

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: III

District: BAPATLA

Name of the College **GOVERNMENT DEGREE COLLEGE (W), BAPATLA**

Name of the Lecturer **A V RAMANA RAO**

Name of the Subject **ENGLISH**

Date of Joining in Degree College/Date of Joining in the present Institution	DoJ in service: 05.10.1998, DoJ in present station: 03.10.2021	Date of Retirement:	31.08.2027
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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
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I-CURRICULAR ASPECTS

1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	60		
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					

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

	Desing and Development to be considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					4)No Indicator=0/D
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	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
		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	2	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
II-TEACHING, LEARNING & EVALUATION									

4	Catering to Student Diversity	<p>1. Report on grouping of students into Slow, Moderate and Advanced learners</p> <p>2. Course wise activities designed for Slow, Moderate and Advanced learners</p>	<p>1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners)</p> <p>2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners</p>	10	10	2	20		<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>
		<p>1. Report on Course wise Bridge Courses conducted</p> <p>2. Report on Course wise Remedial coaching conducted</p>	<p>1.Course wise/Sem wise Reports on Bridge Courses conducted</p> <p>2.Course wise/Sem wise Report on Remedial coaching conducted</p>	2x5=10	10	1	10		

5	Teaching-Learning Process	<p>1. Report on student centered methods implemented (Course wise)</p> <p>2. Report on implementation of ICT in teaching and learning (Course wise)</p> <p>or Report on implementation of Computer/Internet assisted learning (Course wise)</p> <p>3. Report on the Use of LMS tools (Course wise)</p> <p>4. Contribution for the development of LMS in the concerned subject</p> <p>5. Report on innovative pedagogical Tools used</p>	Course wise/ Sem wise Reports	50	50	2	100	<p>1) All five key indicators =3 Grade points/A</p> <p>2) Any three key indicators =2 Grade points/B</p> <p>3) Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>
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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. Aditonal Qualifications acquired during the last two years	Reports and Certificates	30	30	1	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
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	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	2	60		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

8	Student Performance and Learning Outcomes	<p>1. Announcement and Attainment of Course Outcomes</p> <p>2. Report on Student seminars/ Student demonstrations (Course wise)</p> <p>3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise)</p> <p>4. Report on Field trips (Course wise)</p> <p>5. Report on Student Study projects (Course wise)</p>	Course wise Reports	5x6=30	30	2	60	<p>1)All five key indicators =3 Grade points/A</p> <p>2)First KI Metric and any three other =2 Grade points/B</p> <p>3)First KI Metric and any two other =1 Grade point/C</p> <p>4) Below two=0/D</p>
III-RESEARCH, INNOVATIONS AND EXTENSION								
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	<p>1. Minor Research Projects</p> <p>2.Major Research Projects</p> <p>3.Consultancy Projects</p>	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	<p>5</p> <p>10</p> <p>5</p>	20	0	0	<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>

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)		10 15 10 5	60	0	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
		5.Research Guideship 6.Awards in recognition of research work		10 10					
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10					

11	Extension Activities	<p>Involvement in activities related to community service</p> <p>a. Sensitising the students about the value of Community Service</p> <p>b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)</p>	Reports in the NAAC format	5+5	20	1	20	<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	<p>1.Collaboration with University/ Industry/NGO/ Any other Agency</p> <p>2. Consultancy offered</p> <p>3. Amount generated through Consultancy.</p>	<p>MoUs - 5 points</p> <p>Consultancy offered -10</p> <p>Amount generated through Consultancy - 5 points</p>	20	20	1	10	<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>
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	Log books related to usage	20	20	2	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
V- ROLE IN STUDENT SUPPORT AND PROGRESSION									

14	Student Support	<p>1. Counseling of students as Mentor/ Class teacher</p> <p>a. Student Profile Collection, b. Semester wise updation and maintenance.</p> <p>2. Any other Study Material /Guidance</p> <p>a) Academic guidance for the advanced learner (offering suggestions/ reference books)</p> <p>b) Handholding the slow learners (offering study material/ question banks)</p> <p>3. Offering merit Scholarships</p> <p>4. Organizing/Participation in Parent Teacher Meetings</p>	Reports in the NAAC format	20 10 10 10	50	2	100		<p>1)All Four key indicators =3 Grade points/A</p> <p>2)Any Three key indicators =2 Grade points/B</p> <p>3)Any Two key indicator =1 Grade point/C</p> <p>4)Below two=0/D</p>
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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	1	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
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 IQAC/quality initiatives	Reports in the NAAC format	4x10	40	2	80	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	1	20		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	1500	640		

