		Government	of Andhra Pradesh Comn	nissionera	te of Coll	egiate Edu	cation		
		Academic & A	dministrative Audit of De	gree Coll	eges (2020	-21)			
		Format - III A	(To be Filled by Faculty a	nd handed	d over to A	cademic A	dvisor)		
	Zone: II		District: EAST GODAVARI						
Addr	of the College and	ASD GOVT DEGREE COLLEGE FOR V	VOMEN (A), KAKINADA.						
lame	of the Lecturer	V. MALLIKARJUNA SARMA							
	of the Subject	CHEMISTRY							
Date	of Joining in Degree	11/28/2010				Date of Ret	irement:	08/31/203	30
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the keyindicator	Key Aspect Scores	Predetermin ed Weightage (Wi) for Key Indicator	Grade Points	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
		I-C	JRRICULAR ASPECTS						
1	Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum	Preparation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Annual academic plan and annual curricular plans are implemented. Course objectives and outcomes are	2x5=10	30	3	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B3)Any two key indicators =1 Grade
	Design and Development to be considered)	3. Teaching Diary 4. Lesson Plans	prepared 1. Teaching diary is being maintained 2. Lesson plan record is maintained.	2x5=10	_				points/C4)No Indicator=0/D
		5. Active Participation in BOS	Participated as a subject expert and university nominee in BOS in B.Voc, B.Sc and M.Sc courses Invitation Letter & Attendance	10					
2	Curriculum	Additional inputs related to Curriculum of the courses taught	a) Additional outputs are taught Course wise/Sem wise additional inputs Reports	10	15	1	15		1)All three key indicators =3 Grade points/A2)Any two key indicators =2 Grade
2	Flexibility/Enrichment	2. Value added courses offered & completed a)Certificate b) Diploma c) Any Online courses like MOOCs	a) offered a certificate course in "Environment Audit"	1x5=5	13	1	13		points/B3)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 taken b) Analysis Reports taken c) Action taken Report taken	10	10	3	30		1)All three key indicators =3 Grade points/A2)Any two key indicators =2 Grade points/B3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	G, LEARNING & EVALUATION		<u> </u>	· 			
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners 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) was prepared. 2. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners:	10	20	1	20		1)All three key indicators =3 Grade points/A2)Any two key indicators =2 Grade points/B3)Any one key indicator =1 Grade

			given to Slow and Moderate Learners. (b) Advanced topics relevant to the syllabus were taught to advanced learners.					point/C 4)No Indicator=0/D
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	1. Course wise/Sem wise Bridge Courses conducted 2. Course wise/Sem wise Remedial coaching conducted	2x5=10		2	20	
5	Teaching-Learning Process	Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject Report on innovative pedagogical Tools used	 Google classroom was created for online classes for III B. Sc (CBZ) and III B. Sc (MPC) classes. Online classes were taken for B. Sc (Chemistry). Contributed as a Subject Expert for Objective type questions as nominated by CCE, AP. Virtual Lab classes were taken. 	50	30	2	60	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last twoyears	 No. of webinars organized: 02 No. of Webinars Participated: 03 No. of FDPs participated: 01 No. of Online Refresher Courses completed: 01 	30	30	2	60	1)Any five key indicators =3 Grade points/A2)Any three key indicators =2 Grade points/B3)Any two key indicator =1 Grade point/C 4) Below two=0/D
		1. Report on Formative Evaluation (CIE)	1. Records for internal assessment such as	10				
7		2. Assignments-Critical, Innovative, text book and Internet based	Student seminars, Project works were maintained.	10	20	2	00	1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade
/	Evaluation Process and	3. Involvement in Summative evaluation	2. Internal Marks register was maintained and signed by the Principal.	5	30	3	90	points/B3)Metrics 1, 2,3 =1 Grade point/C
	Reforms	4. Maintaining Marks Register & Result Analysis register.	Results analysis register was maintained.	5				4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
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	18	2	36		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, 1	NNOVATIONS AND EXTENSION	<u> </u>	<u> </u>	<u> </u>			1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects 2.Major Research Projects 3.Consultancy Projects	Nil	5 10 5	20	0	0		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	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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)	One Research paper was published.	10 15 10 5	10	1	10		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		3	30		
11	Extension Activities	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)		5+5	20	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	Collaboration with University/ Industry/NGO/ Any other Agency Consultancy offered Amount generated through Consultancy.	MoUs were entered with (1) Venky Residency and (2) Oils ltd	20	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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
	I								
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 were maintained	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
	I.		ENT SUPPORT AND PROGRESSIO	N	L	L			
14	Student Support	Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Student profiles were collected and upgraded. Study material/ question banks were offered to slow learners.	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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
	ı	VI- ROLE IN II	NSTITUTIONAL 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	Participated in different institutional committees Participated in different institutional activities	4x10	40	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		-	- BEST PRACTICES	<u> </u>	1	1			
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

