi	10	Institution updates its IT facilities including Wi-Fi	4
61	4.3.2.	Student – Computer ratio	10	Student – Computer ratio 1283:260	4
62	4.3.3.	Available bandwidth of internet connection in the Institution	9	Internet Bandwidth: 8MBps	4

63	4.3.4.	Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)	1	Not available	0
64	4.4.1	Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage (INR in Lakhs)	10	Rs. 120.86594 Lakhs spent for on maintenance of infrastructure	4
65	4.4.2.	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	10	College has established Procedures for Maintaining and utilizing Physical, Academic and Support facilities include Classrooms, Laboratory, Computers, Library, Sports facilities.	4

Criterion 5- Student Support and Progression					
S. No	Metric No	Description	Weightage	HEIs Input	Grade Points
66	5.1.1	Average students benefited by scholarships and freeships provided by the Government	12	821 Students received Government Scholarship	3
67	5.1.2	Average students benefitted by scholarships, freeships etc. provided by the institution besides government schemes	12	No students benefitted	0
68	5.1.3.	Number of capability enhancement and development schemes 1. Guidance for competitive examinations 2. Career counselling 3. Soft skill development 4. Remedial coaching 5. Language lab 6. Bridge courses 7. Yoga and meditation 8. Personal Counselling	10	Guidance for competitive examinations Career counselling Soft skill development Remedial coaching Language lab Bridge courses Personal Counselling	4
69	5.1.4.	Average student benefitted by guidance for competitive examinations and career counselling offered by the Institution	10	Conducted Training Programme for Competitive Examinations. Students participated: 296 Conducted Career counselling Programme Students participated: 312	3
70	5.1.5.	Average students benefitted by Vocational Education and training (VET)	5	No students benefitted	0
71	5.1.6.	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	1	Conducted Awareness Programme on Anti Ragging. Conducted the Meeting of Student Grievances Redressal Committee. Conducted the Meeting of Internal Complains Committee. Conducted the Meeting of Anti Ragging and Discipline Committee.	4

72	5.2.1	Placement of outgoing students	20	Students Placed:2	1
73	5.2.2.	student progression to higher education (previous graduating batch)	20	Student progression to higher education:2	1
74	5.2.3.	Average students qualifying in state/national/ international level examinations (eg: NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	5	Average students qualifying in state/national/ international level examinations :1	1
75	5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one)	15	Number of Awards: 3	1
76	5.3.2	Presence of an active Student council & representation of students on academic & administrative bodies/ committees of the Institution	5	Student council is in function.	4
77	5.3.3.	Average number of sports and cultural activities/competitions organised at the institution level per year	5	Number of sports and cultural programs in which students participated: 04	2
78	5.4.1	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and nonfinancial means	4	Alumni Association is functional. Not yet Registered	2
79	5.4.2	Alumni contribution (INR in Lakhs)	4	NIL	0
80	5.4.3	Number of Alumni Association / Chapters meetings held	2	Conducted Alumni Association Meetings	4

Criterion 6- Governance, Leadership and Management					
S. No	Metric No	Description	Weightage	HEIs Input	Grade Points
81	6.1.1	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution	5	The governance and leadership is in accordance with vision and mission of the Institution.	4
82	6.1.2	The institution practices decentralization and participative management	5	The institution has implemented decentralization in administration and functioning.	4
83	6.2.1	Perspective/Strategic plan and Deployment documents are available in the institution	2	Institutional Strategic/ Perspective Plan has been in practice.	4
84	6.2.2	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism	2	Institute has established the different institutional committees. Institute has formulated the Administrative Manual, appointment and service rules, Policies.	4
85	6.2.3.	Implementation of e-governance in areas of operation 1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination	4	Institution has Implemented E-Governance in different areas of its operation. MS Office and E-mails are used for the purpose of Academic Planning and Development. MS Office and E-mails are used for regular Administration purpose. Tally Software is used for preparation of Staff Salaries. MS Office is used for maintaining for the purpose of Student Admission details. Students were provided with Online Fee Payment facility.	4
86	6.2.4	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions	2	Various bodies in institution conducts minutes of meetings and also implement their resolutions.	4

87	6.3.1	The institution has effective welfare measures for teaching and non-teaching staff	9	Staff Members provided with EPF, ESIC, Maternity Leaves, Medical Leaves	4
88	6.3.2	Average teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies	6	Teachers provided with financial support: 44	4
89	6.3.3	Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff	5	Non-Teaching Staff participated in ATPs: 32	4
90	6.3.4	Average teachers attending professional development Programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes	5	Teaching Staff participated in FDPs: 64	4
91	6.3.5	Institution has Performance Appraisal System for teaching and non-teaching staff	5	Institution has Performance Appraisal System for teaching and non-teaching staff	4
92	6.4.1	Institution conducts internal and external financial audits regularly	4	Institution has conducts financial internal audit external audit	4
93	6.4.2	Funds / Grants received from non-government bodies, individuals, philanthropers	8	No Funds Received	0
94	6.4.3	Institutional strategies for mobilisation of funds and the optimal utilisation of resource	8	Institute has constituted a Finance Committee, which looks after optimal utilization of resources	4
95	6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes	8	IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes	4
96	6.5.2	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms	8	IQAC has implemented Quality initiatives on Teaching Learning, Skill Development.	4
97	6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year	3	Average number of quality initiatives by IQAC for promoting quality culture per year: Nil	0

