

Geethanjali College of Pharmacy

Approved by AICTE, PCI New Delhi, Permanently Affiliated to JNTUH & B. Pharmacy Accredited by NBA
Recognized Under UGC Section 2F & 12B of UGC Act, 1956, by DSIR-SIRO & HI/BI of MSME, Certified by ISO 9001:2015
Cheeryal (V), Keesara (M), Medchal-Malkajgiri Dist., Telangana State- 501301

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

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

AY:2020-2021

S. No	Criterion	Status		Grade	Exhibits observed	Remarks of Audit Team
		As assessed by institution	As observed by Audit Team			
I.	Vision, Mission and PEOs					
	1. Are vision and mission statements of the Institute available?	Yes	Yes	A	Displayed in website & in college premises	Good
	2. Are the PEOs available	Yes	Yes	A	Display available	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	Feed back of Stake holders available	Good




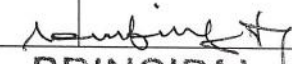
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Program curriculum and Teaching-Learning (T and L) Process					
Program Curriculum					
1.The Institution ensures effective curriculum delivery through a well-planned and documented process and adheres to the academic calendar	Yes	Yes	A	Course files and lesson plan available	Good
II. Teaching – Learning Process					
1. Is evidence of pedagogical initiatives taken, such as collaborative learning, ICT supported teaching etc available?	Yes	Yes	B	ICT Tools are in use	Good
2. Does a process exist to identify bright and weak students?	Yes	Yes	A	Process checked	Good
3. Do faculty in the institute practice innovative TL practices such as <ul style="list-style-type: none"> • 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	B	TL Practices are initiated	Can be improved further.




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4. Is continuous assessment in the laboratory done systematically?	Yes	Yes	A	Lab Record	Good
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	Process is Verified	Good
6. Are questions mapped with course outcomes, and Blooms Taxonomy levels?	Yes	Yes	A	process is verified	Good
7. Do the assignments given to students facilitate attainment of COs as well as higher levels of Bloom's Taxonomy?	Yes	Yes	B	Assignments Checked	Can be improved further
8. Is a well-defined process followed for identification of student projects and allocation of guide(s)?	Yes	Yes	A	Project allotment checked	Good
9. Are the projects relevant to the POs and do they contribute to their attainments?	Yes	Yes	A	Yes	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 is checked	Good
11. Are students encouraged to undergo internships or summer training?	Yes	Yes	A	Records Checked	Good
12. Is following feedback is collected, Feedback from students	Yes	Yes	B	Feedback forms are checked	Good



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	Feedback from faculty Feedback from Industry 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	Records checked	Good
	14. Average percentage of student complaints / grievances received and action taken	Yes	Yes	B	Complaints are Resolved	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	B	-	Good
Course Outcomes and Program Outcomes						
III.	1. Are CO s defined for every course?	Yes	Yes	A	-	Good
	2. Is appropriate assessment process for attainment of course outcomes followed including data collection, verification, analysis and decision making?	Yes	Yes	A	Records checked	Good
	3. Is course articulation matrix, program articulation matrix tables prepared?	Yes	Yes	A	Records checked	Good
	4. Is a well-defined process followed for determining attainment of POs?	Yes	Yes	A	Records checked	Good



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	5. Are the records of computation of attainment of POs maintained?	Yes	yes	A	Records checked	Good
IV	Students' Performance					
	1. Student enrollment ratio					
	2. Percentage of students who graduate the program in four years, without repeat of any course?	Records Submitted	Verified	B	-	Good
	3. Percentage of students graduating the program with backlogs within 4 years?					
	4. Is subject –wise result analysis is performed.	Yes	Yes	B	Records checked	Good
	5. Action taken based on subject –wise result analysis	Yes	Yes	A	Records checked	Good
	6. Does the department publish technical magazines and Newsletters?	Yes	Yes	A	Records checked	Good
	7. Are students associated in the above publications?	Yes	Yes	A	Records checked	Good
	8. Number of students who participated in inter-institute events <ul style="list-style-type: none"> • Within state • Outside state • Number of prizes/ awards received in the events. 	Records Submitted	Verified	B	-	More Students have to be encouraged to participate in outside state events.
Faculty Information and Contribution						
	Student faculty ratio	Yes	Yes	A	14	Good