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	Produtorming (_rade Pointe	Wise Weighted Grade Points	as per	Guidelines
	Total Grade points					1031		

Name & Signatures of the Academic advisors

1)

2)

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) District: EAST GODAVARI Zone: II Name of the College and Address ASD GOVT DEGREE COLLEGE FOR WOMEN AUTONOMOUS Name of the Lecturer M.SUBBALAKSHMI CHEMISTRY Name of the Subject Date of Joining in Degree 17-11-2007 Date of Retirement: **Key Indicator Key Indicator** KIWWGP Predetermine **Grade Points** Wise Weighted as per d Weightage List of files/ documents to be kept ready as a proof of Information in support of the key **Key Aspect** S.No Key Indicator **Grade Points** Acdemic Guidelines (Wi) for Kev **Kev Indicator** indicator Scores (KIGP) (KIWWGP) = Advisor's Indicator =3; B=2; C=1; KIGP X Wi grading D=0) I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for the . Annual Academic Curriculum Plan 2. Course 2x5 = 10Implementation (for 1)All five key indicators =3 Grade points/A Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 30 3 90 Efforts for Curriculum 3) Any two key indicators = 1 Grade points/C 3. Teaching Diary Course wise/Sem wise Records for the 2x5 = 10Desing and Development to 4. Lesson Plans Academic Year 4)No Indicator=0/D be considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 a)Course wise/Sem wise additional 1. Additional inputs related to Curriculum of the 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B Curriculum 2. Value added courses offered & completed 20 20 Flexibility/Enrichment b) Report on Certificate/ Diploma 3)Any one key indicator =1 Grade point/C a)Certificate 2x5=104)No Indicator=0/D b) Diploma c) Any Online courses like MOOCs c) Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators = 3 Grade points/A a) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B 10 10 3 30 Feedback system b) Analyzed b) Analysis Reports 3)Any one key indicator =1 Grade point/C c) Action taken c) Action taken Report 4)No Indicator=0/D **II-TEACHING, LEARNING & EVALUATION** 1. Course wise/Sem wise Reports with . Report on grouping of students into Slow, Moderate lists of students (Slow, Moderate and and Advanced learners Advanced learners) 10 0 0 2. Course wise activities designed for Slow, Moderate 2. Course wise/Sem wise Activities 1)All three key indicators = 3 Grade points/A and Advanced learners designed for Slow, Moderate and 2) Any two key indicators = 2 Grade points/B Catering to Student Diversity 20 Advanced learners 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D 1. Course wise/Sem wise Reports on . Report on Course wise Bridge Courses conducted Bridge Courses conducted 2. Report on Course wise Remedial coaching 2x5=102 20 2. Course wise/Sem wise Report on conducted Remedial coaching conducted

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	40	2	80		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	Report on Seminars/Conferences/ Workshops/ Guest Lectures organized Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/Invited talks Awards and recognition Participation in Short term/ Orientation /Refresher courses/FDPs E- Content Development /MOOCs (Massive Open Online Courses) Aditional 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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks	10 10 5	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
	Reforms 4. N	4. Maintaining Marks Register & Result Analysis register.	2. Departmental Internal Marks Register for CIA verified by the Principal	5	-				4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
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
	<u> </u>	· · · · · · · · · · · · · · · · · · ·	NNOVATIONS AND EXTENSION						1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Anajor Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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) Sesearch Guideship		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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		3	30		
11	Extension Activities	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	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	Collaboration with University/ Industry/NGO/ Any other Agency Consultancy offered 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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
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
	l e	V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSIO	ON I	I		I		
14	Student Support	Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	2	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN I	STITUTIONAL 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 preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			- BEST PRACTICES		1				
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
1		Total Grade points			500		918		

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	d Weightage (Wi) for Kay (KICP) (A	Wise Weighted Grade Points (KIWWGP) –	as per	Guidelines
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Name & Signatures of the Academic advisors

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2)