98	6.5.4	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements 2. Academic Administrative Audit (AAA) and initiation of follow up action 3. Participation in NIRF 4. ISO Certification 5. NBA or any other quality audit 	6	<p>Internal Quality Assurance Cell Committee has conducted the Meetings Quarterly.</p> <p>Institution has applied for NIRF Ranking.</p> <p>Audit on Quality Management System has been conducted by External Agency.</p>	3
99	6.5.5	Incremental improvements made for the current academic year	5	Incremental improvements made for the current academic year: Nil	0

Criterion 7 - Institutional Values and Best Practices					
S. No	Metric No	Description	Weightage	HEIs Input	Grade Points
100	7.1.1	Number of gender equity promotion Programmes organized by the institution	5	Institution has conducted the programs on promotion of gender equity.	4
101	7.1.2	Institution shows gender sensitivity in providing facilities such as: a) Safety and Security b) Counselling c) Common Room	5	CCTV Cameras are available in the campus to monitor the Safety and Security of Girl Students, Women Staff. Women Empowerment Cell has been conducting the Counselling Sessions to Girl Students as per requirement. Separate Room has been provided for Girl Students, Women Staff.	4
102	7.1.3	Annual power requirement of the Institution met by the renewable energy sources (current year data)	1	Renewable energy sources are not available.	0
103	7.1.4	Annual power requirements met through LED bulbs (Current year data)	1	LED bulbs are available in the campus.	4
104	7.1.5	Waste Management steps including: • Solid waste management • Liquid waste management • E-waste management	3	Compost bins are available.	3
105	7.1.6.	Rain water harvesting structures and utilization in the campus	1	Rain water harvesting Bore well /Open well recharge Construction of tanks and	4
106	7.1.7.	Green Practices • Students, staff using a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants	2	Institute has green campus initiatives	4
107	7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the year (INR in Lakhs)	2	Average percentage expenditure on green initiatives and waste management excluding salary component during the year:Nil	0

108	7.1.9	Resources available in the institution: 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify)	10	Physical facilities Provision for lift Ramp / Rails Rest Rooms Special skill development for differently abled students	4
109	7.1.10	Number of Specific initiatives to address locational advantages and disadvantages	5	Nil	0
110	7.1.11	Number of initiatives taken to engage with and contribute to local community (Not addressed elsewhere)	5	Nil	0
111	7.1.12	Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff	1	Code of conduct Handbook is available	4
112	7.1.13	Display of core values in the institution and on its website	1	Core values have been displayed in the institution and on its website	4
113	7.1.14	The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other	1	Institute has sensitized the students and employees towards the constitutional obligations, values, rights, duties and responsibilities of citizens	4
114	7.1.15	The institution offers a course on Human Values and professional ethics	1	Institution has organized programs on Professional ethics for Students.	4
115	7.1.16	The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	1	The institution has been functioning as per guidelines prescribed by statutory bodies and regulatory authorities like AICTE, New Delhi and Andhra University, Visakhapatnam, APSCE, Govt of Andhra Pradesh.	4

116	7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties	2	Few activities conducted for promotion of human values, national values, national integration, communal harmony. Republic Day, Independence Day Different Festivals	3
117	7.1.18	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities	1	Institution organized birth anniversaries of Mahatma Gandhi, Dr BR Ambedkar.	3
118	7.1.19	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions	2	Institution maintains complete transparency in its financial, academic, administrative and auxiliary functions through the Institutional Committees like Finance Committee, Academic Committee, Administration Committee	4
119	7.2.1	Two institutional best practices (as per NAAC format given in next page)	30	Best Practice 1: Implementing Teaching Learning Methods and Conducting Remedial Classes to enhance the Performance of Students Best Practice 2: Involving Students as active practitioners of Green Initiatives and Environmental Conservation both within the Campus and beyond.	4
120	7.3.1	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust	20	The College has to a great extent achieved its set objective of institutional distinctiveness using women empowerment as a tool for Societal improvement.	4

18-19
24-7-2019

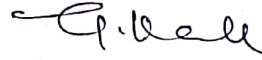
Criteria		Weightage	Grade Points
Criterion 1	Curricular Aspects	100	320
Criterion 2	Teaching-Learning and Evaluation	350	880
Criterion 3	Research, Innovations and Extension	110	324
Criterion 4	Infrastructure and Learning Resources	100	383
Criterion 5	Student Support and Progression	140	202
Criterion 6	Governance, Leadership and Management	100	330
Criterion 7	Institutional Values and Best Practices	100	342
Total		1000	2771
Overall CGPA:70%			

Suggestions:

1. Certificate or Diploma courses should introduce.
2. Need to encourage the faculty members to publish the papers in reputed Journals and Conferences
3. Need to Apply for Funds/Grants from non-government bodies.
4. Institute should provide incentives to teachers who receive state, National and international recognition/awards
5. Vocational Education training need to be provided for students.
6. Need to improve the Admission of Students into Higher education.



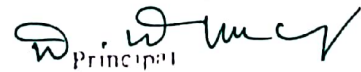
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