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		**GOVERNMENT DEGREE COLLEGE CHINTALAPUDUI-534460**							
Name of the Lecturer		**I V Narayana**							
Name of Subject		**Commerce**							
Date of Joining in Degree College/Date of Joining in the present Institution		**05-12-2018**		Date of Retirement:		**30-04-2052**			
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**
		I-CURRICULAR ASPECTS							
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	20	B	**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
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		5. Active Participatio n 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	**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
		2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
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**		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
II-TEACHING, LEARNING & EVALUATION									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise	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	**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

		activities designed for Slow, Moderate and Advanced learners							
		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	1. Report on student centered methods implemented (Course wise) 2.Report on implementation of ICT in teaching and learning (Course	Course wise/ Sem wise Reports	50	50	A	**150**		1)All 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

		wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used							

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 /MOOC	Reports and Certificates	30	30	A	**90**		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

		s (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years							
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	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	30	A	**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
		2. Assignments-Critical, Innovative, text book and Internet based		10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks		5					

		Register & Result Analysis register.							
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	Course wire Reports	5x6=30	30	A	**90**		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

		Study projects (Course wise)							
III-RESEARCH, INNOVATIONS AND EXTENSION									
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	**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
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		10 15 10 5	60	**D**	**0**		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

		as Co-Author (Note: A maximum of 3 publications in Scopus/ Web of Science/ICI or UGC - CARE Listed journals/ Any book with ISBN shall be considered)							
		5.Research Guide ship 6.Awards in recognition of research work		10 10					
11	**Extension Activities**	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain	Reports in the NAAC format	10	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

		related)							
		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		A	**60**		

12	**Functional MoUs /Collaborations with Govt and Non Governmental Organizations**	1. Collaboration with University/Industry/NGO/Any ot	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	C	**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

		her Agency 2. Consultancy offered 3. Amount generera							

		t e d t h r o u g h C o n s u l t a n c y .							
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	Log books related to usage	20	20	B	**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

		e. Nlist usage. f. Maintenance of Departmental Library							
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	Reports in the NAAC format	20 10 10 10	50	B	**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

		learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings							
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepr	Reports in the NAAC format	10 10 10	30	B	**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

		eneurship							
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	Reports in the NAAC format	4x10	40	A	**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

		IQAC/quality initiatives							
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**		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**			**1050**		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

1)

2)

3)