Government of Andhra Pradesh Commissionerate of Collegiate Education Academic & Administrative Audit of Degree Colleges (2020-21) Format - III A (To be Filled by Faculty and handed over to Academic Advisor) Zone: II **District:** East Godavari Name of the College and Address A.S.D.Govt. Degree College for Women (A), Kakinada Name of the Lecturer Dr. S. PRIYADARSHINI Name of the Subject Chemistry 06/06/2018 Date of Joining in Degree **Date of Retirement:** 30/06/2046 **Key Indicator Key Indicator** KIWWGP as Predetermine Grade Points Wise Weighted List of files/ documents to be kept ready as a proof of Information in support of the key d Weightage per Acdemic Key Aspect S.No Key Indicator Guidelines (KIGP) (A **Grade Points** (Wi) for Key **Key Indicator** Advisor's indicator Scores (KIWWGP) ==3; B=2; C=1; Indicator grading D=0) KIGP X Wi I-CURRICULAR ASPECTS Preperation and Implementaion of Curricular Planing and Course wise/Sem wise Records for the 1. Annual Academic Curriculum Plan 2.Course 2x5 = 10Implementation (for 1)All five key indicators =3 Grade points/A Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 30 3 90 Efforts for Curriculum Desing 3. Teaching Diary 3)Any two key indicators =1 Grade points/C Course wise/Sem wise Records for the 2x5 = 10and Development to be 4)No Indicator=0/D 4. Lesson Plans Academic Year considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A Curriculum 2. Value added courses offered & completed 2) Any two key indicators = 2 Grade points/B 10 10 Flexibility/Enrichment 3)Any one key indicator =1 Grade point/C a)Certificate b) Report on Certificate/ Diploma 1x5 = 5b) Diploma c) Any Online courses like MOOCs 4)No Indicator=0/D c) Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators = 3 Grade points/A a) Collected a)Reports of Feedback 2)Any two key indicators =2 Grade points/B Feedback system b) Analyzed 10 10 3 30 b) Analysis Reports 3) Any one key indicator =1 Grade point/C

		c) Action taken	c) Action taken Report					4)No Indicator=0/D
		II-TEACHING	S, LEARNING & EVALUATION					
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	Course wise/Sem wise Reports on Bridge Courses conducted Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		2	20	4)No Indicator=0/D

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted	KIWWGP as per Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject 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
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	20	20	2	40		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
		Report on Formative Evaluation (CIE)	Department wise reports regarding	10					
7		2. Assignments-Critical, Innovative, text book and Internet based	Mid exams, Seminar Reports, Assignment books, Projects and any	10	20	2	00		1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B
1	Evaluation Process and Reforms	3. Involvement in Summative evaluation	other tools of Internal Assessment 2. Departmental Internal Marks Register	5	30	3	90		3)Metrics 1, 2,3 = 1 Grade point/C 4) Below two=0/D
		4. Maintaining Marks Register & Result Analysis register.	for CIA verified by the Principal	5					T) DOON TWO-U/D
8	Student Performance and Learning Outcomes	 Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) 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, 1	NNOVATIONS AND EXTENSION		<u> </u>				1)All three key indicators =3 Grade points/A
	Funding obtained for Research	h 1. Minor Research Projects	Letter of intimation and award letters	5					2)Any two key indicators =2 Grade points/B

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
9	(Govt./Non-Governmental Bodies)	2.Major Research Projects 3.Consultancy Projects	(For Current Year only Either Ongoing OR Completed)	10 5	20		0		3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
10	Research Publications and Awards	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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		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		3	30		
11	Extension Activities	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	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	 Collaboration with University/ Industry/NGO/ Any other Agency Consultancy offered 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
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

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	Predetermine d Weightage (Wi) for Key Indicator		Grade Points	KIWWGP as per Acdemic Advisor's grading
14	Student Support	Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	2	100	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	2	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN IN	NSTITUTIONAL 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 preperation 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	3	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
	·	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		900	

Name & Signatures of the Academic advisors

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Government of Andhra Pradesh Commissionerate of Collegiate Education Academic & Administrative Audit of Degree Colleges (2020-21) Format - III A (To be Filled by Faculty and handed over to Academic Advisor) Zone: II District: East Godavari Name of the College and Address A.S.D.Govt. Degree College for Women (A), Kakinada Name of the Lecturer LEENA PENNETI Name of the Subject Chemistry Date of Joining in Degree 29-07-2017 Date of Retirement: 28-02-2052 **Key Indicator Key Indicator** KIWWGP as Predetermine Grade Points Wise Weighted List of files/ documents to be kept ready as a proof of Information in support of the key d Weightage per Acdemic **Key Aspect** S.No Key Indicator (KIGP) (A **Grade Points** Guidelines **Key Indicator** indicator Scores (Wi) for Key Advisor's =3; B=2; C=1; (KIWWGP) = grading Indicator D=0) KIGP X Wi I-CURRICULAR ASPECTS Preperation and Implementaion of Curricular Planing and Course wise/Sem wise Records for the 1. Annual Academic Curriculum Plan 2. Course 2x5 = 10Implementation (for 1)All five key indicators =3 Grade points/A Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 30 3 90 Efforts for Curriculum Desing 5. Teaching Diary 3) Any two key indicators = 1 Grade points/C Course wise/Sem wise Records for the 2x5 = 104)No Indicator=0/D and Development to be 6. Lesson Plans Academic Year considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B Curriculum 2. Value added courses offered & completed 10 10 Flexibility/Enrichment d) Report on Certificate/ Diploma 3)Any one key indicator =1 Grade point/C a)Certificate 1x5 = 54)No Indicator=0/D d) Diploma e) Any Online courses like MOOCs e) Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators = 3 Grade points/A d) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B e) Analyzed 3 30 Feedback system 10 10 d) Analysis Reports 3)Any one key indicator =1 Grade point/C f) Action taken e) Action taken Report 4)No Indicator=0/D II-TEACHING, LEARNING & EVALUATION 3. Course wise/Sem wise Reports with lists of students (Slow, Moderate and 3. Report on grouping of students into Slow, Moderate and Advanced learners Advanced learners) 0 0 10 4. Course wise activities designed for Slow, Moderate 4. Course wise/Sem wise Activities 1)All three key indicators = 3 Grade points/A and Advanced learners designed for Slow, Moderate and 2) Any two key indicators = 2 Grade points/B 20 Catering to Student Diversity Advanced learners 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D 3. Course wise/Sem wise Reports on 3. Report on Course wise Bridge Courses conducted Bridge Courses conducted 4. Report on Course wise Remedial coaching 2 20 2x5=104. Course wise/Sem wise Report on conducted Remedial coaching conducted

