Geethanjali College of Pharmacy

APPROVED BY AICTE, PCI NEW DELHI, PERMANENTLY AFFILIATED TO JNTUH, ACCREDITED BY NAAC A+ GRADE, NBA (B.PHARMACY), NIRF, RECOGNISED UNDER UGC SECTION 2(f) & 12(E) of UGC Act, 956, DS.R-SIRO, HI/BI OF MSME, ISO 9001:2015 CERTIFIED, AMC of PvP. CHEERYAL (V), KEESARA (M), MEDCHAL DIST. TS- 501301

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (AY 2022-23)

* Grade: A: Very Good, B: Good, C: Adequate, D: Deficient

S. No	Criterion	Status		Grade	Exhibits observed	Remarks of Audit Team
		As assessed by institution	As observed by Audit Team			
	VISION, MISSION AND PEOs	—	—	—	—	—
I	1. Are vision and mission statements of the Institute available?	Yes	Yes	A	Present on website & college premise	Good
	2. Are the PEOs available	Yes	Yes	A	Present & Displayed	Good
	3. Does the Institute follow a defined process for defining vision, mission and PEOs with the participation of all stakeholders-internal and external stake holders?	Yes	Yes	A	Both internal & External stake holders are involved	Good

PROGRAM CURRICULUM AND TEACHING-LEARNING (T AND L) PROCESS

Program Curriculum

II						
	1.The Institution ensures effective curriculum delivery through a well-planned and documented process and adheres to the academic calendar	Yes	Yes	A	Maintained & documented	Good
	Teaching – Learning Process					
	1. Is evidence of pedagogical initiatives taken, such as collaborative learning, ICT supported teaching etc available?	yes	yes	B	Individual staff utilize tools	Good
	2. Does a process exist to identify bright and weak students?	yes	Yes	A	Identified & Presented	Good
	3. Do faculty in the institute practice innovative TL practices such as • Collaborative Learning Yes/No ✓ • Experiential Learning Yes/No ✓ • Facilitating interaction with various experts in the field through Guest Lectures, Industrial Visits, Field trips Yes/No ✓ • ICT Tools Yes/No ✓	Yes	Yes	A	→ Class room well furnished with projectors → ICT tools are facilitated	→ Suggested improvents
	4. Is continuous assessment in the laboratory done systematically?	yes	Yes	A	Lab manuals & Jobs cards	Good

Question					
5. Is a well-defined process followed in the design and validation of question papers as well as for scheme of evaluation of mid-term and semester end examinations?	Yes	Yes	A	Followed as per NBA COs	v. Good
6. Are questions mapped with course outcomes, and Blooms Taxonomy levels?	Yes	Yes	A	well framed	Good
7. Do the assignments given to students facilitate attainment of COs as well as higher levels of Bloom's Taxonomy?	Yes	Yes	A	All semesters test gamuts as per COs	Good
8. Is a well-defined process followed for identification of student projects and allocation of guide(s)?	Yes	Yes	A	Well framed project known	Good
9. Are the projects relevant to the POs and do they contribute to their attainments?	Yes	Yes	A	Students will attein po's	Good
10. Is a well-defined process followed for monitoring and evaluation of the projects and for assessing individual and team performance?	Yes	Yes	A	Project evaluation comittes are pvents	Good
11. Are students encouraged to undergo internships or summer training?	Yes	Yes	A	placed & waing comitted plan before eated	Good
12. Is following feedback is collected, Feedback from students Feedback from faculty Feedback from Industry	Yes	Yes	A	Verified	Good

