

MODEL FORMAT FOR PREPARATION OF  
ANNUAL REPORTS OF THE UNIVERSITIES IN  
ANDHRA PRADESH

REPORT OF THE COMMITTEE

*submitted by*

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Prof. S. Jagannatha Swamy Former Registrar & Dean, Faculty of Science (Retd.), Kakatiya  
Univ.  
(08.07.2013)*

## **REPORT OF THE COMMITTEE CONSTITUTED FOR PREPARING UNIFORM FORMAT FOR ANNUAL REPORTS OF THE UNIVERSITIES IN ANDHRA PRADESH**

The Comptroller and Auditor General in their Reports made a recommendation on Annual Reports of certain Universities in the State that the “Annual Reports prepared by the Universities should contain comprehensive and complete information”. Further, it was also noticed that there was no uniformity (i) in the structure of the Annual Reports covering their activities as per the Act and (ii) in the statistical information furnished on the academic performance. The same was examined in the 89<sup>th</sup> Meeting of the State Council held on 19-11-2011 and it was resolved as follows:

*Considered the proposal and resolved to constitute a Committee to examine the present format of the Annual Reports prepared by the Universities and to formulate a revised model format covering all activities of the Universities as defined in the Act and also the statistical profile of the Universities not only to comply with the statutory requirements of the Executive Council but also for the benefit of the Universities, the Government and the stakeholders.*

Against this background, the AP State Council of Higher Education constituted a Committee, vide Lr.No.APSCHE/UM-701/Commt.-Univ.AR Struc./2013, dt:09.05.2013, with the following terms of reference:

- i. To examine the present structure of the Annual Reports of the Universities
- ii. Identify the requirement of the Statistical data of the MHRD
- iii. Identify the Statistical data of the State, and
- iv. Evolve a model format/structure of the Annual Report covering all aspects of the powers and functions of the University for the use of the University, Government, students and research scholars etc.

The members on the Committee are:

1. Prof. C. R. Visweswara Rao, Former Vice-Chancellor, Vikrama Simhapuri University
2. Prof. S. Jagannatha Swamy, Former Registrar, Kakatiya University

The members studied the Annual Reports of the following Universities:

1. Osmania University

2. Andhra University
3. Sri Venkateswara University
4. Kakatiya University
5. Acharya Nagarjuna University
6. Sri Krishnadevaraya University
7. Sri Padmavati Mahila Viswa Vidyalayam
8. Acharya N. G. Ranga Agricultural University
9. Jawaharlal Nehru Technological University, Hyderabad
10. Dravidian University
11. Mahatma Gandhi University

The Committee examined the present structure of the Annual Reports of the Universities in the light of the Act stipulations and statistical data asked by the MHRD / UGC / State Government from time to time. A lot of information was furnished by the various Universities in their Annual Reports on their statutory bodies and on the ongoing activities of various academic and administrative units. However, each University followed its own format for giving the information. The formats were non-uniform and did not always reflect the content in terms of the provisions of the Universities Acts. Some of the Universities covered the period from 1<sup>st</sup> July to 30 June of the previous year and some covered the period of the financial year. The Committee suggests that for the sake of uniformity the financial year may be taken as the year of consideration.

The Committee devised the following formats keeping in view the relevant provisions of the Universities Acts and the statistical data often asked for by the Ministry of Human Resources Development, University Grants Commission, and the State Government. Further, the members have shared their experiences in the light of the requirements for NAAC accreditation, other performance assessment initiatives and statistical data for use at a future date from the point of view of bringing the Universities under the e-governance initiative. The views of the AP State Council of Higher Education were also informally obtained and utilised in the preparation of the Report.

As per the AP Universities Act:

*The Board of Management/Executive Council shall prepare the Annual Report of the University and send it to the Academic Senate on or before such date as may be*

*prescribed by the Statutes. The Report shall be considered by the Academic Senate at its next Annual Meeting. A copy of the Annual Report with a copy of Resolution therein, if any, of the Academic Senate shall be submitted to the State Government for information.*

Hence it is mandatory for the University to prepare and furnish comprehensive Annual Report to be submitted to the State Government and other agencies / institutions for information.

The Committee also studied different proforma designed by the APSCHE for obtaining information from the Universities and Colleges as part of preparing Statistical Data for submission to the State Govt, the University Grants Commission and the Ministry of Human Resource Development, Govt. of India. The Committee designed a model for the preparation of the Annual Reports by the Universities and added a number of formats to this model. The model is mainly suggestive and the Universities, depending on their local situation, activities, achievements, contributions and information specific to them, may modify / alter / devise suitable formats wherever required to give necessary information to the Govt. agencies and to the stakeholders. The suggested model and formats will enable the Annual Reports of the Universities to be uniform and useful to be transmitted to different offices and stakeholders.

It is suggested that such information from these models and formats, as may be useful for the public, may be displayed on the website of the University under the relevant head. The Universities may make use of their dynamic websites for highlighting information about faculty progress and accomplishments, and the newer milestones reached by the University so that apart from performing the statutory functions they are also enlightening the public on the growth of the University and its service to the society / the cause of higher education.

The Annual Report is expected to incorporate different activities taken up by the University Departments, Colleges and other wings; achievements, failures if any and the proposed measures to overcome them; and the plans for the future (covering the next 5 years on a year to year basis). Therefore, the University may ideally have a special cell

associated with the preparation of the Annual Report focusing on the growth of the University.

