

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		Y.V.N.R. Government Degree College, Kaikaluru							
Name of the Lecturer		A.SURESH KUMAR							
Name of the Subject		ENGLISH							
Date of Joining in Degree		15.06.2018				Date of Retirement:		31.05.2045	
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
<b>I-CURRICULAR ASPECTS</b>									
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 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  Invaitaion Letter & Attendance	2x5= 10  2x5= 10  10	30	3	90		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	3	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
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	3	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>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. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	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  1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	10  2x5=10	20	2	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
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	3	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
6	Teacher Profile and Quality	1. Report on Seminars/ Conferences/ workshops/ Conferences/ Conferences	Reports and Certificates	30	30	2	60		1)Any five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B
7	Evaluation Process and Quality	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	10  10	30	3	90		1)All four key indicator Metrics =3 Grade points/A 2)Metric 1, 2, 4 =2 Grade points/B

7	Evaluation Process and Reforms	3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Other tools of internal assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	5 5	20	5	20	2) Metrics 1, 2, 4 = 2 Grade points/D 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 (Course wise) 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	2	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
<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	NIL	NIL	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 -CARE Listed journals/Any book with ISBN shall be considered) 5. Research Guideship 6. Awards in recognition of research work		10 15 10 5 10 10	60	NIL	NIL	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
11	Extension Activities	Academic Extension activities through DMC/ Faculty Outreach 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 Reports in the NAAC format	10 5+5	20	20	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
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	NIL	NIL	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>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>								
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	3	60	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 update 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	3	150	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	Reports in the NAAC format	10 10	30	2	60	1)All three key indicators =3 Grade points/A 2)Any Two key indicators =2 Grade points/B
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>								
16	Participation in Institutional Committees	a)Contribution to Departmental vision & Mission and Departmental Action Plan	Reports in the NAAC format	4x10	40	3	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B
<b>VII - BEST PRACTICES</b>								
17	Best Practices	Identification and Contribution to Best Practices	Reports in the NAAC format	20	20	3	60	1)All Two key indicators =3 Grade points/A 2)Any One key indicator =2 Grade points/B
<b>Total Grade points</b>					<b>500</b>		<b>1050</b>	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)