	Feedback from Alumni					
	13. Is Impact analysis of feedbacks is made and action taken on the basis of the results of the analysis?	yes	yes	B	Documents maintained	Good
	14. Average percentage of student complaints / grievances received and action taken	Yes	Yes	B	Separate committee allotted	Good
	15. Average percentage of student complaints / grievances about evaluation against total number of students appeared in the examination during last academic year	yes	yes	A	—	Good
III	**COURSE OUTCOMES AND PROGRAM OUTCOMES**					
	1. Are CO s defined for every course?	yes	Yes	A	Well framed	V.Good
	2. Is appropriate assessment process for attainment of course outcomes followed including data collection, verification, analysis and decision making?	Yes	yes	A (followed all taxonomical	V.Good
	3. Is course articulation matrix, program articulation matrix tables prepared?	yes	yes	A Well framed	V.Good
	4. Is a well-defined process followed for determining attainment of POs?	yes	Yes	A Tabulated and Presented	V.Good
	5. Are the records of computation of attainment of POs maintained?	Yes	Yes	A Maintained (abstracts for academic year)	V.Good

	STUDENT'S PERFORMANCE					
IV	1. Student enrollment ratio					
	2. Percentage of students who graduate the program in four years, without repeat of any course?	Yes	Yes	A	—	Good
	3. Percentage of students graduating the program with backlogs within 4 years?	Yes	Yes	A	—	Good
	4. Is subject –wise result analysis is performed.	Yes	Yes	A Actions are needed		—
	5. Action taken based on subject –wise result analysis	Yes	Yes	A Verified		Good
	6. Does the department publish technical magazines and Newsletters?	Yes	Yes	A Remedial classes are Port		Good
	7. Are students associated in the above publications?	Yes	Yes	A Verified		Good
	8. Number of students who participated in inter-institute events • Within state • Outside state • Number of prizes/ awards received in the events.	Present	Yes	B	—	Good
	FACULTY INFORMATION AND CONTRIBUTION					
	1. Student faculty ratio	Yes	Yes	A	14:58	V.Good
	2. Faculty cadre proportion	Yes	Yes	A		
	3. Number of Faculty with PhD qualification	Yes	Yes	A		

Professor -5   10
Assoc Prof -5
Asst Prof - 36/

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V	4. Number of Faculty with PG Degree qualification	Yes	Yes	A	38	Good
	5. Faculty retention (%) in the Current Academic Year?	Yes	Yes	A	35/67.30%	Good
	6. Number of research publications of faculty in the year	Yes	Yes	A	35	Well organized
	7. Number of faculty who participated in FDPs, and duration of the programs.	Yes	Yes	A	52	Good
	8. Does a well-defined faculty performance appraisal and development system exists and implemented?	Yes	Yes	A	Record verified	V.Good

RESEARCH AND DEVELOPMENT

VI	1. Number of quality research publications in refereed/Scopus indexed journals.	Yes	Yes	B	Verified	
	2. Number of faculty awarded PhD during the current academic year	Yes	Yes	B	Nil	Good
	3. Sponsored research (funded) undertaken and its value in Lakhs of Rupees.	Yes	Yes	B	Nil	Good
	4. Extension activities, collaborations, MoUs	Yes	Yes	A	Records verified	Good

FACILITIES & LEARNING RESOURCES

Facilities

1. Is required number of number of classrooms, laboratories, and computing equipment available?	Yes	Yes	A	well established	Good
2. Are well-equipped labs and technical supporting staff available?	Yes	Yes	A	Maintained	Good

	3. List of laboratories with necessary equipments and glassware.	Yes	Yes	A	—	Good
	Library					
VII	1. Are learning resources procured as per the requirements provided by the academic departments, ensuring relevance to programs as prescribed by PCI? 2. Number of books purchased for academic year	Yes	Yes	A	Seperate library Expenditure	V. Good
	3. Are these learning resources including E-Resources & digital library, easily accessible to students?	Yes	Yes	A	fully automated	v Good
	4. Is the utilization of learning resources by students and faculty satisfactory?	Yes	Yes	A	Well established wifi & lans	V. Good
	Internet	—	—	—	—	—
	1. Is the available band Width adequate?	Yes	Yes	A	100Mb/	Good
	2. Is Wi-Fi available in the college?	Yes	Yes	A	Superfast 1GB/pecon	Good
	3. Is there internet access in labs, library, seminar halls, board room & offices?	Yes	Yes	A	BTG wifi Lan	Good
	4. Is adequate security mechanism put in place for protecting the internet transactions?	Yes	Yes	A	Well internal	Good
	4	Yes	Yes	A	Lan are for every system	Good