The Annual Report generally contains the following information in a comprehensive manner and an attempt has been made by the Committee to prepare tabular forms that give scope for an analysis of the data in terms of rural / urban locations, social profiles etc.:

- Complete information about the University – its genesis, objectives, plans and developments, infrastructure, evaluation, performance of students, etc.
- Information about the Departments – Courses offered, intake, revision of syllabi, research, infrastructure, programmes in thrust areas, achievements of the faculty, scholars and students, recognition of the faculty at State / National / International levels, research projects, research publications, books, etc.
- Information about the University Colleges / Constituent Colleges - Courses offered, intake, revision of syllabi, research, infrastructure, programmes in thrust areas, achievements of the faculty, scholars and students, recognition of the faculty at State / National / International levels, research projects, research publications, books, etc.
- Information about the Affiliated Colleges - Courses offered, intake, revision of syllabi, research, infrastructure, programmes in thrust areas, achievements of the faculty, scholars and students, recognition of the faculty at State / National / International levels, research projects, research publications, books, etc.

The different points to be covered and highlighted in the Annual Report of a University are identified and the same are presented in this Report.

The exercise in a majority of the Universities is to collect the data from different Offices, Departments and Colleges just before the preparation of the Annual Reports. Instead the Committee recommends that there should be a permanent Cell with an Editor and supporting staff that collects the data all through the year. The Cell can also display its innovativeness and present data in the form of charts and diagrams that attract the readers' immediate attention and gives scope for a critical analysis of data. As and when the UGC / MHRD / State Govt. asks for information in a prescribed format, this

Cell will be in a position to supply accurate data in time. Wherever the Universities find that department-wise data should be presented in detail in the Annual Report they may add further formats to meet their requirements. The present format suggested is only a model to be examined and further improvements on this and greater clarity in presentation of issues can always be thought of.

The Annual Reports of the Universities should not just comprise data and information but they should reflect local needs and the preparedness of the University to address different issues of the society and train the youth to face the challenges of the present era of globalization.

The Committee thanks the A P State Council of Higher Education for giving it the opportunity of dwelling at length on the functioning system that a University is and on how information on it can be stratified.

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Date: 08.07.2013

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**ANNUAL REPORT**  
**(1<sup>st</sup> APRIL to 31<sup>st</sup> MARCH OF THE YEAR)**

<b>SECTION – I</b>	
1.1	Foreword by the Vice-Chancellor
1.2	Editorial Covering / highlighting aims & goals of the seat of Higher learning and important activities taken up by the University and its different wings during the year of the Report - Developmental activities, academic, infrastructure, co- and extra curricular, administrative, etc. Major highlights / achievements may also be covered here (6 to 8 pages)
1.3	Brief report on the Perspective Plan of the University as implemented and as envisaged for the next 3 years. (about 2 pages)
1.4	Overview of the University (Year of the Annual Report) – Tabular form
<b>SECTION –II</b>	
<b>2</b>	<b>About the University (about 5 to 10 pages)</b>
2.1	Historical background
2.2	Establishment of the University – Act
2.3	Jurisdiction of the University
2.4	Emblem of the University and its significance
2.5	Vision and Mission of the University
2.6	Functions of the University as per the Act
2.7	List of approved PG courses with specializations / electives
2.8	List of approved courses and combinations at the Degree level
2.9	Organisational chart of the Univ. Authorities and Officers as per Act
<b>SECTION –III</b>	
<b>3</b>	<b>Functioning of Statutory Bodies and other Centres</b>
3.1	Executive Council (about 2 pages)
	3.1.1 Composition of the Executive Council
	3.1.2 Meetings of the Executive Council during the year
	3.1.3 Important decisions of the Executive Council
3.2	Academic Senate (about 2 pages)
	3.2.1 Composition of the Academic Senate
	3.2.2 Meetings of the Academic Senate during the year
	3.2.3 Important decisions of the Academic Senate
3.3	Finance Committee (about 2 pages)
	3.3.1 Composition of the Finance Committee
	3.3.2 Meetings of the Finance Committee
	3.3.3 Important decisions of the Finance Committee
3.4	The Faculties (about 2 pages)
	3.4.1 Composition and Meetings of the Faculties
	3.4.2 Important decisions of the Faculties
3.5.	Boards of Studies (about 5 pages)
	3.5.1 Composition and Meetings of the Boards of Studies
	3.5.2 Important activities and decisions of the Board of Studies
3.6	IQAC (about 2 pages)
	3.6.1 Composition and Meetings of the IQAC
	3.6.2 Important activities and decisions
3.7	Academic Audit Cell (about 2 pages)

