

Academic and Administrative Audit -2018-19
Andhra Loyola Institute of Engineering & Technology
Format-I (Institutional Data)

COLLEGE PROFILE	
1	Name of the College, URL of Website, email and Phone number <p style="text-align: center;">Andhra Loyola Institute of Engineering and Technology, Vijayawada - 8 www.aliet.ac.in, alietbza@gmail.com, 0866 249 8978</p>
2	Name of the Principal, email & Mobile Number <p style="text-align: center;">Dr.O.Mahesh, omaheshr@gmail.com ,9121214609</p>
3	Name of the Assistant Director, email & Mobile Number <p style="text-align: center;">Fr.J.Chiranjivi ,email:jchiru16@gmail.com,9491688116</p>
4	Name of the IQAC Coordinator, email & Mobile Number <p style="text-align: center;">Dr.A.Srinivasa Rao, email: akella.srinivas08@gmail.com ,9440522138</p>
5	Year of Establishment & details of land available if any <p style="text-align: center;">2008, own land (11.67 acres)</p>
6	Affiliating University <p style="text-align: center;">JNTU-Kakinada</p>
7	NAAC Grade with Cycle, Accredited Year & CGPA (Status of preparation if not Accredited) <p style="text-align: center;">Preparing for First Cycle</p>
8	AICTE Approved <p style="text-align: center;">YES</p>

9	College Working Hours(if shift system mention details of both shifts & give reasons for shift system)	9.00AM - 5.00 PM		
10	No. of Posts Sanctioned: 125	Regular Working: 125	Self-Financing: 00	Guest Working: 00
11	Course wise & year wise Students strength particulars (Proforma enclosed)	List of students enclosed and strength is maintained in office		
I-CURRICULAR ASPECTS				
	Item	Status (Give Details, not just Yes/No)	Recommendation/Suggestions by Academic Advisors (A-Excellent, B-Good, C-Poor)	Action taken
12	Implementation of Annual Institutional Plan	Prepared at the beginning of the every academic year and implemented	A	
13	Departmental Annual Curricular Plans	In the department, we prepared semester wise plans and implementing	A	
14	Whether the above two circulated among Students?	Yes	A	
15	College Activity Register	Maintained in the office & IQAC Cell	B (Suggested to maintain the register of all the activities)	

16	College Calendar/College Magazine	College Hand book & Magazine are available at office	A	
17	Add-on Courses (Department-wise) in 2018-19	5 (English for Employability, Aptitude, Coding, Life skills ,Yoga and meditation)	A	
18	Coverage of Syllabus (Average Percentage)	100% (Both the Semesters)	A	
19	Maintenance of Student Attendance Registers	Class-wise attendance registers are maintained and are available within the Department	A	
20	Whether feedback on curriculum was obtained from stake holders and analysed	Feedback is taken and maintained	B (Suggested to analyze the Feedback)	
II-TEACHING, LEARNING & EVALUATION				
21	Student admissions-Cut off marks and % of SC,ST, BC, minority and OC students admitted (Group wise) in 2018-19	Details are available at office & Department	----	
22	Social-economic status of students enrolled (Group wise and Year wise) in 2018-19	Details are available at office & Department	A	

23	Percentage of differently abled students (Divyangjan) on roll	CIVIL-1	----	
24	Percentage of full time teachers against sanctioned posts in 2018-19	100%	A	
25	Student - Full time teacher ratio	20:1	A	
26	Teaching Diaries & Teaching Plans in Prescribed Formats	All the lecturers prepared lesson plans, teaching diaries maintained in the department, and the semester-wise teaching diaries and lesson plans are available within the department.	A	
27	Use of ICT in teaching and learning	In the departments (CSE - 9 LCD projectors, 1- laptop,2- printer , ECE- 6 LCD projectors, 2- laptop,2- printers, 1- OHP projector EEE- 4 LCD projectors, 1- laptop,2- printers, MECH- 6 LCD projectors,2- laptop, 1- printer, CIVIL- 4 LCD projectors. 1 laptop,-1 printer, IT- 5 LCD projectors 1- laptop, 1- printer. 1-OHP projector S&H- 5 LCD projectors, 1- laptop,1- printer, MBA-3 LCD projectors, 1- laptop,1-printer)	A	