Name & Signature of
the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

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

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

Zone: III

District: BAPATLA

Name of the College **GOVERNMENT DEGREE COLLEGE (W), BAPATLA**

Name of the Lecturer **Shaik Abdul Kalam**

Name of the Subject **Commerce**

Date of Joining in **DOJ in Degree College - 05-11-2010, DOJ in present station - 04-10-2021** Date of Retirement: **5/31/2030**

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
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I-CURRICULAR ASPECTS

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	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	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 Participation 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	1	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	2	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
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 with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	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

		<p>1. Report on Course wise Bridge Courses conducted</p> <p>2. Report on Course wise Remedial coaching conducted</p>	<p>1.Course wise/Sem wise Reports on Bridge Courses conducted</p> <p>2.Course wise/Sem wise Report on Remedial coaching conducted</p>	2x5=10	10	3	30		
5	Teaching-Learning Process	<p>1. Report on student centered methods implemented (Course wise)</p> <p>2.Report on implementation of ICT in teaching and learning (Course wise)</p> <p>or Report on implementation of Computer/Internet assisted learning (Course wise)</p> <p>3. Report on the Use of LMS tools (Course wise)</p> <p>4. Contribution for the development of LMS in the concerned subject</p> <p>5. Report on innovative pedagogical Tools used</p>	Course wise/ Sem wise Reports	50	50	2	100		<p>1)All five key indicators =3 Grade points/A</p> <p>2)Any three key indicators =2 Grade points/B</p> <p>3)Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>

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	1	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	
7	Evaluation Process and Reforms	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 2. Departmental Internal Marks Register for CIA verified by the Principal	10	10	30	2	60		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

		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 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (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
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	0	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	<p>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)</p>		<p>10 15 10 5</p>	60	0	0		<p>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</p>
		<p>5.Research Guideship 6.Awards in recognition of research work</p>		<p>10 10</p>					
11	Extension Activities	<p>Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)</p>	<p>Reports in the NAAC format</p>	<p>10</p>	20	1	20		<p>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</p>
		<p>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)</p>	<p>Reports in the NAAC format</p>	<p>5+5</p>					

12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	<p>1.Collaboration with University/ Industry/NGO/ Any other Agency</p> <p>2. Consultancy offered</p> <p>3. Amount generated through Consultancy.</p>	<p>MoUs - 5 points</p> <p>Consultancy offered -10</p> <p>Amount generated through Consultancy - 5 points</p>	20	20	0	0	<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>
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IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

13	Physical facilities	<p>Infrastructural facilities in the Department/Colleges</p> <p>a. Use of Digital Classrooms</p> <p>b. Use of Virtual Classroom</p> <p>c. Use of Labs</p> <p>d .Use of Library</p> <p>e. Nlist usage.</p> <p>f. Maintenance of Departmental Library</p>	Log books related to usage	20	20	2	40	<p>1)Any four key indicators =3 Grade points/A</p> <p>2)Any three key indicators =2 Grade points/B</p> <p>3)Any two key indicators =1 Grade point/C</p> <p>4) Below two Indicators=0/D</p>
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V- ROLE IN STUDENT SUPPORT AND PROGRESSION

14	Student Support	<p>1. Counseling of students as Mentor/ Class teacher</p> <p>a. Student Profile Collection, b. Semester wise updation and maintenance.</p> <p>2. Any other Study Material /Guidance</p> <p>a) Academic guidance for the advanced learner (offering suggestions/reference books)</p> <p>b) Handholding the slow learners (offering study material/ question banks)</p> <p>3. Offering merit Scholarships</p> <p>4. Organizing/Participation in Parent Teacher Meetings</p>	Reports in the NAAC format	20 10 10 10	50	2	100		<p>1)All Four key indicators =3 Grade points/A</p> <p>2)Any Three key indicators =2 Grade points/B</p> <p>3)Any Two key indicator =1 Grade point/C</p> <p>4)Below two=0/D</p>
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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 IQAC/quality initiatives	Reports in the NAAC format	4x10	40	2	80		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
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Total Grade points					500		700		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

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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: III

District: BAPATLA

Name of the College **GOVERNMENT DEGREE COLLEGE (W), BAPATLA**

Name of the Lecturer **K V VASANTHA**

Name of the Subject **HISTORY**

Date of Joining in Degree College/Date of Joining in the present Institution	DoJ in service: 27.11.2010, DoJ in present station: 04.10.2021	Date of Retirement:	28.02.2039
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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
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	Development to be considered)	5. Active Participation in BOS	Invitation 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 b) Report on Certificate/Diploma c) Any Online courses like MOOCs	10 2x5=10	20	1	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
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II-TEACHING, LEARNING & EVALUATION									