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Infrastructural facilities and ambience

1. Is Campus ambience exemplary /Good / Satisfactory/ Unsatisfactory?	Yes	Yes	A	Ambient	V-Good
2. Is Office Space ambience exemplary/Good/ Satisfactory/Unsatisfactory?	Yes	Yes	A	Ambient	Good
3. Are washrooms well maintained?	Yes	Yes	A	Sanitized	Good
4. Is adequate parking facility available?	Yes	Yes	A	Sanitized/well	Good
5. Are individual Staff rooms available with IT facility?	Yes	Yes	A	Sound Facility	Good
6. Are staff rooms well maintained?	Yes	Yes	A		Good
7. Is Potable Water facility available?	Yes	Yes	A	Available	Good
8. Is Power Backup facility available? If so, specify the capacity	Yes	Yes	A	UPS backup/solar	Good
9. Does the Institute have facilities for alternate sources of energy like: (i) Solar energy (ii)Wheeling to the Grid (iii) Use of LED Bulbs	Yy	Yy	A	1) solar energy 2) Maintained 3)	Good
10. Does the Institute have Rain water harvesting pits?	Yes	Yes	A	—	Good
11. Does the institute take any Green campus initiatives such as: (i)Restricted entry of automobiles (ii)Pedestrian friendly path ways	Yes	Yes	A	Vehicles with restricted entry	Good

	(iii)Landscaping with trees and plants					
	12. Does the Institute provide any facility for Disabled/ Divyangjan persons easy access to classrooms and Labs?	Yes	Yes	A	Separate Self provided lift	✓ Good
	13. Does the institute organize National/International commemorative days, events and festivals?	Yes	Yes	A	—	Good
	14. Do Seminar halls have adequate ICT facilities?	Yes	Yes	A	Provided	Imporod
	15. Is transportation available for students and staff?	Yes	Yes	A	Available	Good
	16. Is the Canteen maintained as per Food Safety and Standards Act?	Yes	Yes	A	Well maintained	Good Good
VIII	**STUDENT SUPPORT SYSTEMS**					
	A. Mentoring System					
	1. Is a comprehensive mentoring system at individual level in place for professional guidance, career advancement and all-round development?	Yes	Yes	A	Individual mentor books available	Good
	2. Is the mentoring system implemented? If yes, Number of students per mentor	Yes	Yes	A	15-16	Good
	B. Student feedback on faculty and facilities					
	1. Does a student feedback system exist?	Yes	Yes	A	Collected	Good
	2. Are the records of action taken on the results of feedback (on faculty) analysis available?	Yes	Yes	A	—	Good
	3. Are records of action taken on feedback on facilities available?	Yes	Yes	A	—	Good

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C. Facilities for Self-Learning

1. Does the Institute provide facilities for self-learning?	Yes	Yes	A	library hours provided	Good
2. Are the facilities effectively utilized by the students?	Yes	Yes	A	—	Good

D. Career guidance, Training and Placement

	—	—	—	—	—

Career Guidance

1. Does the college have a Career Guidance and placement Cell?	Yes	Yes	A	Separate provided	Good
2. How many Career Guidance programs have been conducted in each year?	Yes	Yes	4	—	Good
3. How many number of students attended these career guidance programs?	Yes	Yes	75	—	Good
4. Are students counseled for higher studies?	Yes	Yes	A	Separate	Good
5. Does the College have Academic links/ collaborations/MoU, etc with other institutes of higher learning?	Yes	Yes	A	Present & checked	Good

Training and Placements

	—	—	—	—	—
1. Does the college conduct any pre placement training for students' placements?	Yes	Yes	A	conducted	Good
2. Is effective placement policy framed and implemented?	Yes	Yes	A	—	Good
3. Does the placement cell maintain the record of job opportunities available for students?	Yes	Yes	A	Well maintained	Good