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Professors - 4+1

	2. Faculty cadre proportion	Yes	Yes	A	Asso. prof - 08 Asst. prof - 40	Good
	3. Number of Faculty with PhD qualification	Yes	Yes	A	12	Good
	4. Number of Faculty with PG Degree qualification	Yes	Yes	A	41	Good
	5. Faculty retention (%) in the Current Academic Year?	Yes	Yes	A	86.88	Good
	6. Number of research publications of faculty in the year	Yes	Yes	B	9	Need to be improved
	7. Number of faculty who participated in FDPs, and duration of the programs.	Yes	Yes	B	13	Need to be improv-ed.
	8. Does a well-defined faculty performance appraisal and development system exists and implemented?	Yes	Yes	A	-	Good
	Research and Development					
VI	1. Number of quality research publications in refereed/Scopus indexed journals.	Yes	Yes	B	Record Verified	5 Scopus indexed Journals
	2. Number of faculty awarded PhD during the current academic year	Yes	Yes	B	N:1	Need to be Improvement
	3. Sponsored research (funded) undertaken and its value in Lakhs of Rupees.	Yes	Yes	B	-	-
	4. Extension activities, collaborations, MoUs	Yes	Yes	A	Records Verified	Good
VII Facilities & Learning resources						
Facilities						
	Is required number of number of classrooms, laboratories, and computing equipment available?	Yes	Yes	A	-	Good



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2. Are well-equipped labs and technical supporting staff available?	Yes	Yes	A	-	Good
3. List of laboratories with necessary equipments and glassware.	Yes	Yes	A	-	Good
Learning resources					
Library					
1. Are learning resources procured as per the requirements provided by the academic departments, ensuring relevance to programs as prescribed by PCI? Number of books purchased for academic year	Yes	Yes	A	-	Good
2. Are these learning resources including E-Resources & digital library, easily accessible to students?	Yes	Yes	A	-	Good
3. Is the utilization of learning resources by students and faculty satisfactory?	Yes	Yes	A	-	Good
Internet					
1. Is the available band Width adequate?	Yes	Yes	A	100mbps	Good
2. Is Wi-Fi available in the college?	Yes	Yes	A	Checked	Good
3. Is there internet access in labs, library, seminar halls, board room & offices?	Yes	Yes	A	Checked	Good
Is adequate security mechanism put in place for	Yes	Yes	A	Records Verified	Good



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protecting the internet transactions?					
Infrastructural facilities and ambience					
1. Is Campus ambience exemplary /Good / Satisfactory/ Unsatisfactory?	Yes	Yes	A	-	Good
2. Is Office Space ambience exemplary/Good/ Satisfactory/Unsatisfactory?	Yes	Yes	A	-	Good
3. Are washrooms well maintained?	Yes	Yes	A	-	Good
4. Is adequate parking facility available?	Yes	Yes	A	-	Good
5. Are individual Staff rooms available with IT facility?	Yes	Yes	A	-	Good
6. Are staff rooms well maintained?	Yes	Yes	A	-	Good
7. Is Potable Water facility available?	Yes	Yes	A	-	Good
8. Is Power Backup facility available? If so, specify the capacity	Yes	Yes	A	-	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	Yes	Yes	B	-	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	-	Good



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	(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	B	-	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	B	-	Can be Improved
	15. Is transportation available for students and staff?	Yes	Yes	A	-	Good
	16. Is the Canteen maintained as per Food Safety and Standards Act?	Yes	Yes	A	-	Good
IIX	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	Mentor books maintained	Good
	2. Is the mentoring system implemented? If yes, Number of students per mentor	Yes	Yes	A	Average 15-16	Good
	B. Student feedback on faculty and facilities.					
	1. Does a student feedback system exist?	Yes	Yes	A	-	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
Facilities for Self-Learning						