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5	Teaching-Learning Process	<p>1. Report on student centered methods implemented (Course wise)</p> <p>2. Report on implementation of ICT in teaching and learning (Course wise)</p> <p>or Report on implementation of Computer/Internet assisted learning (Course wise)</p> <p>3. Report on the Use of LMS tools (Course wise)</p> <p>4. Contribution for the development of LMS in the concerned subject</p> <p>5. Report on innovative pedagogical Tools used</p>	Course wise/ Sem wise Reports	50	50	2	100		<p>1) All five key indicators =3 Grade points/A</p> <p>2) Any three key indicators =2 Grade points/B</p> <p>3) Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>
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6	Teacher Profile and Quality	<p>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</p> <p>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</p> <p>3. Awards and recognition</p> <p>4. Participation in Short term/ Orientation /Refresher courses/FDPs</p> <p>5. E- Content Development /MOOCs (Massive Open Online Courses)</p> <p>6. Additional Qualifications acquired during the last two years</p>	Reports and Certificates	30	30	1	30		<p>1)Any five key indicators =3 Grade points/A</p> <p>2)Any three key indicators =2 Grade points/B</p> <p>3)Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>	
7	Evaluation Process and	<p>1. Report on Formative Evaluation (CIE)</p> <p>2. Assignments-Critical, Innovative, text book and Internet based</p>	<p>Department wise reports regarding</p> <p>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment</p> <p>2. Departmental Internal Marks Register for CIA verified by the Principal</p>	10	10	30	2	60		<p>1)All four key indicator Metrics =3 Grade points/A</p> <p>2) Metrics 1, 2, 4 =2 Grade points/B</p> <p>3)Metrics 1, 2,3 =1 Grade point/C</p> <p>4) Below two=0/D</p>

	Retorms	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 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	1	30		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
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	0	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	<p>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)</p>		<p>10 15 10 5</p>	60	0	0		<p>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</p>
		<p>5.Research Guideship 6.Awards in recognition of research work</p>		<p>10 10</p>					
11	Extension Activities	<p>Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)</p>	<p>Reports in the NAAC format</p>	<p>10</p>	20	1	20		<p>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</p>
		<p>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)</p>	<p>Reports in the NAAC format</p>	<p>5+5</p>					

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	0	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
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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	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
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V- ROLE IN STUDENT SUPPORT AND PROGRESSION

14	Student Support	<p>1. Counseling of students as Mentor/ Class teacher</p> <p>a. Student Profile Collection, b. Semester wise updation and maintenance.</p> <p>2. Any other Study Material /Guidance</p> <p>a) Academic guidance for the advanced learner (offering suggestions/reference books)</p> <p>b) Handholding the slow learners (offering study material/ question banks)</p> <p>3. Offering merit Scholarships</p> <p>4. Organizing/Participation in Parent Teacher Meetings</p>	Reports in the NAAC format	20 10 10 10	50	2	100		<p>1)All Four key indicators =3 Grade points/A</p> <p>2)Any Three key indicators =2 Grade points/B</p> <p>3)Any Two key indicator =1 Grade point/C</p> <p>4)Below two=0/D</p>
15	Student Progression	<p>Report on Programme/Course wise students' progression to</p> <p>a)Higher Education</p> <p>b)Employment</p> <p>c)Entrepreneurship</p>	Reports in the NAAC format	10 10 10	30	2	60		<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>

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 IQAC/quality initiatives	Reports in the NAAC format	4x10	40	1	40		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	2	40		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		730		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

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: III

District: BAPATLA

Name of the College		GOVERNMENT DEGREE COLLEGE (W), BAPATLA							
Name of the Lecturer		DR LAVANYA AMBATI							
Name of the Subject		COMMERCE							
Date of Joining in Degree College/Date of Joining in the present Institution		DoJ in service: 22.05.2013, DoJ in present station: 03.10.2021				Date of Retirement:		31.07.2042	
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 Desing and Development to	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	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					

	be considered)	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					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	20	1	20		
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	2	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
II-TEACHING, LEARNING & EVALUATION									