	3.7.1	Composition and Meetings of the Academic Audit Cell
	3.7.2	Important activities and decisions
3.8	College Development Council ( <i>about 2 pages</i> )	
	3.8.1	Composition and Meetings of the CDC
	3.8.2	Important activities and decisions
3.9	Academic Staff College ( <i>about 3 pages</i> )	
	3.9.1	Note on the Establishment of Academic Staff College
	3.9.2	Activities during the year (programmes conducted and funds received etc., and Feedback analysis.)
3.10	Research Advisory Committee / Research & Development Cell ( <i>about 2 pages</i> )	
	3.10.1	Composition and Meetings of the RAC
	3.10.2	Important activities of the RAC and decisions
3.11	Other Centres ( <i>about 5 pages</i> )	
	3.11.1	UGC Sanctioned Centres – Brief Report on each Centre
	3.11.2	Centre for Distance Education – Brief Report
	3.11.3	Entrepreneurship Development Cell – Brief Report
	3.11.4	Directorate of Admissions – Brief Report
	3.11.5	University Computer / Networking Centres - Utilization status
	3.11.6	University Library - Acquisitions, digitisation - brief report
	3.11.7	Other Centres, if any – Brief Report

#### SECTION –IV

<b>4</b>	<b>Brief Report on Academic and Research aspects during the year</b> ( <i>about 2 pages on each item</i> )	
	4.1	Academic Schedule of UG and PG courses
	4.2	Introduction of new courses and updating syllabi
	4.3	Starting of new University Colleges/ Centres /Depts.
	4.4	MoUs with National / International institutions
	4.5	Starting of research departments / Centres
	4.6	Research Projects – (i) Sanctioned during the year, (ii) Completed during the year and (iii) In progress during the year
	4.7	Academic distinctions / reputation of the University
	4.8	Conduct of Seminars / Workshops / Training Programs
	4.9	Journals published by the University departments / faculty and Books published by the Publication Division of the University (wherever applicable)
	4.10	Gold medals/ Endowments instituted during the year
	4.11	Endowment lectures organized during the year
	4.12	Development and use of e-learning packages / tools
	4.13	Best practices in teaching and research

#### SECTION - V

<b>5</b>	<b>Brief Report on Contribution of the Teaching Staff</b> ( <i>about 2 pages on each item</i> )	
	5.1	Research papers published in ISSN Journals and Impact factor & citation index analysis
	5.2	Number of books published with ISBN reference & citation index analysis
	5.3	Number of patents applied for and sanctioned during the year



5.4	Consultancy ventures and income earned
5.5	Distinctions/honours/awards won by the faculty
5.6	Membership of the Faculty in important national bodies
5.7	Faculty attended / chaired sessions in Seminars / Conferences / events (National & International)
5.8	Subject related extension activities involving interaction with society / community / institutions
<b>SECTION - VI</b>	
<b>6</b>	<b>Brief Report on Administrative aspects during the year</b> ( <i>about 2 pages on each item</i> )
6.1	Administrative reforms taken up
6.2	Computerisation and Networking of Administration
6.3	Updating Administrative Manuals, Statutes etc.
6.4	Training programmes for the non-teaching staff
6.5	Recruitment and promotions of teaching and non-teaching staff and vacancy position
6.6	Maintenance and updating the website and e-governance initiatives
6.7	Best practices in the Administration
<b>SECTION - VII</b>	
<b>7</b>	<b>Brief Report on Examination &amp; Evaluation</b> ( <i>about 2 pages on each item</i> )
7.1	Conduct of examinations – declaration of results
7.2	Measures taken to avoid examination mal-practices
7.3	Examination reforms i.e. change of examination pattern, paper - setting pattern, preparation of Question Banks
7.4	Evaluation Reforms including computerization of valuation and on-line testing
7.5	Analysis of PG and Degree results with reference to social, economic, gender and regional (urban, rural and tribal) backgrounds – programme - wise
7.6	Analysis of PG and Degree results with reference to the percentage of marks at the entry level and at the exit level – programme - wise
<b>SECTION - VIII</b>	
<b>8</b>	<b>Brief Report on the analysis of Student Performance – Course-wise (Final Year only)</b>
8.1	Ph.D.s and M.Phils. awarded – faculty – wise during the year
8.2	Gold Medals awarded – faculty wise during the year
8.3	Number of students appeared, passed and dropped out – social, gender and course-wise at PG level in University Colleges including Constituent Colleges / PG Centres – Analysis and diagrammatic representation.
8.4	Number of students appeared, passed and dropped out – social, gender and course-wise at PG level in Affiliated Colleges - Analysis and diagrammatic representation.
8.5	Number of students appeared, passed and dropped out – social, gender and course-wise at UG level in Government, Private-aided and Private-Un-aided Degree Colleges - Analysis and diagrammatic representation.
8.6	Number of students appeared, passed and dropped out – social, gender and course-wise at UG level in Government, Private-aided and Private-Un-aided Degree Colleges - Analysis and diagrammatic representation.

8.7	Number of students appeared, passed and dropped out – social, gender and course-wise at UG level under the Distance Mode - Analysis and diagrammatic representation.
8.8	Number of students appeared, passed and dropped out – social, gender and course-wise at PG level under the Distance Mode - Analysis and diagrammatic representation.
8.9	Student performance in the last five years – Brief report and Statistical data in the format suggested (8.3 to 8.8)
8.10	Scholarships / Fellowships earned by students (State Govt. / Central agencies / University) – Statistical data in the format suggested
8.11	Brief Report on NET / SLET coaching and number of students qualified ( <i>about 2 pages</i> ) - Analysis and diagrammatic representation.
8.12	Report on coaching for competitive examinations / civil services and number of students qualified - Analysis and diagrammatic representation.
8.13	Student placement data in the Corporate sector – separately for University Colleges and Affiliated Colleges - Analysis and diagrammatic representation.
8.14	Brief Report on student welfare measures taken up ( <i>about 2 pages</i> )
8.15	Brief Report on the Alumni Association, its activities and contribution to the University ( <i>about 2 pages</i> )