	4. Did the college organize any company/Industrial visits for students? 5. If yes, number of such visits/camps organized	Yes Present	Yes	A	Present 2-4 per current year	Good
	6. Does the placement cell provide Internships for students?	Yes	Yes	A	—	Good
	7. Percentage of students placed in companies through on and off-campus recruitment.	Yes	Yes	B	improvements needed	
	8. Percentage of final year students admitted to higher studies	Yes	Yes	B	improvements needed	
	NSS ACTIVITIES	—	—	—	—	—
	1. Are NSS effectively functioning?	Yes	Yes	A	NSS cell	Good
	2. Do students conduct and participate in annual co-curricular and extra-curricular activities. If yes, please mention % of students participate in such activities:	Yes	Yes	A	Conducted	Good
IX	**ALUMNI ASSOCIATION**	—	—	—	—	—
	3. Does the college have a registered and functional Alumni Association? If yes, give number of students enrolled	Yes	Yes	A	Verified	Good
	4. Specify Activities of Alumni Association	Yes	Yes	A	Recorded	Good

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GOVERNANCE, INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES

A. Governance, Institutional Support

1. Are vision and mission statements of Institution available on college website, Principal's Chamber, Library, Board rooms etc.?	Yes	Yes	A	—	Good
2. Are the vision and mission statements appropriately defined and relevant?	Yes	Yes	A	—	Good
3. Is Governing Body duly constituted and its meetings held regularly?	Yes	Yes	A	Minutes books available	Good
4. Are service rules, policies, procedures, functions and responsibilities published and uploaded on the website?	Yes	Yes	A	Verified	Good
5. Are Minutes of Meetings of Governing Body and Academic council are available?	Yes	Yes	A	Available	Good
6. Are organizational structure and lists of administrative heads, and committees formed with powers to take administrative decisions, available?	Yes	Yes	A	Available	Good
7. Is there any Grievance redressal system in place and a cell constituted for this purpose?	Yes	Yes	A	Grievance cell present	Good
8. Is evidence of action taken on student/staff grievances available?	Yes	Yes	A	—	Good
9. Are financial powers delegated to Principal, HoDs, I/cs, documented?	Yes	Yes	A	Documented	Good

(X marked in left margin beside the table)

	10. Is Mandatory Disclosure as per AISHE placed on website?	Yes	Yes	A	–	Good
	11. What are institutional practices for integrating IT? (i)Administration (ii)Finance and Accounts (iii)Examination	Yes	Yes	A	Support provided	Good
B. Budget allocation and utilization						
	1. Does the college follow a prescribed procedure for budget formulation, finalization and approval?	Yes	Yes	A	Finacomite Present	Good
	2. Is the budget allocation adequate at institutional levels?	Yes	Yes	B	–	Good
	3. What percentage of allocated funds was utilized in the previous year by the Institution?	Yes	Yes	A	Utilind	Good
	CONTINUOUS IMPROVEMENT					
XI	1. Are short falls and weaknesses in the program identified from the analysis of POs and PSOs attainment	Yes	Yes	–	Well collaborated	Good
	2. Are action plans to bridge the shortfalls prepared and implemented? If so, what is the impact of the said implementation with respect to previous academic year?	Yes	Yes	B	Allocations was made	–
	3. Does academic and administrative audit is conducted every year?	Yes	Yes	A	–	Good

4.	Are actions taken based on audit report?	Yes	Yes	A	—	—
5.	Is there any improvement in percentage of placements	Yes	Yes	B	—	—
6.	Is there any improvement in academics	Yes	Yes	—	—	—

Recommendations, if any

Brief report, if any

Signature of audit committee member: M.Akiful Haque

Name of the audit committee member: Dr. M. AKIFUL HAQUE

Affiliation of the audit committee member: Asso. Prof. School of Pharmacy, Anurag University.

CO-ORDINATOR

IQAC

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