4	Catering to Student Diversity	<p>1. Report on grouping of students into Slow, Moderate and Advanced learners</p> <p>2. Course wise activities designed for Slow, Moderate and Advanced learners</p>	<p>1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners)</p> <p>2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners</p>	10	10	3	30		<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>
		<p>1. Report on Course wise Bridge Courses conducted</p> <p>2. Report on Course wise Remedial coaching conducted</p>	<p>1.Course wise/Sem wise Reports on Bridge Courses conducted</p> <p>2.Course wise/Sem wise Report on Remedial coaching conducted</p>	2x5=10	10	3	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	2	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
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6	Teacher Profile and Quality	<p>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</p> <p>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</p> <p>3. Awards and recognition</p> <p>4. Participation in Short term/ Orientation /Refresher courses/FDPs</p> <p>5. E- Content Development /MOOCs (Massive Open Online Courses)</p> <p>6. Additional Qualifications acquired during the last two years</p>	Reports and Certificates	30	30	2	60		<p>1)Any five key indicators =3 Grade points/A</p> <p>2)Any three key indicators =2 Grade points/B</p> <p>3)Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>	
7	Evaluation Process and Reforms	<p>1. Report on Formative Evaluation (CIE)</p> <p>2. Assignments-Critical, Innovative, text book and Internet based</p>	<p>Department wise reports regarding</p> <p>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment</p> <p>2. Departmental Internal Marks Register for CIA verified by the Principal</p>	10	10	30	2	60		<p>1)All four key indicator Metrics =3 Grade points/A</p> <p>2) Metrics 1, 2, 4 =2 Grade points/B</p> <p>3)Metrics 1, 2,3 =1 Grade point/C</p> <p>4) Below two=0/D</p>

		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 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	1	30		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
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	0	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 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)		10 15 10 5	60	0	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
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	1	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
		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					

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	0	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
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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	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
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V- ROLE IN STUDENT SUPPORT AND PROGRESSION

14	Student Support	<p>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</p>	Reports in the NAAC format	20 10 10 10	50	2	100		<p>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</p>
15	Student Progression	<p>Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship</p>	Reports in the NAAC format	10 10 10	30	2	60		<p>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</p>

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 IQAC/quality initiatives	Reports in the NAAC format	4x10	40	1	40		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	2	40		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		730		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

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: III

District: BAPATLA

Name of the College **GOVERNMENT DEGREE COLLEGE (W), BAPATLA**

Name of the Lecturer **Dr. K. Vijaya Lakshmi**

Name of the Subject **Physics**

Date of Joining in **2/6/2012** Date of Retirement: **7/31/2042**

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
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I-CURRICULAR ASPECTS

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	Course wise/Sem wise Records for the Academic Year maintained	2x5= 10	30	2	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 maintained	2x5= 10					
		5. Active Participation in BOS	Nil	10					

2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports Videos, Model question papers, Lecture notes are given to the students	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
		2.Value added courses offered & completed a) Certificate b) Diploma c) Any Online courses like MOOCs	b)Report on Certificate/ Diploma certificate course on Introduction to computer science is conducted 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 maintained b)Analysis Reports maintained c)Action taken Report	10	10	2	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
II-TEACHING, LEARNING & EVALUATION									

4	Catering to Student Diversity	<p>1. Report on grouping of students into Slow, Moderate and Advanced learners</p> <p>2. Course wise activities designed for Slow, Moderate and Advanced learners</p>	<p>1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners)</p> <p>2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners</p>	10	10	3	30		<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>
		<p>1. Report on Course wise Bridge Courses conducted</p> <p>2. Report on Course wise Remedial coaching conducted</p>	<p>1.Course wise/Sem wise Reports on Bridge Courses conducted</p> <p>2.Course wise/Sem wise Report on Remedial coaching conducted</p>	2x5=10	10	3	30		

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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	1	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	
7	Evaluation Process and Reforms	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 2. Departmental Internal Marks Register for CIA verified by the Principal	10	10	30	3	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

		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 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	3	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
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	0	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	<p>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)</p>		<p>10 15 10 5</p>	60	0	0		<p>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</p>
		<p>5.Research Guideship 6.Awards in recognition of research work</p>		<p>10 10</p>					
11	Extension Activities	<p>Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)</p>	<p>Reports in the NAAC format</p>	<p>10</p>	20				<p>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</p>
		<p>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)</p>	<p>Reports in the NAAC format</p>	<p>5+5</p>		2	40		

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	1	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
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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	1	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
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V- ROLE IN STUDENT SUPPORT AND PROGRESSION