28	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	100%	A	
29	Co-Curricular Activities (College level)	VENTURA (Conducted and documented by respective	A	
30	Seminars/conferences/workshops organized in 2018-19	CSE -19 ,ECE-11 ,EEE-11 ,MECH -3,CIVIL-5 , IT-12 ,MBA-10 (Conducted and documented in the department)	A	
31	Academic Competitions (College Level & Above)	Project Expo/ Technical Quiz/ EPISTEMIKON / Engineers day (Conducted and documented respective co-coordinators)	A	
32	Conduct of Internal Examinations-Internal assessment	Conducted as per the University schedule and marks are maintained in the Examination cell and department.	A	
33	Teacher wise result analysis (2018-19)	Teacher wise result analyses calculated after every Semester end exam results announced and maintained in the department.	A	
34	Pass percentage of students (Group wise) in 2018-19	CSE- Sem-I (II year-76.3%,III year-82%,IV year-50%) Sem-II (II year- 82.6%,III year-82.6 %,IV year-61.7%)	In some departments the results are poor and steps can be taken to improve the pass percentage	

		<p>ECE- Sem-I (II year-50.3%,III year-69.69%,IV year-72.44%) Sem-II(II year-57.3%,III year-63.7%,IV year-63.7%)</p> <p>EEE- Sem-I (II year-40.36%,III year-38.16%,IV year-79%) Sem-II (II year-48.3%,III year-37.14%,IV year-76.92%)</p> <p>MECH- Sem-I (II year-25.3%,III year-29.7%,IV year-41.55%) Sem-II (II year-40%,III year-41.44%,IV year-70.16%)</p> <p>CIVIL- Sem-I (II year-32.7%,III year-66.15%,IV year-91.8%) Sem-II(II year-45.76%,III year-73.43%,IV year-80%)</p> <p>IT- Sem-I (II year-43.7%, III year-74.07%,IV year-75.47%) Sem-II (II year-34.04%, III year-92.59%,IV year-90.56%)</p>		
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		MBA- ((18-20)I sem -89.09%,(17-19)III SEM- 90.74% ,IV SEM-(17-19)85.18 %) S&H- Sem-I-48.69 %,Sem-II-58.4%		
35	Number of students undertaking field projects/internships	MECH -5, MBA- 54,EEE-14,IT-12,CIVIL-44,ECE-59,CSE-14	Field projects/internships can be made mandatory for all the departments	
36	Remedial Classes	After the mid semester exams HOD analyses the results year wise and directs the faculty members to take remedial classes for the slow learners. Accordingly, remedial classes are conducted and attendance are maintained	A	
37	Conduct of Bridge course	Workshops and Guest lectures are conducted for the related subjects	A	
38	Feedback on Teachers by Students and its analysis	Online feedback is taken	Feedback need to be analyzed	
39	Student satisfaction survey- Feedback on teaching and learning process by Students and its analysis	Student feedback is taken and maintained	A	

III-RESEARCH, INNOVATIONS AND EXTENSION

40	No. of Research Guides in the College	MBA-1	For 40-44: Faculty members of all the departments can be encouraged to take up active research and publication. Cash incentives and awards can be given	
41	Major/Minor/Other Research Projects	MBA-2 1)Assessment of Innovation activities in Micro, Small and Medium Enterprises (MSMEs) – An empirical study in Andhra Pradesh 2)A study on effect of Digital India on empowerment of rural and urban women in Andhra Pradesh		
42	Research Papers Published in 2018-19 (International/ National)	International ECE-41 .EEE-18 ,MECH -3, IT-6 ,MBA-54 ,S&H-10 National CSE -9, EEE-1 (proofs are maintained in department)		
43	Papers Presented in 2018-19 (International/ National/ State) (conferences)	International ECE- 1.EEE-18,IT-2 ,MBA-2 ,S&H-11 National CSE -2,EEE-1,MECH -8, IT-2 ,MBA-4 , (proofs are maintained in department)		
44	Books Published in 2018-19 (Single Author/ Co Author)	IT-2 , S&H-2 (proofs are maintained in department)		