### SECTION – IX

<b>9</b>	<b>Brief Report on the functioning of affiliated colleges - (<i>about 2 pages on each item</i>)</b>
9.1	Survey on the number of existing colleges and requirement of colleges in the jurisdiction – District and Mandal wise
9.2	New Colleges affiliated and new courses sanctioned during the year
9.3	Colleges awarded Autonomous / CPE status during the year
9.4	Schemes sanctioned by UGC and other agencies to affiliated colleges
9.5	Initiatives for NAAC accreditation and number of colleges accredited
9.6	Number of colleges inspected during the year – Important findings of the Inspection Reports in general
9.7	Distribution of affiliated colleges – District wise – Rural, Urban and Tribal areas – and number of colleges with permanent affiliation
9.8	Report on the withdrawal of affiliation of colleges
9.9	Important academic achievements of the colleges
9.10	Initiatives by the University for training, quality improvement, infrastructure development and awareness promotion of the Colleges.

### SECTION – X

<b>10</b>	<b>Brief Report on Extension and Outreach activities (<i>about 2 pages on each item</i>)</b>
10.1	NSS activities during the year
10.2	NCC activities during the year
10.3	Sports & Games (details of Inter-Collegiate, Inter-University tournaments/ national level tournaments conducted by the university)

	10.4	Inter-University level / National / International Prizes received by students
	10.5	Details of participation of students in national level / international level events.
	10.6	Distinction in cultural activities (university / national level / international level)
	10.7	Distinction in literary, quiz, academic competitions (State level / national level / international level)
	10.8	Innovative measures on Environment protection, Energy conservation, Alternative energy systems etc.
<b>SECTION - XI</b>		
<b>11</b>	<b>Brief Report on other aspects – (about 2 pages on each item)</b>	
	11.1	Initiatives for the spread of higher education among educationally backward classes of citizens and areas.
	11.2	Report on discipline among the students, teachers and non-teaching staff.
	11.3	Report on anti-ragging / Gender sensitisation, equal opportunities promotion and citizen awareness programmes
	11.5	Activities of the Grievances Redressal cell
<b>SECTION - XII</b>		
<b>12</b>	<b>Brief Report on Financial aspects (about 2 pages on each item)</b>	
	12.1	Accounts of the previous year and budget estimates
	12.2	Receipt of grants from the State and the Centre / Central agencies
	12.3	Generation of resources through various means
	12.4	Note on Audit of accounts separately by AG and State Audit
	12.5	Initiatives on the number of audit paras replied, dropped and pending
<b>SECTION - XIII</b>		
<b>13</b>	<b>Academic Profile of the University – Statistical data</b>	
	13.1	Status of Faculty Strength
	13.2	Temporary Teachers (Retired / Re-employed / Working on temporary / ad-hoc basis)
	13.3	Department-wise Seminars / Conferences organized
	13.4	Department-wise Workshops / Training programs organized
	13.5	Details of Major research projects sanctioned during the year
	13.6	Departments under SAP
	13.7	Departments under FIST / COSIST / any other.
	13.8	Department-wise Publications
	13.9	Teacher participation in the Seminars/Conferences
	13.10	Faculty visits abroad on academic purpose

13.11	Awards/distinctions received by the teacher
13.12	Faculty distinction – nominated / elected to State/ National / International bodies
13.13	Collaborative academic programs with other universities / organizations / industries
13.14	Department-wise Ph.Ds. awarded
13.15	Department-wise M.Phils awarded
13.16	Faculty on editorial board of refereed research journals
13.17	Number of Patents applied for and obtained
13.18	Consultancy projects
13.19	No. of courses in which project work is introduced as part of the course
13.20	Department-wise Major research projects completed
<b>14</b>	<b>Administrative Profile of the University – Statistical data</b>
14.1	Number of Non-teaching staff (Officers, Ministerial, Technical and others)
14.2	Number of Non-teaching staff working on temporary basis - Ministerial, Technical and others (Daily wage, Consolidated basis, NMR basis, Out-sourcing basis)
14.3	Status of Audit paras
14.4	Status on the Financial aspects
<b>15</b>	<b>Student performance profile – Statistical data</b>
15.1	Analysis of course-wise PG Results in University colleges –Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.2	Analysis of course-wise PG Results in Affiliated Colleges –Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.3	Overall analysis of PG Results separately for University colleges and affiliated colleges – Social background and gender wise– (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.4	Overall analysis of PG Results – Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.5	Analysis of course-wise UG Results in Affiliated (Government) Colleges – Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.6	Analysis of course-wise UG Results in Affiliated (Private Aided) Colleges – Social background and gender-wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)