14	Student Support	<p>1. Counseling of students as Mentor/ Class teacher</p> <p>a. Student Profile Collection, b. Semester wise updation and maintenance.</p> <p>2. Any other Study Material /Guidance</p> <p>a) Academic guidance for the advanced learner (offering suggestions/reference books)</p> <p>b) Handholding the slow learners (offering study material/ question banks)</p> <p>3. Offering merit Scholarships</p> <p>4. Organizing/Participation in Parent Teacher Meetings</p>	Reports in the NAAC format	20 10 10 10	50	2	100		<p>1)All Four key indicators =3 Grade points/A</p> <p>2)Any Three key indicators =2 Grade points/B</p> <p>3)Any Two key indicator =1 Grade point/C</p> <p>4)Below two=0/D</p>
15	Student Progression	<p>Report on Programme/Course wise students' progression to</p> <p>a)Higher Education</p> <p>b)Employment</p> <p>c)Entrepreneurship</p>	Reports in the NAAC format	10 10 10	30	2	60		<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>

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 IQAC/quality initiatives	Reports in the NAAC format	4x10	40	2	80		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	3	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		870		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

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: III

District: BAPATLA

Name of the College		GOVERNMENT DEGREE COLLEGE (W), BAPATLA							
Name of the Lecturer		M E L KUMARI							
Name of the Subject		BOTANY							
Date of Joining in Degree College/Date of Joining in the present Institution		DoJ in service: 06/06/2018, DoJ in present station: 06/06/2018				Date of Retirement:		31/7/2043	
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 Desing and	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	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					

	Development to be considered)	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					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	20	1	20		
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	2	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
II-TEACHING, LEARNING & EVALUATION									

4	Catering to Student Diversity	<p>1. Report on grouping of students into Slow, Moderate and Advanced learners</p> <p>2. Course wise activities designed for Slow, Moderate and Advanced learners</p>	<p>1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners)</p> <p>2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners</p>	10	10	3	30		<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>
		<p>1. Report on Course wise Bridge Courses conducted</p> <p>2. Report on Course wise Remedial coaching conducted</p>	<p>1.Course wise/Sem wise Reports on Bridge Courses conducted</p> <p>2.Course wise/Sem wise Report on Remedial coaching conducted</p>	2x5=10	10	3	30		

5	Teaching-Learning Process	<p>1. Report on student centered methods implemented (Course wise)</p> <p>2. Report on implementation of ICT in teaching and learning (Course wise)</p> <p>or Report on implementation of Computer/Internet assisted learning (Course wise)</p> <p>3. Report on the Use of LMS tools (Course wise)</p> <p>4. Contribution for the development of LMS in the concerned subject</p> <p>5. Report on innovative pedagogical Tools used</p>	Course wise/ Sem wise Reports	50	50	1	50		<p>1) All five key indicators =3 Grade points/A</p> <p>2) Any three key indicators =2 Grade points/B</p> <p>3) Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>
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6	Teacher Profile and Quality	<p>1. Report on Seminars/Conferences/Workshops/ Guest Lectures organized</p> <p>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</p> <p>3. Awards and recognition</p> <p>4. Participation in Short term/ Orientation /Refresher courses/FDPs</p> <p>5. E- Content Development /MOOCs (Massive Open Online Courses)</p> <p>6. Additional Qualifications acquired during the last two years</p>	Reports and Certificates	30	30	1	30		<p>1)Any five key indicators =3 Grade points/A</p> <p>2)Any three key indicators =2 Grade points/B</p> <p>3)Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>	
7	Evaluation Process and	<p>1. Report on Formative Evaluation (CIE)</p> <p>2. Assignments-Critical, Innovative, text book and Internet based</p>	<p>Department wise reports regarding</p> <p>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment</p> <p>2. Departmental Internal Marks Register for CIA verified by the Principal</p>	10	10	30	3	90		<p>1)All four key indicator Metrics =3 Grade points/A</p> <p>2) Metrics 1, 2, 4 =2 Grade points/B</p> <p>3)Metrics 1, 2,3 =1 Grade point/C</p> <p>4) Below two=0/D</p>

	Retorms	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 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	3	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
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	0	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	<p>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)</p>		<p>10 15 10 5</p>	60	0	0		<p>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</p>
		<p>5.Research Guideship 6.Awards in recognition of research work</p>		<p>10 10</p>					
11	Extension Activities	<p>Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)</p>	<p>Reports in the NAAC format</p>	<p>10</p>	10	2	20		<p>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</p>
		<p>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)</p>	<p>Reports in the NAAC format</p>	<p>5+5</p>					

