

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**

**Y V N R GOVT DEGREE COLLEGE, KAIKALURU**

Name of the College and Address

**Dr. M. HARI PRASAD**

Name of the Lecturer

**HISTORY**

Name of the Subject

**01-12-2006**

Date of Retirement:

**31-05-2030**

Date of Joining in Degree

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	2x5= 10	30	A	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
			Course wise/Sem wise Records for the Academic Year	2x5= 10					
			Invitaion Letter & Attendance	10					
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	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
			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
<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	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	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		A	30	
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	B	100	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. Additional Qualifications acquired during the last two years	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
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 Register & Result Analysis register.		5				
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes	Course wise 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)Any two key indicators =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	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5	20	D	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.Major Research Projects		10				
		3.Consultancy Projects		5				
10	Research Publications and Awards	1. Papers Published in Journals / Chapters		10	60	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
		2. Research Grants/awards in Academic Extension activities through DRG/ Involvement in activities related to community		10				
11	Extension Activities	1. Collaboration with University/ Industry/ NGO/ Any other Agency	Reports in the NAAC format	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) Below two=0/D
12	Functional MOOCs /Collaborations with	1. Collaboration with University/ Industry/ NGO/ Any other Agency	MOOCs - 5 points Consultancy offered - 10 Amount generated	5+5 20	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) Below two=0/D
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>								
13	Physical facilities	1. Infrastructural facilities in the Department/College	Log books related to usage	20	20	A	60	1)All 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=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>								
14	Student Support	1. Counselling of students as mentor/ Class teacher/ Counsellor	Reports in the NAAC format	20	50	A	150	1)All 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=0/D
15	Student Progression	1. Report on Programme/ Course wise students progression to	Reports in the NAAC format	10 10	30	A	90	1)All 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=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>								
16	Participation in Institutional Governance	a)Contribution to Departmental vision & Mission and Departmental Action Plan	Reports in the NAAC format	4x10	40	B	80	1)All 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=0/D
<b>VII - BEST PRACTICES</b>								
17	Best Practices	1)Identification and Contribution to 2)The Departmental Best practices	Reports in the NAAC format	20	20	B	40	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)Below two=0/D
<b>Total Grade points</b>					<b>500</b>		<b>1130</b>	

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Name & Signature of the Principal

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Name & Signatures of the Academic advisors

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- 2)
- 3)