15.7	Analysis of course-wise UG Results in Affiliated (Private Unaided) Colleges – Social background and gender-wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.8	Overall analysis of gender-wise UG Results in affiliated colleges – Social background – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.9	Analysis of student performance at entry level and exit level
15.10	Overall analysis of course-wise UG results under the distance mode – social background and gender-wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.11	Overall analysis of course-wise PG results under the distance mode – social background and gender-wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.12	Enrolment of students in 1 <sup>st</sup> year conventional UG & PG courses in University Colleges
15.13	Enrolment of students in 1 <sup>st</sup> year conventional UG & PG courses in Private Aided Colleges
15.14	Enrolment of students in 1 <sup>st</sup> year conventional UG & PG courses in Private Unaided Colleges
15.15	Overall analysis of enrolment in UG & PG courses separately for University colleges – Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.16	Overall analysis of enrolment in UG & PG courses separately for Government Degree colleges – Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.17	Overall analysis of enrolment in UG & PG courses separately for Private Aided Degree colleges – Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.18	Overall analysis of enrolment in UG & PG courses separately for Private Unaided Degree colleges – Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.19	Overall analysis of enrolments at 1 <sup>st</sup> year UG & PG level.
15.20	Overall analysis of enrolment in UG & PG courses separately under the Distance Mode – Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)
15.21	Students qualified in NET / SLET etc.,
15.22	Campus placement details of Undergraduate and Postgraduate students in final year / final semester.
16	<b><i>Colleges Profile – Statistical data</i></b>
16.1	Total number of affiliated colleges with 2(f) and 12(b) status etc., district wise
16.2	Total number of University / affiliated colleges district wise at urban / rural etc.,
16.3	Survey of colleges – District & Mandal wise



13.2. Temporary Teachers (Retired / Re-employed / Working on temporary / ad-hoc basis)

Sl. No.	Name of the Faculty	Department	Category of the teacher	Number		Total
				Male	Female	
1	2	3	4	5	6	7

13.3. Department-wise Seminars / Conferences organized

Sl. No.	Department	Title of Seminar/ Conference	National / International	Duration & Dates	Sponsoring agencies	Remarks
1	2	3	4	5	6	7

13.4. Department-wise Workshops / Training programs organized

Sl. No.	Department	Workshop/ Training programs	Teaching / Non-Teaching	Duration & Dates	Sponsoring agencies	Remarks
1	2	3	4	5	6	7

13.5. Details of Major research projects sanctioned during the year

Sl. No.	Department	Name of the Teacher	Project title	Sponsoring agency	Amount & Duration
1	2	3	4	5	6

13.6. Departments under SAP

Sl. No.	Department	Year of sanction	Phase	Amount sanctioned	Research fellowships sanctioned	No. of seminars conducted	Any other info
1	2	3	4	5	6	7	8

13.7. Departments under FIST / COSIST / any other.

Sl. No.	Department	Category	Year of sanction	Amount sanctioned	Major equipment purchased	Any other info
1	2	3	4	5	6	7

13.8. Department-wise Publications

Sl. No.	Department	No. of papers published in Refereed journals	Cumulative Impact factor of the publications	Books published	ISBN No.
1	2	3	4	5	6

### 13.9 Teacher participation in the Seminars/Conferences

Sl. No.	Department	Name of the teacher	Conference/ Seminar	Institution & place	Sponsoring agency	Whether presented a paper
1	2	3	4	5	6	7

### 13.10. Faculty visits abroad on academic purpose

Sl. No.	Name of the Department	Name of the teacher	Institution visited & period of visit	Country	Sponsoring agency	Activity undertaken
1	2	3	4	5	6	7

### 13.11. Awards/distinctions received by the teacher

Sl. No.	Name of the Department	Name of the teacher	Name of the Award	International/ National/State level	Nature of award
1	2	3	4	5	6

### 13.12. Faculty distinction – nominated / elected to State/ National / International bodies

Sl. No.	Name of the Department	Name of the Teacher	Membership / Distinction earned	Organization	International/ National/State level
1	2	3	4	5	6

### 13.13. Collaborative academic programs with other universities / organizations / industries

Sl. No.	Name of the Department	Name of the program	Nature of Collaboration	Collaborating organization & Country	Objectives of MoU
1	2	3	4	5	6

### 13.14 Department-wise Ph.Ds. awarded

Sl. No.	Name of the Department	No. of Ph. Ds. degrees awarded	No. tested with plagiarism software
1	2	3	4

### 13.15 Department-wise M.Phils awarded

Sl. No.	Name of the Department	No. of M.Phils degrees awarded	No. tested with plagiarism software
1	2	3	4



13.16 Faculty on editorial board of refereed research journals

Sl. No.	Name of the Department	Name of the Teacher	Status on the Editorial Board	Name of the Journal	ISSN Number	Periodicity of Publication	Year of inception of the Journal	Impact factor of the Journal
1	2	3	4	5	6	7	8	9

13.17. Number of Patents applied for and obtained

Sl. No.	Name of the Department	Name of the Teacher	No. of patents filed	No. of patents approved	National/ International	Country	Patent information
1	2	3	4	5	6	7	8

13.18. Consultancy projects

Sl. No.	Name of the Department	Name of the Teacher	Organization	National/ International	Country	Nature of Consultancy	Funds earned
1	2	3	4	5	6	7	8

13.19. No. of courses in which project work is introduced as part of the course

Sl. No.	Name of the Department	Name of the Course	Duration of the project work	Sponsoring agency	No. of credits given
1	2	3	4	5	6

13.20 Department-wise Major research projects completed

Sl. No.	Name of the Department	No. of projects completed	Total amount utilized	No. of projects in progress
1	2	3	4	5

