Government of Andhra Pradesh

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

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

Zone:	1	District:	SRIKAKULAM
Name of the College and Address	Govt Degree College, Amadala Valasa		
Name of the Lecturer	Dr. B. SRINIVASA RAO		
Name of the Subject	TELUGU		
Date of Joining in Degree	24.12.2011	Date of Retirement:	31.12.2031

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 Key Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A Grade points =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading
		I-CURRICULAR ASPECTS						Guidelines
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing 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	30	A	30	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	Invitation 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	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

Sr No	Criteria	Indicator	Documents/Evidence	Marks		Grade	Score	Key Indicators
		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		D	O	
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	10	1)All three key indicators =3 Grade point/C 4)No Indicator=0/D

II-TEACHING LEARNING & EVALUATION

Sr No	Criteria	Indicator	Documents/Evidence	Marks		Grade	Score	Key Indicators
		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	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
4	Catering to Student Diversity	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	2x5=10		A	210	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

5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course 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	Course wise/ Sem wise Reports	50	50	A	50	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
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. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	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

No.	Category	Department wise reports	Marks	Total	Grade	Score	Criteria
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	10	30	A	30	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 Register & Result Analysis register.	5				
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes	Course wise Reports				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
		2. Report on Student seminars/ Student demonstrations (Course wise)					
		3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise)	5x6=30	30	A	30	
		4. Report on Field trips (Course wise)					
		5. Report on Student Study projects (Course wise)					

III-RESEARCH, INNOVATIONS AND EXTENSION

No.	Category		Marks	Total	Grade	Score	Criteria
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only) — 5	20	D	O	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B
		2.Major Research Projects	10				
		3.Consultancy Projects	5				

Criteria	Sub-criteria	Evidence	Points			Grade Scale
10. Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes		10			1)Any three key indicators =3 Grade points/A
	2. Books published as single author		15	60	D	2)Any two key indicators =2 Grade points/B
	3. Books published as Co-Author		10			3)Any one key indicator =1 Grade point/C
	4. Papers/Chapters published 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		O	4) No Indicator=0/D
	5. Research Guideship in recognition of research work		10			
	6. Awards		10			
11. Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A	1)All three key indicators =3 Grade points/A
	Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	5+5		10	2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12. Functional MoUs /Collaborations with Govt and Non Governmental Organisations	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	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	

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	20	A	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

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. Offering merit Scholarships 4. Organizing/Participation in Parent/ Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	50	A	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	30	A	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-

No.	Item	Format	Max	Obtained	Grade	Grading criteria
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	4×10	40	A	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 | 1)All Two key indicators =3 Grade points/A
2)Any one key indicator =2 Grade points/B
3)No Indicator=0/D |
| Total | | | 500 | | | |

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 | 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 | 410 | A | |

Name & Signature of the Principal

Name & Signatures of the Academic advisors

1)
2)
3)

Name & Signature of the Lecturer