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted	KIWWGP as per Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	6. Report on student centered methods implemented (Course wise) 7. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 8. Report on the Use of LMS tools (Course wise) 9. Contribution for the development of LMS in the concerned subject 10. 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
6	Teacher Profile and Quality	7. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 8. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 9. Awards and recognition 10. Participation in Short term/ Orientation /Refreshercourses/FDPs 11. E- Content Development /MOOCs (Massive OpenOnline Courses) 12. Aditional Qualifications acquired during the last twoyears	Reports and Certificates	20	20	2	40		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 3. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 4. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	3	90		3) All four key indicator Metrics =3 Grade points/A 4) 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	 6. Announcement and Attainment of Course Outcomes 7. Report on Student seminars/ Student demonstrations (Course wise) 8. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 9. Report on Field trips (Course wise) 10. 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 5)First KI Metric and any two other =1 Grade point/C 6) Below two=0/D
			INNOVATIONS AND EXTENSION						1)All three key indicators =3 Grade points/A
	Funding obtained for Research	h 1. Minor Research Projects	Letter of intimation and award letters	5					2)Any two key indicators =2 Grade points/B

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	wise weighted	KIWWGP as per Acdemic Advisor's grading	
9		2.Major Research Projects 3.Consultancy Projects	(For Current Year only Either Ongoing OR Completed)	10 5	20		0		y indicator =1 Grade point/C
10	Research Publications and Awards	5. Papers Published in Journals / Chapters published in edited volumes 6. Books published as single author 7. Books published as Co-Author 8. 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	2)Any two ke	tey indicators =3 Grade points/A ey indicators =2 Grade points/B y indicator =1 Grade point/C
		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		3	30		
11		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	3	30	2)Any two ke	ey indicators =3 Grade points/A ey indicators =2 Grade points/B y indicator =1 Grade point/C or=0/D
12		 4. Collaboration with University/ Industry/NGO/ Any other Agency 5. Consultancy offered 6. Amount generated through Consultancy. 	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	0	0	2)Any two ke	ey indicators =3 Grade points/A ey indicators =2 Grade points/B y indicator =1 Grade point/C or=0/D
		IV - USE OF INFRAST	RUCTURE & LEARNING RESOUR	CES					
13	Physical facilities	Infrastructural facilities in the Department/Colleges d. Use of Digital Classrooms e. Use of Virtual Classroom f. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	3	60	2)Any three k 3)Any two key	ey indicators =3 Grade points/A tey indicators =2 Grade points/B y indicators =1 Grade point/C Indicators=0/D

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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	
14	Student Support	Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	2	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN IN	STITUTIONAL GOVERNANCE						
16	Participation in Institutional Governance and Leadership	e) Contribution to Departmental Vision & Mission and Departmental Action Plan f) Participation in different institutional committees and preperation of committee reports g) Participation in different institutional activities that focus on value based education h) Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 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		3) All Two key indicators =3 Grade points/A 4) Any one key indicator =2 Grade points/B 3) No Indicator=0/D

Name & Signatures of the Academic advisors

1)

2)