14.1. Number of Non-teaching staff (Officers, Ministerial, Technical and others)

Sl. No.	Category of Non-teaching staff	No. of posts sanctioned	No. of posts filled up		No. of posts vacant
			Under direct recruitment	By promotion	
1	2	3	4	5	6

14.2. Number of Non-teaching staff working on temporary basis - Ministerial, Technical and others (Daily wage, Consolidated basis, NMR basis, Out-sourcing basis)

Sl. No.	Category of Non-teaching staff	Nature of engagement	No. of staff working more than			No. of qualified staff
			10 years	Less than 10 years	Total	
1	2	3	4	5	6	7











Final Total of Professional courses															
Grand Total (A + B)															

15.7 Analysis of course-wise UG Results in Affiliated (Private Unaided) Colleges – Social background and gender-wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)

Sl. No	Name of the Course	Total No. of students in the final year							Out of total passed						
		Social background	Appeared			Passed			Distinction			1 <sup>st</sup> class			
			Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>A Conventional Courses</b>		OC													
		BC													
		SC													
		ST													
		Mus. Min.													
		Chri. Min.													
		Other Min.													
		Total													
Final Total of Conven. courses															
<b>B Professional Courses</b>		OC													
		BC													
		SC													
		ST													
		Mus. Min.													
		Chri. Min.													
		Other Min.													
		Total													
Final Total of Profess. courses															
Grand Total (A + B)															

15.8 Overall analysis of gender-wise UG Results in affiliated colleges – Social background – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)

Sl. No.	Total No. of student in the final year in all courses	Social background							
		OC	BC	SC	ST	Mus. Min.	Chri. Min.	Other Min.	Total
1	2	3	4	5	6	7	8	9	10
1	Government, Private Aided and Unaided Colleges								
	(A) Conventional Courses								
	Appeared (Boys)								
	Appeared (Girls)								
	Total								

	(B) Professional Courses								
	Appeared (Boys)								
	Appeared (Girls)								
	Total								
	Final Total (A+B)								
2	Government Private Aided and Unaided Colleges								
	(A) Conventional Courses								
	Passed (Boys)								
	Passed (Girls)								
	Total								
	(B) Professional Courses								
	Passed (Boys)								
	Passed (Girls)								
	Total								
	Final Total (A+B)								

### 15.9 Analysis of student performance at entry level and exit level

Sl. No.	UG / PG	Name of the Faculty	Average marks in the qualifying exam at entry level	Average marks in the qualifying exam at exit level
1	2	3	4	5
1. University Colleges				
	A. UG	1. Arts		
		2. Sciences		
		3. Commerce & Mngt.		
		4. Engineering		
	B. PG	1. Arts		
		2. Sciences		
		3. Commerce & Mngt.		
		4. Engineering		
2. Affiliated Colleges				
	A. UG	1. Arts		
		2. Sciences		
		3. Commerce & Mngt.		
		4. Engineering		
	B. PG	1. Arts		
		2. Sciences		
		3. Commerce & Mngt.		
		4. Engineering		

### 15.10. Overall analysis of course-wise UG results under the distance mode – social background and gender-wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)

Sl. N	Name of the	Total No. of students in the final year			Out of total passed	
		Social	Appeared	Passed	Distinction	1 <sup>st</sup> class





B	Professional Courses												
		OC											
		BC											
		SC											
		ST											
		Mus. Min.											
		Chri. Min.											
		Other Min.											
		Total											
Final Total of Profess. courses													
Grand Total (A + B)													

### 15.12 Enrolment of students in 1st year conventional UG & PG courses in University Colleges

Sl. No	Name of the Course	Social background	Total No. of students in the 1 <sup>st</sup> year UG			Total No. of students in the 1 <sup>st</sup> year PG		
			Enrolled			Enrolled		
			Boy	Girl	Total	Boy	Girl	Total
1	2	3	4	5	6	7	8	9
A	Conventional Courses							
		OC						
		BC						
		SC						
		ST						
		Mus. Min.						
		Chri. Min.						
		Other Min.						
		Total						
Final Total of Conventional courses								
B	Professional Courses							
		OC						
		BC						
		SC						
		ST						
		Mus. Min.						
		Chri. Min.						
		Other Min.						
		Total						
Final Total of Professional courses								
Grand Total (A + B)								

### 15.13 Enrolment of students in 1<sup>st</sup> year conventional UG & PG courses in Private Aided Colleges

Sl. No	Name of the Course	Social background	Total No. of students Enrolled in the 1 <sup>st</sup> year UG			Total No. of students Enrolled in the 1 <sup>st</sup> year PG		
			Boy	Girl	Total	Boy	Girl	Total
			1	2	3	4	5	6
A	Conventional Courses							

		OC						
		BC						
		SC						
		ST						
		Mus. Min.						
		Chri. Min.						
		Other Min.						
		Total						
Final Total of Conventional courses								
B	Professional Courses							
		OC						
		BC						
		SC						
		ST						
		Mus. Min.						
		Chri. Min.						
		Other Min.						
		Total						
Final Total of Professional courses								
Grand Total (A + B)								