45	Seminars/Workshops/ Training Programme Conducted in 2018- 19 (International/ National/ State)	CSE-19, ECE-11, EEE-11, MECH-3, CIVIL- 5.MBA- 11 CSE-21(Documented in Department)	A	
46	Record of Consultancy in 2018-19	Yes (Civil-1)	Other departments can take up consultancy	
47	Whether the Institution has created an ecosystem for innovation including incubation centre and other initiatives for transfer of knowledge	Conducting Entrepreneurship Awareness Camp & women Entrepreneurship development Programme	B	
48	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Yes (ECE-1,CSE-3)	A	

49	Record of MoUs in 2018-19	CSE-4(ORACLE,RATIONAL ROSE, DR.COMPUTERS ,TCS) ECE-3(ELINT LABZ,BSNL,MICROLINK) EEE-3(TECHTRUNK VENTURES PRIVATE LIMITED,ROBOKART TECHNOLOGIES PRIVATE LIMITED,GS.ALLOYS PRIVATE LIMITED) MECH-4(SYNERGEM ENERGY TRAINING CENTER,FUTURE NDT,CREATUAL CAD,GSALLOYS CASTING LIMITED) IT-3(ORACLE,EFFTRONICS,DR.COMPUTERS) MBA-1(SIPNATEC) (Proofs Documented in Department)	A (Other departments can also explore the possibility of signing MoUs in their fields)	
50	Record of Subject/Department Related Extension Activities	CSE -2,ECE-3 .EEE-2 .MECH -2.CIVIL-1 .IT-1 MBA-2 (Proofs Documented in Department & Extension officer)	A	
51	Number of extension programmes conducted in the neighbourhood community to sensitize the students	CSE -6,EEE-3,MECH -2,CIVIL-3,IT- 2,MBA-2,ECE-1 (Proofs Documented in Department & Extension officer)	A	

52	Number of extension programmes conducted in collaboration with Community/NGOs through NSS/NCC/Red Cross/YRC etc.,	3(Documents are available with extension coordinator)	NSS unit can be started	
53	Details of students participating in extension activities with Government Organisations, No n- Government Organisations and programs such as Swachh Bharat, ODF, Aids Awareness, Gender Issue, etc	Proofs (Documented in Department & Extension officer)	A	
54	Number of awards and recognition received for extension activities from Government/ recognised bodies	2(Documents are available with extension coordinator)	---	
IV-INFRASTRUCTURE AND LEARNING RESOURCES				
55	Number of Class rooms, Labs and computing equipment	The institute has 45 class rooms ,5 seminar halls,55 LCD projectors,710 computers, Internet speed – 50 mbps is provided	A	

56	Facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	Cricket Field, Volley Ball Court, Throw ball Court, Badminton outdoor Court, Kho- Kho and Kabbadi Courts are available in the campus. basket ball court, lawn tennis court and 400 m track for athletics, indoor stadium for shuttle badminton and gymnasium are available inside the campus of society. Inside the campus a unit known as "Kaladarshini" is available whereby interested students can learn classical dance, music, yoga	A	
57	Classrooms and seminar halls with ICT - enabled facilities such as smart class, Virtual Class Room, LMS, etc.	<p>CSE- CLASS ROOMS WITH LCD FACILITIES –6 NUMBER OF SEMINAR HALLS WITH ICT FACILITIES-1</p> <p>ECE- CLASS ROOMS WITH LCD FACILITIES – 6 NUMBER OF SEMINAR HALLS WITH ICT FACILITIES-1</p> <p>EEE- CLASS ROOMS WITH LCD FACILITIES – 3 NUMBER OF SEMINAR HALLS WITH ICT FACILITIES-1</p> <p>MECH- CLASS ROOMS WITH LCD FACILITIES – 6 NUMBER OF SEMINAR HALLS WITH ICT FACILITIES-1</p> <p>CIVIL- CLASS ROOMS WITH LCD FACILITIES – 3 NUMBER OF SEMINAR HALLS WITH ICT FACILITIES-1</p>	A	