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) District: EAST GODAVARI Zone: II Name of the College and Address ASD GOVT DEGREE COLLEGE FOR WOMEN (A) Dr.K.Jhansi lakshmi Name of the Lecturer CHEMISTRY Name of the Subject Date of Joining in Degree 21-02-2002(Aided), 18-10-1993(Unaided) 31-07-2029 Date of Retirement: **Key Indicator Key Indicator** KIWWGP Predetermine **Grade Points** Wise as per List of files/ documents to be kept ready as a proof of d Weightage Information in support of the key **Key Aspect** S.No Key Indicator Weighted Academic Guidelines **Kev Indicator** indicator Scores (Wi) for Kev (KIGP) (A **Grade Points** Advisor's =3; B=2; C=1; Indicator (KIWWGP) = grading D=0) KIGP X Wi I-CURRICULAR ASPECTS Curricular Planning and Preparation and Implementation of 1. Annual academic plan and annual 1. Annual Academic Curriculum Plan 2. Course Implementation (for 2x5 = 101)All five key indicators =3 Grade points/A curricular plans are implemented. Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade 30 3 90 Efforts for Curriculum 2. Course objectives and outcomes are points/B3)Any two key indicators =1 Grade prepared points/C4)No Indicator=0/D Design and Development to 3. Teaching Diary be considered) 1. Teaching diary is being maintained 2x5 = 104. Lesson Plans 2. Lesson plan record is maintained. 5. Active Participation in BOS 1. Participated as a subject expert and 10 university nominee in BOS in B.Voc. B.Sc and M.Sc courses Invitation Letter & Attendance 1. Additional inputs related to Curriculum of the a) Additional outputs are taught Course 10 wise/Sem wise additional courses taught 1)All three key indicators = 3 Grade inputs Reports Curriculum points/A2)Any two key indicators =2 Grade 20 20 2. Value added courses offered & completed a) offered a certificate course in Flexibility/Enrichment points/B3)Any one key indicator =1 Grade a)Certificate "Environment Audit" point/C 4)No Indicator=0/D 2x5=10b) Diploma b) Report on Certificate/ Diploma c) Any Online courses like MOOCs c) Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators =3 Grade a) Collected points/A2)Any two key indicators =2 Grade a)Reports of Feedback taken Feedback system 10 10 3 30 points/B3)Any one key indicator =1 Grade b) Analyzed b) Analysis Reports taken point/C 4)No Indicator=0/D c) Action taken c) Action taken Report taken **II-TEACHING, LEARNING & EVALUATION** Course wise/Sem wise Reports with lists of students (Slow, Moderate and 1. Report on grouping of students into Slow, Moderate and Advanced learners Advanced learners) 10 0 0 2. Course wise activities designed for Slow, Moderate 2. Course wise/Sem wise Activities 1)All three key indicators =3 Grade and Advanced learners designed for Slow, Moderate and points/A2)Any two key indicators =2 Grade Catering to Student Diversity 20 Advanced learners points/B3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D 1. Course wise/Sem wise Reports on . Report on Course wise Bridge Courses conducted Bridge Courses conducted 2. Report on Course wise Remedial coaching 2x5=102 20 2. Course wise/Sem wise Report on conducted Remedial coaching conducted

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	30	2	60		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	Report on Seminars/Conferences/ Workshops/ Guest Lectures organized Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks Awards and recognition Participation in Short term/ Orientation /Refresher courses/FDPs E- Content Development /MOOCs (Massive Open Online Courses) Additional Qualifications acquired during the last twoyears	Reports and Certificates	30	30	2	60		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation 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 10 5 5	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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
8	Student Performance and Learning Outcomes	Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) 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, 1	INNOVATIONS AND EXTENSION						1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	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		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	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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		3	30		
11	Extension Activities	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	t 5+5	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	
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	Collaboration with University/ Industry/NGO/ Any other Agency Consultancy offered 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

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	d Weightage	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 Acdemic Advisor's grading	Guidelines
			RUCTURE & LEARNING RESOUR	CES	1	1			
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
		-	ENT SUPPORT AND PROGRESSION	N					
14	Student Support	Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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	VI- ROLE IN II	NSTITUTIONAL GOVERNANCE				1		
16	Participation in Institutional Governance and Leadership	a) Contribution to Departmental Vision & Mission and Departmental Action Plan b) Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			- 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

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	d Weightage (Wi) for Kay (KICP) (A	Wise Weighted Grade Points	as per	Guidelines
		500	920					

Name & Signatures of the Academic advisors

1)

2)

Government of Andhra Pradesh Commissionerate of Collegiate Education Academic & Administrative Audit of Degree Colleges (2020-21) Format - III A (To be Filled by Faculty and handed over to Academic Advisor) Zone: II **District: EAST GODAVARI** Name of the College and Address ASD GOVT DEGREE COLLEGE FOR WOMEN AUTONOMOUS Name of the Lecturer M.SUBBALAKSHMI CHEMISTRY (CONTRACT) Name of the Subject Date of Joining in Degree 17-11-2007 Date of Retirement: **Key Indicator Key Indicator** KIWWGP Predetermine **Grade Points** Wise Weighted as per d Weightage List of files/ documents to be kept ready as a proof of Information in support of the key **Key Aspect** S.No Key Indicator **Grade Points** Acdemic Guidelines (Wi) for Kev **Kev Indicator** indicator Scores (KIGP) (KIWWGP) = Advisor's Indicator =3; B=2; C=1; KIGP X Wi grading D=0) I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for the . Annual Academic Curriculum Plan 2. Course 2x5 = 10Implementation (for 1)All five key indicators =3 Grade points/A Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 30 3 90 Efforts for Curriculum 3) Any two key indicators = 1 Grade points/C 3. Teaching Diary Course wise/Sem wise Records for the 2x5 = 10Desing and Development to 4. Lesson Plans Academic Year 4)No Indicator=0/D be considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 a)Course wise/Sem wise additional 1. Additional inputs related to Curriculum of the 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B Curriculum 2. Value added courses offered & completed 20 20 Flexibility/Enrichment b) Report on Certificate/ Diploma 3)Any one key indicator =1 Grade point/C a)Certificate 2x5=104)No Indicator=0/D b) Diploma c) Any Online courses like MOOCs c) Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators = 3 Grade points/A a) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B 10 10 3 30 Feedback system b) Analyzed b) Analysis Reports 3)Any one key indicator =1 Grade point/C c) Action taken c) Action taken Report 4)No Indicator=0/D **II-TEACHING, LEARNING & EVALUATION** 1. Course wise/Sem wise Reports with . Report on grouping of students into Slow, Moderate lists of students (Slow, Moderate and and Advanced learners Advanced learners) 10 0 0 2. Course wise activities designed for Slow, Moderate 2. Course wise/Sem wise Activities 1)All three key indicators = 3 Grade points/A and Advanced learners designed for Slow, Moderate and 2) Any two key indicators = 2 Grade points/B Catering to Student Diversity 20 Advanced learners 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D 1. Course wise/Sem wise Reports on . Report on Course wise Bridge Courses conducted Bridge Courses conducted 2. Report on Course wise Remedial coaching 2x5=102 20 2. Course wise/Sem wise Report on conducted Remedial coaching conducted