15.14 Enrolment of students in 1<sup>st</sup> year conventional UG & PG courses in Private Unaided Colleges

Sl. No	Name of the Course	Social background	Total No. of students Enrolled in the 1 <sup>st</sup> year UG			Total No. of students Enrolled in the 1 <sup>st</sup> year PG		
			Boy	Girl	Total	Boy	Girl	Total
1	2	3	4	5	6	7	8	9
A	Conventional Courses							
		OC						
		BC						
		SC						
		ST						
		Mus. Min.						
		Chri. Min.						
		Other Min.						
		Total						
Final Total of Conventional courses								
B	Professional Courses							
		OC						
		BC						
		SC						
		ST						
		Mus. Min.						
		Chri. Min.						
		Other Min.						
		Total						
Final Total of Professional courses								
Grand Total (A + B)								



Government Degree Colleges – Professional courses at UG level									
C	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
Government Degree Colleges – Professional courses at PG level									
D	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
Final total (C+D)									
Grand Total (A+B+C+D)									

15.17 Overall analysis of enrolment in UG & PG courses separately for Private Aided Degree colleges – Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)

Sl. No.	Total No. of students enrolled in 1 <sup>st</sup> year in all courses	Social background							
		OC	BC	SC	ST	Mus. Min.	Chri. Min.	Other Min.	Total
1	2	3	4	5	6	7	8	9	10
1 Private Aided Degree Colleges – Conventional courses at UG level									
A	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
Private Aided Degree Colleges – Conventional courses at PG level									
B	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
Final Total (A+B)									
Private Aided Degree Colleges – Professional courses at UG level									
C	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
Private Aided Degree Colleges – Professional courses at PG level									
D	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
Final total (C+D)									
Grand Total (A+B+C+D)									

15.18 Overall analysis of enrolment in UG & PG courses separately for Private Unaided Degree colleges – Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)

Sl.	Total No. of students enrolled	Social background
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No.	in 1 <sup>st</sup> year in all courses	OC	BC	SC	ST	Mus. Min.	Chri. Min.	Other Min.	Total
1	2	3	4	5	6	7	8	9	10
1	Private Unaided Degree Colleges – Conventional courses at UG level								
A	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	Private Unaided Degree Colleges – Conventional courses at PG level								
B	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	Final Total (A+B)								
	Private Unaided Degree Colleges – Professional courses at UG level								
C	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	Private Unaided Degree Colleges – Professional courses at PG level								
D	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	Final total (C+D)								
	Grand Total (A+B+C+D)								

15.19 Overall analysis of enrolments at 1st year UG & PG level.

Sl. No.	Total No. of students enrolled in the 1 <sup>st</sup> year in all courses	Enrolment of students							
		OC	BC	SC	ST	Mus. Min.	Chri. Min.	Other Min.	Total
1	2	3	4	5	6	7	8	9	10
1	University Colleges & affiliated colleges in UG Courses								
	(A) Conventional Courses								
	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	(B) Professional Courses								
	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	Final Total (A+B)								
2	University Colleges & affiliated colleges in PG Courses								
	(C) Conventional Courses								

	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	(D) Professional Courses								
	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	Final Total (A+B+C+D)								

15.20. Overall analysis of enrolment in UG & PG courses separately under the Distance Mode – Social background and gender wise – (OC, BC, SC, ST, Minorities – Christian / Muslim/ Others)

Sl. No.	Total No. of students enrolled in the 1 <sup>st</sup> year in all courses	Enrolment of students							
		OC	BC	SC	ST	Mus. Min.	Chri. Min.	Other Min.	Total
1	2	3	4	5	6	7	8	9	10
1	UG Courses								
	(A) Conventional Courses								
	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	(B) Professional Courses								
	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	Final Total (A+B)								
2	PG Courses								
	(C) Conventional Courses								
	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	(D) Professional Courses								
	Enrolled (Boys)								
	Enrolled (Girls)								
	Total								
	Final Total (A+B+C+D)								

15.21 Students qualified in NET / SLET etc.,

Sl. No.	Faculty	No. of students qualified				
		NET	APSET	UPPSC Civil Services	APPSC G-I	Total
1	2	3	4	5	6	7
1	Arts					
2	Science					
3	Engineering					
4	Any other					

15.22 Campus placement details of Undergraduate and Postgraduate students in final year / final semester.

Sl. No.	Name of the college	Name of the placement organisation	Gender	No. of students got placements				Total
				Conventional degrees		Professional degrees		
				UG	PG	UG	PG	
1	2	3	4	5	6	7	8	9
			Boys					
			Girls					

16.1. Total number of affiliated colleges with 2(f) and 12(b) status etc., district wise

Sl. No.	Name of the District	No. of affiliated colleges				Out of total affiliated colleges in Col.6, No. of colleges under					
		Govt.	Pvt. Aided	Pvt. Unaided	Total	2(f) and 12(b)	2(f) only	Autonomous status	Accreditation status	CPE	Colleges not covered in Col. 7 to 11
1	2	3	4	5	6	7	8	9	10	11	12
A	Colleges offering Conventional course at UG level only										
B	Colleges offering Conventional courses at both UG & PG level										
Total (A+B)											
C	Colleges offering Professional course at UG level only										
D	Colleges offering Professional courses at both UG & PG level										
Total (C+D)											
(A+B+C+D)											

16.2 Total number of University / affiliated colleges district wise at urban / rural etc.,

Sl. No.	Name of the District	Total No. of University / Affiliated Colleges								Grand Total (6+10)	Out of Col.11 No. of women colleges
		Offering Conventional courses				Offering Professional courses					
		Urban	Rural	Tribal	Total	Urban	Rural	Tribal	Total		
1	2	3	4	5	6	7	8	9	10	11	12
A	University Colleges (UG level)										
B	University Colleges (PG level)										
Total (A+B)											