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	0	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
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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	1	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
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V- ROLE IN STUDENT SUPPORT AND PROGRESSION

14	Student Support	<p>1. Counseling of students as Mentor/ Class teacher</p> <p>a. Student Profile Collection, b. Semester wise updation and maintenance.</p> <p>2. Any other Study Material /Guidance</p> <p>a) Academic guidance for the advanced learner (offering suggestions/reference books)</p> <p>b) Handholding the slow learners (offering study material/ question banks)</p> <p>3. Offering merit Scholarships</p> <p>4. Organizing/Participation in Parent Teacher Meetings</p>	Reports in the NAAC format	20 10 10 10	50	2	100		<p>1)All Four key indicators =3 Grade points/A</p> <p>2)Any Three key indicators =2 Grade points/B</p> <p>3)Any Two key indicator =1 Grade point/C</p> <p>4)Below two=0/D</p>
15	Student Progression	<p>Report on Programme/Course wise students' progression to</p> <p>a)Higher Education</p> <p>b)Employment</p> <p>c)Entrepreneurship</p>	Reports in the NAAC format	10 10 10	30	2	60		<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>

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 IQAC/quality initiatives	Reports in the NAAC format	4x10	40	2	80		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	3	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		760		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

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: III

District: BAPATLA

Name of the College		GOVERNMENT DEGREE COLLEGE (W), BAPATLA							
Name of the Lecturer		DR P SUNEETHA							
Name of the Subject		CHEMISTRY							
Date of Joining in Degree College/Date of Joining in the present Institution		DoJ in service: 07.06.2018, DoJ in present station: 14.07.2021				Date of Retirement:		31.03.2051	
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 Desing and Development to	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	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					

	be considered)	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					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	20	2	40		
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	2	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
II-TEACHING, LEARNING & EVALUATION									

4	Catering to Student Diversity	<p>1. Report on grouping of students into Slow, Moderate and Advanced learners</p> <p>2. Course wise activities designed for Slow, Moderate and Advanced learners</p>	<p>1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners)</p> <p>2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners</p>	10	10	2	20		<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>
		<p>1. Report on Course wise Bridge Courses conducted</p> <p>2. Report on Course wise Remedial coaching conducted</p>	<p>1.Course wise/Sem wise Reports on Bridge Courses conducted</p> <p>2.Course wise/Sem wise Report on Remedial coaching conducted</p>	2x5=10	10	1	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	50	50	2	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
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6	Teacher Profile and Quality	<p>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</p> <p>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</p> <p>3. Awards and recognition</p> <p>4. Participation in Short term/ Orientation /Refresher courses/FDPs</p> <p>5. E- Content Development /MOOCs (Massive Open Online Courses)</p> <p>6. Additional Qualifications acquired during the last two years</p>	Reports and Certificates	30	30	2	60		<p>1)Any five key indicators =3 Grade points/A</p> <p>2)Any three key indicators =2 Grade points/B</p> <p>3)Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>	
7	Evaluation Process and Reforms	<p>1. Report on Formative Evaluation (CIE)</p> <p>2. Assignments-Critical, Innovative, text book and Internet based</p>	<p>Department wise reports regarding</p> <p>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment</p> <p>2. Departmental Internal Marks Register for CIA verified by the Principal</p>	10	10	30	2	60		<p>1)All four key indicator Metrics =3 Grade points/A</p> <p>2) Metrics 1, 2, 4 =2 Grade points/B</p> <p>3)Metrics 1, 2,3 =1 Grade point/C</p> <p>4) Below two=0/D</p>

		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5		2	20		
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 presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	1	30		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
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	0	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 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)		10 15 10 5	60	0	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
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	10	1	10		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
		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					

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	0	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
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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	2	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
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V- ROLE IN STUDENT SUPPORT AND PROGRESSION

14	Student Support	<p>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</p>	Reports in the NAAC format	20 10 10 10	50	2	100		<p>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</p>
15	Student Progression	<p>Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship</p>	Reports in the NAAC format	10 10 10	30	0	0		<p>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</p>

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 IQAC/quality initiatives	Reports in the NAAC format	4x10	40	2	80		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	1	20		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		670		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

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: III

District: BAPATLA

Name of the College: **GOVERNMENT DEGREE COLLEGE (W), BAPATLA**

Name of the Lecturer: **M NYMISA DEVI**

Name of the Subject: **POLITICAL SCIENCE**

Date of Joining in Degree College/Date of Joining in the present Institution: DoJ in service: 14.07.2021, DoJ in present station: 14.07.2021
Date of Retirement: 31.01.2058

