

Government of Andhra Pradesh Commissionerate of Collegiate Education									
Academic & Administrative Audit of Degree Colleges									
Format - III A (To be Filled by Faculty and handed over to Academic Advisor)									
Zone: II		District: ELURU							
Name of the College		GOVT DEGREE COLLEGE, CHINTALAPUDI							
Name of the Lecturer		V.MADAN MOHAN RAO							
Name of the Subject		BOTANY							
Date of Joining in Degree College: 05-11-2010 / (03/10/2021)						Date of Retirement:		28-02-2034	
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A=3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
CURRICULAR ASPECTS									
1	Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan ✓ 2. Course Objectives & Outcomes ✓ 3. Teaching Diary ✓ 4. Lesson Plans ✓ 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year Course wise/Sem wise Records for the Academic Year Invitation Letter & Attendance	2x5= 10 2x5= 10 10	30	B	60	60	1) All five key indicators =3 Grade points/A 2) Any four key indicators =2 Grade points/B 3) Any two key indicators =1 Grade points/C 4) No Indicator=0/D
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught 2. Value added courses offered & completed a) Certificate b) Diploma c) Any Online courses like MOOCs	a) Course wise/Sem wise additional inputs Reports b) Report on Certificate/ Diploma c) Any Online courses like MOOCs	10 2x5=10	20	C	20	20	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected ✓ b) Analyzed ✓ c) Action taken ✓	Course wise/Sem wise a) Reports of Feedback b) Analysis Reports c) Action taken Report	10	10	A	30	10	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D

6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	C	30	30	1) Any five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	90	1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2, 3 =1 Grade point/C 4) Below two=0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	B	60	60	1) All five key indicators =3 Grade points/A 2) First KI Metric and any three other =2 Grade points/B 3) First KI Metric and any two other =1 Grade point/C 4) Below two=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms ✓ b. Use of Virtual Classroom ✓ c. Use of Labs d. Use of Library ✓ e. Nlist usage. f. Maintenance of Departmental Library ✓	Log books related to usage	20	20	B	40	40	1) Any four key indicators = 3 Grade points/A 2) Any three key indicators = 2 Grade points/B 3) Any two key indicators = 1 Grade point/C 4) Below two Indicators = 0/D
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V- ROLE IN STUDENT SUPPORT AND PROGRESSION

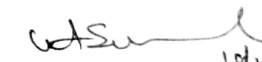
14	Student Support	1. Counseling of students as Mentor/Class teacher ✓ a. Student Profile Collection ✓ b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) ✓ b) Handholding the slow learners (offering study material/ question banks) ✓ 3. Guiding/Monitoring Students for CSP/Internship ✓ 4. Organizing/Participation in Parent Teacher Meetings ✓	Reports in the NAAC format	20 10 10 10	50	B	100	100	1) All Four key indicators = 3 Grade points/A 2) Any Three key indicators = 2 Grade points/B 3) Any Two key indicator = 1 Grade point/C 4) Below two = 0/D
15	Student Progression	Report on Programme/Course wise students' progression to a) Higher Education ✓ b) Employment ✓ c) Entrepreneurship ✓	Reports in the NAAC format	10 10 10	30	C	30	30	1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D

VI- ROLE IN INSTITUTIONAL GOVERNANCE									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan ✓ b)Participation in different institutional committees and preperation of committee reports ✓ c)Participation in different institutional activities that focus on value based education ✓ d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
VII - BEST PRACTICES									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	20	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
Total Grade points					500		820	710	

Name & Signature of the Principal


PRINCIPAL
 GOVT DEGREE COLLEGE
 Chintalapudi W.G.Dist.

Name & Signatures of the Academic advisors

- 1) Dr. K.A. Emmanuel  18/4/23
- 2) Dr. M. MADHU  18/11/23
- 3)


 Sign of Lecturer