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject 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
6	Teacher Profile and Quality	Report on Seminars/Conferences/ Workshops/ Guest Lectures organized Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks Awards and recognition Participation in Short term/ Orientation /Refresher courses/FDPs E- Content Development /MOOCs (Massive Open Online Courses) Aditional Qualifications acquired during the last two years	Reports and Certificates	30	20	1	20		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		Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	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
	Reforms 4. I	Maintaining Marks Register & Result Analysis register.	Departmental Internal Marks Register for CIA verified by the Principal	5	_				4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
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
		· · · · · · · · · · · · · · · · · · ·	NNOVATIONS AND EXTENSION						1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Anajor Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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) Sesearch Guideship		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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		3	30		
11	Extension Activities	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	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	Collaboration with University/ Industry/NGO/ Any other Agency Consultancy offered 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

Infrastructural lacituse in the Department/Colleges Le Ger O'Digital Classrooms C. User of Lines Digital Classrooms Digital Classrooms Digital Classrooms Digital Classrooms C. User of Lines Digital Classrooms Digital Clas	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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
1. Counseling of Students as Memori Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material (Guidance a) Asademic guidance for the advanced learner (offering study Material (Guidance a) Asademic guidance for the advanced learner (offering study material question banks) 3. Offering ment Scholarships 4. Organizing/Participation in Purent Teacher Meetings Report on Programme/Course wise students' progression to a) Higher Education b) Employment c) Employment	13	Physical facilities	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			20	3	60		2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C
a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material Quidance of the advanced learner (offering study material Quiestion barks). 3. Offering merit Scholarships 4. Organizing/Participation in Participation in Participation in Participation in Participation in Machiner Participation in Participation in Machiner Participation in Machin		l e	V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSIO	ON I	I		I		
Student Progression by all tight Education by Employment contribution to Departmental Action Plan by Participation in Institutional Governance and Leadership document of QContribution to IQAC/quality initiatives Student Progression to all Higher Education by Employment contribution to Departmental Action Plan by Participation in Institutional Governance and Leadership document of QContribution to Departmental Action Plan by Participation in different institutional activities that focus on value based education d) Contribution to IQAC/quality initiatives Student Progression to all Higher Education by Employment contribution to Departmental Systom & Mission and Departmental Action Plan by Participation in different institutional committees and preperation of committee reports contribution to IQAC/quality initiatives Student Progression to all Higher Education of 2 Anny two key indicators = 2 Grade points/B 3)Any one key indicators = 3 Grade points/B 2)Any Three key indicators = 3 Grade points/B 2)Any Three key indicators = 2 Grade points/B 2)Any Two key indicators = 2 Grade points/B 2)Any Two key indicators = 3 Grade points/B 3)Any Two key indicators = 3 Grade points/B 2)Any Three key indicators = 3 Grade points/B 3)Any Two key indicators = 3 Grade points/B 2)Any one key indicators = 3 Grade points/B 2)Any one key indicators = 3 Grade points/B 3)No Indicator = 2 Grade points/B 3)No Indicator = 3 Grade po	14	Student Support	a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	10	50	2	100		2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C
a) Contribution to Departmental Vision & Mission and Departmental Action Plan b) Participation in different institutional object in the NAAC format and Leadership Governance	15	Student Progression	progression to a)Higher Education b)Employment c)Entrepreneurship	-	10	30	2	60		2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
Departmental Action Plan b) Participation in Institutional Governance and Leadership Covernance and Leadership Farticipation in different institutional committees and preperation of committee reports c) Participation in different institutional activities that focus on value based education d) Contribution to IQAC/quality initiatives VII - BEST PRACTICES Identification and Contribution to a 3 (Fractices) Identification and Contribution to a 3 (Fractices) Identification and Contribution to a 3 (Fractices) In Departmental Action Plan b) Participation in different institutional committees and preperation of committees reports covernance and Leadership c) Participation in different institutional activities that focus on value based education d) Contribution to IQAC/quality initiatives VII - BEST PRACTICES Participation in 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 indicators = 3 Grade points/A 2) Any one key indicator = 2 Grade points/B 3) No Indicator = 0/D		1	VI- ROLE IN IN	STITUTIONAL GOVERNANCE		ı	ľ			
Best Practices Identification and Contribution to a)The Departmental 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	16		Departmental Action Plan b) Participation in different institutional committees and preperation of committee reports c)Participation in different institutional activities that focus on value based education	Reports in the NAAC format	4x10	40	2	80		2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C
Best Practices a)The Departmental Best practices b)Institutional Best practices Reports in the NAAC format 20 20 3 60 2) Any one key indicator = 2 Grade points/B 3)No Indicator=0/D				- BEST PRACTICES						
Total Condo mainta	17	Best Practices	a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20		3			2) Any one key indicator =2 Grade points/B

