

Name of the College and Address \_\_\_\_\_  
Name of the Lecturer \_\_\_\_\_  
Name of the Subject \_\_\_\_\_  
Date of Joining in Degree \_\_\_\_\_  
Zone: \_\_\_\_\_  
Government Degree College, Amadilavalasa  
P. Asia Lakshmi  
Commere

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 Score	Predetermine d Weightage (Wt) for Key Indicator	Date of Retirement		KIWWGP as per Academic Advisor's grading	Guidelines
						Key Indicator Grade Point (NI/GP) (A =3, B=2, C=1, D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = NI/GP X Wt		

**I-CURRICULAR ASPECTS**

1	Curriculer 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 Y Teaching Diary 4 Lesson Plans 5. Active Participation in BONS	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	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
			Additional inputs related to Curriculum of the courses taught	10					
			2. Value added courses offered & completed a) Certificate b) Diploma c) Any Online courses like MOOCs	2x5=10					
			Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	10					
			Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) a) Reports of Feedback b) Analyse Reports c) Action taken Report	30					

**II-TEACHING, LEARNING & EVALUATION**

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 on lists of students (Slow, Moderate and Advanced learners) 2. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
			1. Report on Course wise Bridge Courses conducted 2. Report on Course wise 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 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 on Bridge Courses conducted 2. Course wise/Sem wise Report on Remedial coaching conducted	30	50	C	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
			Course wise/Sem wise Reports	50					

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6	Teacher Profile and Quality	<ol style="list-style-type: none"> <li>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</li> <li>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</li> <li>3. Awards and recognition</li> <li>4. Participation in Short term/ Orientation /Refresher courses/IDPs</li> <li>5. E-Content Development /MOOCs (Massive Open Online Courses)</li> <li>6. Adrenal Qualifications acquired during the last two years</li> </ol>	Reports and Certificates	30	30	D	0		<ol style="list-style-type: none"> <li>1) Any five key indicators = 3 Grade points/A</li> <li>2) Any three key indicators = 2 Grade points/B</li> <li>3) Any two key indicators = 1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
7	Evaluation Process and Returns	<ol style="list-style-type: none"> <li>1. Report on Formative Evaluation (CFE)</li> <li>2. Assignments Critical, Innovative, text book and Internic based</li> <li>3. Involvement in Summative evaluation</li> <li>4. Maintaining Marks Register &amp; Result Analysis register</li> </ol>	Department wise reports regarding: <ol style="list-style-type: none"> <li>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment</li> <li>2. Departmental Internal Marks Register for CIA</li> </ol> verified by the Principal	10 10 5 5	30	A	90		<ol style="list-style-type: none"> <li>1) All four key indicators Metrics = 3 Grade points/A</li> <li>2) Metrics 1, 2, 4 = 2 Grade points/B</li> <li>3) Metrics 1, 2, 3 = 1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
8	Student Performance and Learning Outcomes	<ol style="list-style-type: none"> <li>1. Announcement and Attainment of Course Outcomes</li> <li>2. Report on Student seminars/ Student demonstrations (Course wise)</li> <li>3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise)</li> <li>4. Report on Field trips (Course wise)</li> <li>5. Report on Student Study projects (Course wise)</li> </ol>	Course wise Reports	5x6=30	30	B	60		<ol style="list-style-type: none"> <li>1) All five key indicators = 3 Grade points/A</li> <li>2) First KI Metric and any three other = 2 Grade points/B</li> <li>3) First KI Metric and any two other = 1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>

**III-RESEARCH, INNOVATIONS AND EXTENSION**

9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Major Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5	20	D	0			<ol style="list-style-type: none"> <li>1) All three key indicators = 3 Grade points/A</li> <li>2) Any two key indicators = 2 Grade points/B</li> <li>3) Any one key indicator = 1 Grade point/C</li> </ol>
		2. Minor Research Projects		10						
		3. Consultancy Projects		5						
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes		10	60	D	0			<ol style="list-style-type: none"> <li>1) Any three key indicators = 3 Grade points/A</li> <li>2) Any two key indicators = 2 Grade points/B</li> <li>3) Any one key indicator = 1 Grade point/C</li> <li>4) No Indicator=0/D</li> </ol>
		2. Books published as single author		15						
		3. Books published as Co- Author		10						
11	Extension Activities	4. Papers/Chapters published as Co- Author (Note: A maximum of 3 publications in Scopus/ Web of Science/ICJ or ICGC -CARI: Listed journals/ Any book with ISBN shall be considered)		5	20	C	20			<ol style="list-style-type: none"> <li>1) All three key indicators = 3 Grade points/A</li> <li>2) Any two key indicators = 2 Grade points/B</li> <li>3) Any one key indicator = 1 Grade point/C</li> <li>4) No Indicator=0/D</li> </ol>
		5. Research Guidance		10						
		6. Awards in recognition of research work		10						
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10						
		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	20	C	20			

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<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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	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
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classrooms c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library.	Log books related to usage	20	20	C	20		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
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
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) Handling 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	50	C	50		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		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>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
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 ICQVC/quality initiatives	Reports in the NAAC format	48 10	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
<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	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
<b>Total Grade points</b>				500	690				

Name & Signature of the Principal

Name & Signatures of the Academic advisors

P. ASTRALAKSHMI

*[Signature]*  
Name & Signatures of the Lecturer

- 1)
- 2)
- 3)