		<p>IT- CLASS ROOMS WITH LCD FACILITIES – 4 NUMBER OF SEMINAR HALLS WITH ICT FACILITIES-1</p> <p>MBA- CLASS ROOMS WITH LCD FACILITIES – 2 NUMBER OF SEMINAR HALLS WITH ICT FACILITIES -1</p> <p>S&H- CLASS ROOMS WITH LCD FACILITIES – 5 NUMBER OF SEMINAR HALLS WITH ICT FACILITIES-1</p> <p>(Proofs as Bills)</p>		
58	Budget allocated for infrastructure augmentation(2018-19)	140.70113 Lakhs	A	

59	Library is automated using Integrated Library Management System	Library is using NEW GEN LIB Software by Verus Solutions Private Limited, Version 3.1.4	A	
60	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	Special Dictionaries, Hand Books, Project Reports, Rare Books, Great Speeches etc. are available in the library	Suggested to collect rare books	
61	Does college has e-Journals, e-books, e-ShodhSindhu, Shodhganga membership and Databases	Yes, SCIENCE DIRECT,VIDEEYA,E-SHODSINDHU .NATIONAL DIGITAL LIBRARY, NPTEL-COURSES, SWAYAM,MOOCS,SPOKEN TUTORIALS. (Data is maintained in library)	A	
62	Expenditure for purchase of books and journals in 2018-19	19.24568 Lakhs	----	
63	Percentage per day usage of library by teachers and students (up to January)	20%	A	
64	Student-Computer ratio	As per AICTE 1:6 for UG, 1:4 for PG but 1:3 ratio provided for students .	A	

65	Updation of IT facilities	<p>CSE</p> <p>1. The CSE department purchased an EPSON printer on 08/02/2019 with bill number 652 worth 12,500 (Twelve thousand five hundred rupees only)</p> <p>2. The CSE department purchased an ACER Laptop on 02/02/2019 with bill number 936 worth 28000 (twenty eight thousand Rupees only)</p> <p>IT</p> <p>1. The IT department purchased LENOVO Laptop on 14/06/2018 with bill number: 152 worth of 27000/-</p> <p>2. The IT department purchased projector installation material on 18/06/2018 with bill number: 26 worth of 6800/-.</p> <p>S&H</p> <p>1. Item: Projector, Bill No: 78, Amount: 24,609.37. Purchased date: 23/8/2018</p> <p>2. Item: Projector , Bill No: 90, Amount: 24,609.37. Purchased date: 20/9/2018</p> <p>EEE</p> <p>1. The Department of EEE had purchased 2</p>		
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		<p>Viewsonic Projectors on 23/08/2018 with bill no 78 worth 78,158</p> <p>2.The Department of EEE had .purchased Computer peripherals (HDMI cables,VGA cables) on 23/8/2018 with bill no 78 worth 5592.</p> <p>CIVIL</p> <p>1.The CIVIL department purchased computer peripherals on 23/07/2018 worth of 24,150 (Twenty four thousand one hundred fifty rupees only).</p> <p>MECH</p> <p>1.The ME department purchased computer peripherals (Qty-6) on 26/06/2018 with invoice bill number: 689 worth of 5,950 (Five thousand nine hundred fifty rupees only).</p> <p>2.The ME department purchased computer peripherals (13 Motherboards) on 02/07/2018 with invoice bill number: 030/2018-19 worth of 1,180 (one thousand one hundred eighty rupees only).</p>		
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3.The ME department purchased computer peripherals (Qty-6) on 26/06/2018 with invoice bill number: 689 worth of 5,950 (Five thousand nine hundred fifty rupees only).

4.The ME department purchased computer peripherals (13 Motherboards) on 02/07/2018 with invoice bill number: 030/2018-19 worth of 1,180 (one thousand one hundred eighty rupees only).

5.College purchased 15 View sonic Projectors and The ME department was allocated View sonic Projectors (Qty-3 for Mech. Dept. & 1 for Dassault system lab) on 23/08/2018 with invoice number: 78 total worth of 522000 for 15 projectors (Five Lakhs Twenty two thousand only).

6. The ME department purchased Mouse Logitech (Qty-4) on 17/11/2018 with invoice number: 698 worth of 1200 (Twelve thousand rupees only).