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
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I-CURRICULAR ASPECTS

1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2. Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	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					

	be considered)	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					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	20	0	0		
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	2	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
II-TEACHING, LEARNING & EVALUATION									

4	Catering to Student Diversity	<p>1. Report on grouping of students into Slow, Moderate and Advanced learners</p> <p>2. Course wise activities designed for Slow, Moderate and Advanced learners</p>	<p>1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners)</p> <p>2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners</p>	10	10	3	30		<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>
		<p>1. Report on Course wise Bridge Courses conducted</p> <p>2. Report on Course wise Remedial coaching conducted</p>	<p>1.Course wise/Sem wise Reports on Bridge Courses conducted</p> <p>2.Course wise/Sem wise Report on Remedial coaching conducted</p>	2x5=10	10	3	30		

5	Teaching-Learning Process	<p>1. Report on student centered methods implemented (Course wise)</p> <p>2. Report on implementation of ICT in teaching and learning (Course wise)</p> <p>or Report on implementation of Computer/Internet assisted learning (Course wise)</p> <p>3. Report on the Use of LMS tools (Course wise)</p> <p>4. Contribution for the development of LMS in the concerned subject</p> <p>5. Report on innovative pedagogical Tools used</p>	Course wise/ Sem wise Reports	50	50	2	100		<p>1) All five key indicators =3 Grade points/A</p> <p>2) Any three key indicators =2 Grade points/B</p> <p>3) Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>
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6	Teacher Profile and Quality	<p>1. Report on Seminars/Conferences/Workshops/ Guest Lectures organized</p> <p>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</p> <p>3. Awards and recognition</p> <p>4. Participation in Short term/ Orientation /Refresher courses/FDPs</p> <p>5. E- Content Development /MOOCs (Massive Open Online Courses)</p> <p>6. Additional Qualifications acquired during the last two years</p>	Reports and Certificates	30	30	0	0		<p>1)Any five key indicators =3 Grade points/A</p> <p>2)Any three key indicators =2 Grade points/B</p> <p>3)Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>	
7	Evaluation Process and Reforms	<p>1. Report on Formative Evaluation (CIE)</p> <p>2. Assignments-Critical, Innovative, text book and Internet based</p>	<p>Department wise reports regarding</p> <p>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment</p> <p>2. Departmental Internal Marks Register for CIA verified by the Principal</p>	10	10	30	2	60		<p>1)All four key indicator Metrics =3 Grade points/A</p> <p>2) Metrics 1, 2, 4 =2 Grade points/B</p> <p>3)Metrics 1, 2,3 =1 Grade point/C</p> <p>4) Below two=0/D</p>

		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 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	1	30		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
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	0	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 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)		10 15 10 5	60	0	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
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	1	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
		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					

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	0	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
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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	1	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
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V- ROLE IN STUDENT SUPPORT AND PROGRESSION

14	Student Support	<p>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</p>	Reports in the NAAC format	20 10 10 10	50	2	100		<p>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</p>
15	Student Progression	<p>Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship</p>	Reports in the NAAC format	10 10 10	30	0	0		<p>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</p>

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 IQAC/quality initiatives	Reports in the NAAC format	4x10	40	1	40		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	2	40		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		550		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

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: III

District: BAPATLA

Name of the College		GOVERNMENT DEGREE COLLEGE (W), BAPATLA							
Name of the Lecturer		V. PADMAJA							
Name of the Subject		MATHEMATICS							
Date of Joining in Degree College/Date of Joining in the present Institution		DoJ in service: 20-01-1997, DoJ in present station: 10-10-2021				Date of Retirement:		31-03-2029	
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 Desing and Development to	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	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					

	be considered)	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					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	20	1	20		
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	2	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
II-TEACHING, LEARNING & EVALUATION									