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	d Weightage (Wi) for Key (KICP)	Wise Weighted Grade Points (KIWWGP) –	as per	Guidelines
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Name & Signatures of the Academic advisors

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Government of Andhra Pradesh Commissionerate of Collegiate Education Academic & Administrative Audit of Degree Colleges (2020-21) Format - III A (To be Filled by Faculty and handed over to Academic Advisor) Zone: II Name of the College and Address A.S.D.Govt. Degree College for Women (A), Kakinada

	Zone: II		District: East Godavari						
Name o	f the College and Address	A.S.D.Govt. Degree College for Women (A), Kakina	da						
Name o	f the Lecturer	Dr. S. PRIYADARSHINI							
Name o	f the Subject	Chemistry							
Date of	Joining in Degree	06/06/2018				Date of R	etirement:	30/06/2040	5
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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
		I-CU	RRICULAR ASPECTS	•				<u> </u>	
1	Curricular Planing and Implementation (for Autonomous Colleges -	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	3	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B
1	Efforts for Curriculum Desing and Development to be considered)	4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5=10		3	3 90		3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		5. Active Participation in BOS	Invitaion Letter & Attendance	10					
	Curriculum Flexibility/Enrichment	Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	10 1				1)All three key indicators =3 Grade points/A
2		Nalue 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	1x5=5		1	10	0	2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b) Analysis Reports c) Action taken Report	10	10	3	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	, LEARNING & EVALUATION						
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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	
		Report on Course wise Bridge Courses conducted 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		2	20		4)No Indicator=0/D

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted	KIWWGP as per Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject 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
6	Teacher Profile and Quality	Report on Seminars/Conferences/ Workshops/ Guest Lectures organized Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks Awards and recognition Participation in Short term/ Orientation /Refresher courses/FDPs E- Content Development /MOOCs (Massive Open Online Courses) Aditional Qualifications acquired during the last two years	Reports and Certificates	20	20	2	40		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
		1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10					
7		2. Assignments-Critical, Innovative, text book and Internet based	Mid exams, Seminar Reports, Assignment books, Projects and any	10	20	2	00		1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B
/	Evaluation Process and Reforms	3. Involvement in Summative evaluation	other tools of Internal Assessment 2. Departmental Internal Marks Register	5	30	3	90		3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		4. Maintaining Marks Register & Result Analysis register.	for CIA verified by the Principal	5					T) Below two-orb
8	Student Performance and Learning Outcomes	 Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) 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, 1	NNOVATIONS AND EXTENSION		<u> </u>				1)All three key indicators =3 Grade points/A
	Funding obtained for Research	h 1. Minor Research Projects	Letter of intimation and award letters	5					2)Any two key indicators =2 Grade points/B

0		Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermine d Weightage (Wi) for 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 Acdemic Advisor's grading Guidelines
9		2.Major Research Projects 3.Consultancy Projects	(For Current Year only Either Ongoing OR Completed)	10 5	20		0	3)Any one key indicator =1 Grade point/C
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in	ongoing out completed)	10 15 10 5	60		0	4)No Indicator=0/D 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
	Extension Activities	recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		3	30	
11		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	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	Collaboration with University/ Industry/NGO/ Any other Agency Consultancy offered 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
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
		V- ROLE IN STUDE	NT SUPPORT AND PROGRESSION	N	1			

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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	
14	Student Support	Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	2	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN IN	STITUTIONAL GOVERNANCE	•		•			
16		a) Contribution to Departmental Vision & Mission and Departmental Action Plan b) Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
17		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		900		