7.The ME department purchased UPS Battery (Qty-1) on 22/11/2018 with invoice number: 711 worth of 750 (Seven hundred and fifty rupees only).

8.The ME department purchased ACER Veriton I7 Desktop Computer systems (Qty – 35) and ACER Veriton I5 Desktop Computer systems (Qty – 36) on 17/01/2019 with Invoice number:

		<p>GST5214/18-19 (Buyers order No: P.O. Dt: 20-12-2018) worth of 37, 18,534 (Thirty seven lakhs Eighteen thousand Five hundred and thirty four rupees only).</p> <p>9.The ME department purchased computer peripherals (Dgs-1024d Dlink, Rj 45 connectors, 6u rack, CABLE6) on 18/01/2019 with invoice bill number: 876 worth of 47,400.50 (Forty seven thousand four hundred and fifty paisa only).</p> <p>ECE</p> <p>1.The ECE department purchased 35 desktop systems on 17/01/2019 with a bill number 214/18-19 worth 16,55,500 (Sixteen lakhs fifty five thousand five hundred only) towards establishment of Digital Signal Processing.</p> <p>MBA</p> <p>1. The MBA department purchased 2 Viewsonic projectors on 23/08/2018 & 20/9/2018 with a bill number 78,90.</p>		
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66	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	276.10913 Lakhs		
67	Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc	The physical facilities of the institute such as buildings, lawns, class rooms etc. are maintained clean and tidy. The entire floor of the building is swept every day and mopping is done once a week. Whitewashing of building and class rooms is done once in three years. The lawns and gardens are well maintained. Facilities for different outdoor and indoor games are available in the institute.		

V-STUDENT SUPPORT AND PROGRESSION				
68	Average percentage of students benefited by scholarships by the Government in 2018-19	64.16% (Proofs are maintained in office)	---	
69	Average percentage of students benefited by scholarships by the Institution in 2018-19	1.20% (Freeships details are available within the office)	---	
70	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution in 2018-19	100 % benefited. (Record is available with Placement Cell)	---	
71	Average percentage of Placement of outgoing students in 2018-19	38.67 %(Record is available with placement cell)	Placement cell can be strengthened	
72	Student grievances redressal mechanism	No incident reported.	---	
73	Number of capability enhancement and Development schemes conducted (like Career guidance, Remedial coaching etc.,)	6- Guidance for competitive examinations , Career Counselling, Soft skill development, Remedial Caoching, Bridge courses, Personal counseling	A	

74	Number of student Progression to higher education	IT-1,CIVIL-7.MECH-2,CSE-1	Measures can be taken to encourage remaining students to pursue higher studies	
75	Number of students qualifying in state/ national/ international examinations(like NET, SLET,GATE. Civil services, state government etc.,)	CSE-1,EEE-4,IT-4, CIVIL-1,ECE-2	A	
76	Number of awards/medals for outstanding performance in sports/cultural activities	MECH -1 (Documents available within the Department)	A	
77	Records of significant achievements in Sports & Games	Records are maintained and are available with Physical Director. Highlights <ul style="list-style-type: none"> • Got first place in C-zone kabaddi • Got runners in central zone Kabaddi competition • Got first place in C-zone Cricket • Got third place in central zone Cricket • Eenadu Cricket Champions got first place in district level 	A	

78	Number of sports and cultural activities / competitions organized in the Institution in 2018-19	CSE -1 ,ECE-1 ,EEE-1 ,MECH -1,CIVIL-2,IT-1,MBA-1 (Records are maintained and are available within charges) (Games & sports register is maintained and available with physical director)	A	
79	Alumni contribution in 2018-19 (In Rs)	ALCAA	A	
80	Number of Alumni Association /Chapters meetings held in 2018-19	CSE -1 ,ECE-1 ,EEE-1 ,MECH -1 (Documents available within the Department)	A	
81	Record of Anti Ragging cell	Precautionary measures are taken by creating awareness through publishing Disciplinary actions in the students' hand books, announcing the adverse consequences of ragging by Public Address System, Display of anti- ragging posters in prominent locations and in the form of notices. No incident of ragging is registered. (Proofs as minutes of meeting book)	A	
82	Maintenance of drinking water	2 RO water purifier plants are established. (1 in Main Block and 1 in PG Block). The purified safe drinking water is stored in 6 tanks and supplied throughout the day.	A Safe drinking water can be provided in the library and in all the floors	