4	Catering to Student Diversity	<p>1. Report on grouping of students into Slow, Moderate and Advanced learners</p> <p>2. Course wise activities designed for Slow, Moderate and Advanced learners</p>	<p>1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners)</p> <p>2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners</p>	10	10	3	30		<p>1)All three key indicators =3 Grade points/A</p> <p>2)Any two key indicators =2 Grade points/B</p> <p>3)Any one key indicator =1 Grade point/C</p> <p>4)No Indicator=0/D</p>
		<p>1. Report on Course wise Bridge Courses conducted</p> <p>2. Report on Course wise Remedial coaching conducted</p>	<p>1.Course wise/Sem wise Reports on Bridge Courses conducted</p> <p>2.Course wise/Sem wise Report on Remedial coaching conducted</p>	2x5=10	10	3	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	1	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
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6	Teacher Profile and Quality	<p>1. Report on Seminars/Conferences/Workshops/ Guest Lectures organized</p> <p>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</p> <p>3. Awards and recognition</p> <p>4. Participation in Short term/ Orientation /Refresher courses/FDPs</p> <p>5. E- Content Development /MOOCs (Massive Open Online Courses)</p> <p>6. Additional Qualifications acquired during the last two years</p>	Reports and Certificates	30	30	1	30		<p>1)Any five key indicators =3 Grade points/A</p> <p>2)Any three key indicators =2 Grade points/B</p> <p>3)Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>	
7	Evaluation Process and Reforms	<p>1. Report on Formative Evaluation (CIE)</p> <p>2. Assignments-Critical, Innovative, text book and Internet based</p>	<p>Department wise reports regarding</p> <p>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment</p> <p>2. Departmental Internal Marks Register for CIA verified by the Principal</p>	10	10	30	3	90		<p>1)All four key indicator Metrics =3 Grade points/A</p> <p>2) Metrics 1, 2, 4 =2 Grade points/B</p> <p>3)Metrics 1, 2,3 =1 Grade point/C</p> <p>4) Below two=0/D</p>

		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 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (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
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	0	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 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)		10 15 10 5	40	1	40		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
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	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
		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					

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	0	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
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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	1	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
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V- ROLE IN STUDENT SUPPORT AND PROGRESSION

14	Student Support	<p>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</p>	Reports in the NAAC format	20 10 10 10	50	2	100		<p>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</p>
15	Student Progression	<p>Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship</p>	Reports in the NAAC format	10 10 10	30	0	0		<p>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</p>

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 IQAC/quality initiatives	Reports in the NAAC format	4x10	40	0	0			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	3	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		650			

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

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 III

District: BAPATLA

Name of the College **GOVERNMENT DEGREE COLLEGE (W), BAPATLA**

Name of the Lecturer **Dr.S.J.M.PRATHAP KUMAR**

Name of the Subject **ZOOLOGY**

Date of Joining in Degree College/Date of Joining in the present Institution	DoJ in service: 01.12.2008.DoJ in present station: 29.01.2022	Date of Retirement:	31.01.2058
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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
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I-CURRICULAR ASPECTS

1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	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

	be considered)	5. Active Participation in BOS	Invitation 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 b) Report on Certificate/Diploma c) Any Online courses like MOOCs	10 2x5=10	20	0	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
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	2	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
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 with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	10	0	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
		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	10	3	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	2	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
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6	Teacher Profile and Quality	<p>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</p> <p>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</p> <p>3. Awards and recognition</p> <p>4. Participation in Short term/ Orientation /Refresher courses/FDPs</p> <p>5. E- Content Development /MOOCs (Massive Open Online Courses)</p> <p>6. Additional Qualifications acquired during the last two years</p>	Reports and Certificates	30	30	0	0		<p>1)Any five key indicators =3 Grade points/A</p> <p>2)Any three key indicators =2 Grade points/B</p> <p>3)Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>	
7	Evaluation Process and Reforms	<p>1. Report on Formative Evaluation (CIE)</p> <p>2. Assignments-Critical, Innovative, text book and Internet based</p>	<p>Department wise reports regarding</p> <p>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment</p> <p>2. Departmental Internal Marks Register for CIA verified by the Principal</p>	10	10	30	2	60		<p>1)All four key indicator Metrics =3 Grade points/A</p> <p>2) Metrics 1, 2, 4 =2 Grade points/B</p> <p>3)Metrics 1, 2,3 =1 Grade point/C</p> <p>4) Below two=0/D</p>

		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 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	1	30		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
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	0	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 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)		10 15 10 5	60	0	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	
		5.Research Guideship 6.Awards in recognition of research work		10 10						
11	Extension Activities	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	1	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	

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	0	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
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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	1	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
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V- ROLE IN STUDENT SUPPORT AND PROGRESSION

14	Student Support	<p>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</p>	Reports in the NAAC format	20 10 10 10	50	2	100		<p>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</p>
15	Student Progression	<p>Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship</p>	Reports in the NAAC format	10 10 10	30	0	0		<p>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</p>

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 IQAC/quality initiatives	Reports in the NAAC format	4x10	40	0	0		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	0	0		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		440		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)