C	Government Colleges (UG level)									
D	Government Colleges (UG & PG level)									
Total (C+D)										
E	Private Aided Colleges (UG level)									
F	Private Aided Colleges (UG & PG level)									
Total (E+F)										
G	Private Unaided Colleges (UG level)									
H	Private Unaided Colleges (UG & PG level)									
Total (G+H)										

### 16.3 Survey of colleges – District & Mandal wise

Sl. No.	Name of the District	Total No. of Mandals	No. of Mandals <b>without</b> colleges			
			Conventional		Professional	
			UG	PG	UG	PG
1	2	3	4	5	6	7

**Annexure – I** - (Publication details of teachers (name of the teacher, title of the paper, name of the journal, year, volume no., page no., ISSN No., impact factor))

Sl. No.	Name of the Dept.	Name of the Teacher	Title of the paper	Name of the Journal	Year of Publication	Volume Number	Page Numbers	ISSN Numbers	Impact factor
1	2	3	4	5	6	7	8	9	10

**Annexure – II** - Teachers participation in the Seminars/conferences. (Name of the Teacher, Title of the Seminar, National/International/regional & place)

Sl. No.	Name of the Dept.	Name of the Teacher	Participation of teacher			
			Seminar on	National / International / State / regional	Date of seminar	Title of the paper presented in the seminar
1	2	3	4	5	6	7

## OVERVIEW OF THE UNIVERSITY

(Year of the Annual Report)

Name of the University		Year of Establishment & Act No.	
University Headquarters		Jurisdiction of the University	
Total Land allotted to the University (in acres)		Total Built up area (in sq. mtrs.)	
Year of Award : UGC 2(f) & 12(B)		Year of Award: UPE	
NAAC Accreditation: Year & Status		No. of NBA accredited University Depts:	
No. of Constituent Colleges		No. of Affiliated Colleges:	
No. of NAAC accredited Colleges:		No. of Autonomous Colleges	
No. of NBA accredited Depts. in colleges (Depts. / Colleges)		No. of colleges with CPE status	
No. of UGC sponsored centres		No. of other academic centres	
No. of Faculties		No. of Departments	
No. of programmes at PG level: Conventional		No. of programmes at PG level: Professional	
No. of programmes at UG level: Conventional		No. of programmes at UG level: Professional	
No. of combinations at UG level: Conventional		No. of combinations at UG level: Professional	
No. of Teachers on rolls/ No. of Emeritus Professors		No. of Non-Teaching staff on rolls	
No. of Awards/Distinctions won by the Faculty		No. of faculty with membership in National/International bodies	
No. of UGC SAP/DST-FIST/DBT etc., funded Depts.		Total annual funding from these agencies	
No. of Research Centres		No. of Service Centres	
No. of students in Ph.D. program / No. of scholars with fellowships		No. of students in M.Phil. program	
No. of Ph.Ds. awarded		No. of M.Phils. awarded	
No. of Research papers published in Referred journals		No. of ISBN Books Published / Edited	
Number of Research Projects		Total Amount of the projects	
No. of Students in University Colleges		No. of Students in Affiliated Colleges	
No. of students at UG level in Conventional courses		No. of students at UG level in Professional courses	
No. of students at PG level in Conventional courses		No. of students at PG level in Professional courses	
No. of students from other states		No. of foreign students	

No. of students enrolled in all courses (First year)		No. of dropouts in first year courses( No. of enrolled – No . of registered for exams	
No. of Students appeared in Annual Exams at UG (Conventional)		No. of Students passed at UG level and pass percentage (Conventional)	
No. of Students appeared in Annual Exams at PG (Conventional)		No. of Students passed at PG level and pass percentage (Conventional)	
No. of Students appeared in Annual Exams at UG (Professional)		No. of Students passed at UG level and pass percentage (Professional)	
No. of Students appeared in Annual Exams at PG (Professional)		No. of Students passed at PG level and pass percentage (Professional)	
No. of Seminars/Conferences organized		No. of Training programs / Workshops conducted	
No. of innovative programmes /courses introduced		No. of courses for which curriculum is revised	
No. of programmes in the distance mode at UG level		No. of courses in the distance mode at PG level	
No. of diploma courses in the distance mode		No. of certificate courses in the distance mode	
No. of students in distance mode at UG level		No. of students in distance mode at PG level	
No. of MoUs entered with National Institutions		No. of MoUs entered with International Institutions	
No. of Students qualified in UPSC / APPSC etc.		No. of Students qualified in NET / SLET / Gate etc.	
No. of campus placements organised		No. of students who got placements in campus interviews	
No. of Hostels for Boys in the university		No. of Boarders (Boys)	
No. of Hostels for Girls in the university		No. of Boarders (Girls)	
No. of Books in the Central Library		No. of Journals in the Central Library	
No. of Endowments instituted		No. of Gold Medals instituted	
Achievements in Games & Sports (National / State)		National / State level Achievements in NSS and NCC	
Total budget estimates of the University		Total expenditure	
Total block grants received from the State		Total amount generated from the internal resources	
Total UGC Plan grants during the plan period		Total UGC supportive grants	