83	Maintenance of sanitation	Separate toilets are maintained to the boys, girls and visitors.	A	
VI-GOVERNANCE AND LEADERSHIP				
84	Functioning of Committees in Administration (Minutes of meetings)	The decentralized governance is under implementation through various committees such as. Anti – ragging committee, Women’s Cell & Internal Complaint committee, Events and Cultural Committee, Media and Public Relations Committee, Academic Audit Committee, Extension Program Committee, Placement and training Cell, Grievances Redressal Committee, Sports and Games Committee, Entrepreneurship Development Cell, IQAC cell . (Proofs as minutes of meeting books)	A	
85	Awards/Achievements	(CSE -4, S&H-2)	A	
86	Use of ICT in Governance	Online transctions for tution fees, Question papers through mail, Online Feedback	A	
87	Organizational structure of the Institution	Organizational structure of the institution is provided.	A	

88	Implementation of e-governance in Planning and Development, Administration, Finance and Accounts, Student Admission and Support, Examination	Finance and accounts-Tally Erp software, Student admission through Eamcet (Govt. of AP).Examination portal (JNTUK)	A	
89	Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies in 2018-19	22 (proofs as per audit statement)	A	
90	Number of professional development administrative training programs organized by the Institution for teaching and non-teaching staff in 2018-19	8 (Documents available within the department)	A	

91	Percentage of teachers attended professional development programs (Orientation Program, Refresher Course, Short Term Course etc.) in 2018-19	100%	A	
92	Funds / Grants received from non-government bodies, individuals, philanthropers in 2018-19	MBA-30,46,700/-	More funds/grants can be procured.	
93	Average number of quality initiatives by IQAC for promoting quality culture per year	IQAC cell maintain documents.	A	
94	Participation in NIRF	Participated	A	
95	IQAC activities & maintenance of records, (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc)	Available in IQAC Cell	A	

VII-INSTITUTIONAL VALUES AND BEST PRACTICES				
96	Percentage of power requirement of the Institution met by the renewable energy sources	100 KW Solar Power, 39.50% Reduction in Electricity bill	A	
97	Waste Management steps taken	Solid waste management-Dustbins are placed in each coordior & classrooms. Collected solid waste is dumped in main VMC dustbin ,Paper is given to ITC for recycling Liquid waste management-Centralized liquid waste connect to VMC E-waste management-E-waste is disposed in a E-bins	A	
98	Rain water harvesting structures and utilization in the campus	Rain water harvesting pits -4.Rain water storage tanks-3	A	
99	Facilities for Differently abled (Divyangjan) (ramp, scribe for examination etc..)	Physical facilities (classroom). Lift, Ramp/ Rail and wheel chair. Rest Rooms are available for differently abled students. Providing scribe facility for differently abled students	More facilities can be provided. Lift can be provided for Divyangjan in the II Block (New)	

100	Green Practices (plastic free campus, green landscaping etc..)	The institution strives for the environmental friendly practices in the campus. Green guards eco club monitors sustainability in the campus. It takes the lead in redefining the environmental culture and is developing green practices in the form of solar energy, rain water harvesting, management of solid, liquid and e- waste. The institution encourages plastic free campus. The institution has sprawling lush green garden and trees. Green audit is conducted every year	A	
101	Record of best innovative practices by the institution	The best practices implemented in ALIET, which yielded good results include: 1. Igniting Entrepreneurial Spirit in students and Catalysing Entrepreneurial Eco system of the region 2. Conducting Research studies for social cause	A	
102	College Activity Register 2018-19 & Hard Copy of AQAR 2016-17 (should be available with the Principal)	College Activity Register is maintained	B	

COLLEGE GRADING:

Good





Signature of the Assistant director



Signature of the Principal

PRINCIPAL
ANDHRA LOYOLA INSTITUTE OF
ENGINEERING & TECHNOLOGY
VIJAYAWADA-520 008

Signatures of Academic Advisors

1.  Srinivasa Rao
2. 
3. 