

**Government of Andhra Pradesh  
Commissionerate of Collegiate Education**

**Academic & Administrative Audit of Degree Colleges (2020-21)**

**Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )**

**ZONE :II**

**DISTRICT: ELURU**

Name of the College and Address	<b>GOVERNMENT DEGREE COLLEGE CHINTALAPUDUI-534460</b>					
Name of the Lecturer	<b>P.Raja Babu</b>					
Subject	<b>Commerce</b>					
Date of Joining in Degree College/Date of Joining in the present Institution	<b>09.10.2021</b>			Date of Retirement:	<b>30-04-2027</b>	

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
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**I-CURRICULAR ASPECTS**

1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	50		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
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		5. Active Participation in BOS	Invitaion Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	A	60		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
		2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					

		MOOCs							
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	<b>30</b>		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
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	<b>60</b>		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
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1. Course wise/Sem wise Reports on Bridge Courses conducted 2. Course wise/Sem wise Report on Remedial coaching conducted	2x5=10					

5	Teaching-Learning Process	<p>1. Report on student centered methods implemented (Course wise)</p> <p>2. Report on implementation of ICT in teaching and learning (Course wise)</p> <p>or</p> <p>Report on implementation of Computer/Internet assisted learning (Course wise)</p> <p>3. Report on the Use of LMS tools (Course wise)</p> <p>4. Contribution for the development of LMS in the concerned subject</p> <p>5. Report on innovative pedagogical Tools used</p>	Course wise/ Sem wise Reports	50	50	A	<b>150</b>		<p>1) All five key indicators =3 Grade points/A</p> <p>2) Any three key indicators =2 Grade points/B</p> <p>3) Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>
6	Teacher Profile and Quality	<p>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</p> <p>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</p> <p>3. Awards and recognition</p> <p>4. Participation in Short term/ Orientation /Refresher courses/FDPs</p> <p>5. E- Content Development /MOOCs (Massive Open Online Courses)</p> <p>6. Additional Qualifications acquired during the last two years</p>	Reports and Certificates	30	30	A	<b>90</b>		<p>1) Any five key indicators =3 Grade points/A</p> <p>2) Any three key indicators =2 Grade points/B</p> <p>3) Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>
7	Evaluation Process and Reforms	<p>1. Report on Formative Evaluation (CIE)</p> <p>2. Assignments-Critical, Innovative, text book and Internet based</p>	<p>Department wise reports regarding</p> <p>1. Mid exams, Seminar Reports, Assignment books, Projects and any</p>	10	30	A	<b>90</b>		<p>1) All four key indicator Metrics =3 Grade points/A</p> <p>2) Metrics 1, 2, 4 =2 Grade points/B</p> <p>3) Metrics 1, 2,3 =1 Grade</p>

		3. Involvement in Summative evaluation	other tools of Internal Assessment	5					point/C 4) Below two=0/D
		4. Maintaining Marks Register & Result Analysis register.	2. Departmental Internal Marks Register for CIA verified by the Principal	5					
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 wire Reports	5x6=30	30	A	<b>90</b>		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
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2.Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5 10 5	20		<b>0</b>		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
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -		10 15 10 5	60	<b>D</b>	<b>0</b>		1)Any 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

		CARE Listed journals/ Any book with ISBN shall be considered)							
		5.Research Guide ship 6.Awards in recognition of research work		10 10					
11	<b>Extension Activities</b>	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	B	40		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
		Involvement in activities related to community service a. Sensitizing the students about the value of Community Service b. Organizing the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	5+5					
12	<b>Functional MoUs /Collaborations with Govt and Non Governmental Organizations</b>	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	D	0		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

**IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES**

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

14	Student Support	<p>1. Counseling of students as Mentor/ Class teacher</p> <p>a. Student Profile Collection</p> <p>b. Semester wise updation and maintenance.</p> <p>2. Any other Study Material /Guidance</p> <p>a) Academic guidance for the advanced learner (offering suggestions/reference books)</p> <p>b) Handholding the slow learners (offering study material/ question banks)</p> <p>3. Offering merit Scholarships</p> <p>4. Organizing/Participation in Parent Teacher Meetings</p>	Reports in the NAAC format	20	10	10	10	50	B	100	<p>1) All Four key indicators =3 Grade points/A</p> <p>2) Any Three key indicators =2 Grade points/B</p> <p>3) Any Two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>
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15	Student Progression	<p>Report on Programme/Course wise students' progression to</p> <p>a) Higher Education</p> <p>b) Employment</p> <p>c) Entrepreneurship</p>	Reports in the NAAC format	10	10	10	30	B	60	<p>1) All three key indicators =3 Grade points/A</p> <p>2) Any two key indicators =2 Grade points/B</p> <p>3) Any one key indicator =1 Grade point/C</p> <p>4) No Indicator=0/D</p>
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**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 preparation 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	B	<b>80</b>	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
<b>VII - BEST PRACTICES</b>								
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	B	<b>40</b>	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>				<b>500</b>			<b>1000</b>	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)