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1. Does the Institute provide facilities for self-learning?	Yes	Yes	A	Self learning facility available	Good
2. Are the facilities effectively utilized by the students?	Yes	Yes	A	Yes	Good
D. Career guidance, Training and Placement					
Career Guidance					
1. Does the college have a Career Guidance and placement Cell?	Yes	Yes	A	placement Cell & placement - at Coordinator available	Good
2. How many Career Guidance programs have been conducted in each year?	Yes	Yes	03	-	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	B	Counseled by Guest Speakers	Good
5. Does the College have Academic links/ collaborations/MoU, etc with other institutes of higher learning?	Yes	Yes	A	MOU are Checked	Good
Training and Placements					
1. Does the college conduct any pre placement training for students' placements?	Yes	Yes	A	-	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	Maintained by Placement Cell	Good
Did the college organize any company/Industrial	Yes	Yes	01	-	Good



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	visits for students?					
	5. If yes, number of such visits/camps organized	Yes	Yes	01	-	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	62%	Need Improvement
	8. Percentage of final year students admitted to higher studies	Yes	Yes	B	57%	Need Improvement
IX	NSS Activities					
	1. Are NSS effectively functioning?	Yes	Yes	A	NSS cell available	
	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	Records Verified	Need to be improved
	Alumni Association					
	3. Does the college have a registered and functional Alumni Association? If yes, give number of students enrolled	Yes	Yes	B	-	Good
	4. Specify Activities of Alumni Association	Yes	Yes	A	Records Verified	Can be improved
Governance, Institutional Support and Financial Resources						
A. Governance, Institutional Support						
	1. Are vision and mission statements of Institution	Yes	Yes	A	-	Good

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available on college website, Principal's Chamber, Library, Board rooms etc.?					
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	Governing body meetings are conducted regularly	Good
4. Are service rules, policies, procedures, functions and responsibilities published and uploaded on the website?	Yes	Yes	A	-	Good
5. Are Minutes of Meetings of Governing Body and Academic council are available?	Yes	Yes	A	-	Good
6. Are organizational structure and lists of administrative heads, and committees formed with powers to take administrative decisions, available?	Yes	Yes	A	-	Good
7. Is there any Grievance redressal system in place and a cell constituted for this purpose?	Yes	Yes	A	-	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	-	Good
10. Is Mandatory Disclosure as per AISHE placed on website?	Yes	Yes	A	-	Good
11. What are institutional practices for integrating IT?	Yes	Yes	A	-	Good



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	(i)Administration (ii)Finance and Accounts (iii)Examination					
	B. Budget allocation and utilization					
	1. Does the college follow a prescribed procedure for budget formulation, finalization and approval?	Yes	Yes	A	Institutional Financial Commi- -tee functions	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	B	Records Verified	Good
	Continuous Improvement					
	1. Are short falls and weaknesses in the program identified from the analysis of POs and PSOs attainment	Yes	Yes	B	-	Need Improvement
	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	-	-
	3. Does academic and administrative audit is conducted every year?	Yes	Yes	B	-	-
	4. Are actions taken based on audit report?	Yes	Yes	B	-	-
XI	Is there any improvement in percentage of placements	Yes	Yes	B	-	-



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6. Is there any improvement in academics	Yes	Yes	B	-	-
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Recommendations, if any

1. Submit research proposals to funding agencies to get grants.
2. Improve Alumne activities

Signature of audit committee member: *B. Kumar*



Name of the audit committee member: *Dr. B. Jainendra Kumar*

Affiliation of the audit committee member: *School of Pharmacy, Anurag university, HYD.*

Ceefer
Co-ordinator

IQAC

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