Name & Signatures of the Academic advisors

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Government of Andhra Pradesh Commissionerate of Collegiate Education Academic & Administrative Audit of Degree Colleges (2020-21) Format - III A (To be Filled by Faculty and handed over to Academic Advisor) Zone: II District: East Godavari Name of the College and Address A.S.D.Govt. Degree College for Women (A), Kakinada Name of the Lecturer LEENA PENNETI Name of the Subject Chemistry Date of Joining in Degree 29-07-2017 Date of Retirement: 28-02-2052 **Key Indicator Key Indicator** KIWWGP as Predetermine Grade Points Wise Weighted List of files/ documents to be kept ready as a proof of Information in support of the key d Weightage per Acdemic **Key Aspect** S.No Key Indicator (KIGP) (A **Grade Points** Guidelines **Key Indicator** indicator Scores (Wi) for Key Advisor's =3; B=2; C=1; (KIWWGP) = grading Indicator D=0) KIGP X Wi I-CURRICULAR ASPECTS Preperation and Implementaion of Curricular Planing and Course wise/Sem wise Records for the 1. Annual Academic Curriculum Plan 2. Course 2x5 = 10Implementation (for 1)All five key indicators =3 Grade points/A Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 30 3 90 Efforts for Curriculum Desing 5. Teaching Diary 3) Any two key indicators = 1 Grade points/C Course wise/Sem wise Records for the 2x5 = 104)No Indicator=0/D and Development to be 6. Lesson Plans Academic Year considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B Curriculum 2. Value added courses offered & completed 10 10 Flexibility/Enrichment d) Report on Certificate/ Diploma 3)Any one key indicator =1 Grade point/C a)Certificate 1x5 = 54)No Indicator=0/D d) Diploma e) Any Online courses like MOOCs e) Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators = 3 Grade points/A d) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B e) Analyzed 3 30 Feedback system 10 10 d) Analysis Reports 3)Any one key indicator =1 Grade point/C f) Action taken e) Action taken Report 4)No Indicator=0/D II-TEACHING, LEARNING & EVALUATION 3. Course wise/Sem wise Reports with lists of students (Slow, Moderate and 3. Report on grouping of students into Slow, Moderate and Advanced learners Advanced learners) 0 0 10 4. Course wise activities designed for Slow, Moderate 4. Course wise/Sem wise Activities 1)All three key indicators = 3 Grade points/A and Advanced learners designed for Slow, Moderate and 2) Any two key indicators = 2 Grade points/B 20 Catering to Student Diversity Advanced learners 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D 3. Course wise/Sem wise Reports on 3. Report on Course wise Bridge Courses conducted Bridge Courses conducted 4. Report on Course wise Remedial coaching 2 20 2x5=104. Course wise/Sem wise Report on conducted Remedial coaching conducted

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted	KIWWGP as per Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	6. Report on student centered methods implemented (Course wise) 7. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 8. Report on the Use of LMS tools (Course wise) 9. Contribution for the development of LMS in the concerned subject 10. 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
6	Teacher Profile and Quality	7. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 8. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 9. Awards and recognition 10. Participation in Short term/ Orientation /Refreshercourses/FDPs 11. E- Content Development /MOOCs (Massive OpenOnline Courses) 12. Aditional Qualifications acquired during the last twoyears	Reports and Certificates	20	20	2	40		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 3. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 4. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	3	90		3) All four key indicator Metrics =3 Grade points/A 4) 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	 6. Announcement and Attainment of Course Outcomes 7. Report on Student seminars/ Student demonstrations (Course wise) 8. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 9. Report on Field trips (Course wise) 10. 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 5)First KI Metric and any two other =1 Grade point/C 6) Below two=0/D
			NNOVATIONS AND EXTENSION	<u> </u>					1)All three key indicators =3 Grade points/A
	Funding obtained for Research	h 1. Minor Research Projects	Letter of intimation and award letters	5					2)Any two key indicators =2 Grade points/B

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
9	(Govt./Non-Governmental Bodies)	2.Major Research Projects 3.Consultancy Projects	(For Current Year only Either Ongoing OR Completed)	10 5	20		0		3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
10	Research Publications and Awards	5. Papers Published in Journals / Chapters published in edited volumes 6. Books published as single author 7. Books published as Co-Author 8. 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		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		3	30		
		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	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	 4. Collaboration with University/ Industry/NGO/ Any other Agency 5. Consultancy offered 6. 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
13	Physical facilities	Infrastructural facilities in the Department/Colleges d. Use of Digital Classrooms e. Use of Virtual Classroom f. 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
		V- ROLE IN STUDE	L ENT SUPPORT AND PROGRESSION	N N	<u> </u>	<u> </u>			

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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	
14	Student Support	2. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance c) Academic guidance for the advanced learner (offering suggestions/reference books) d) Handholding the slow learners (offering study material/ question banks) 5. Offering merit Scholarships 6. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	2	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN IN	STITUTIONAL GOVERNANCE						
16	Participation in Institutional Governance and Leadership	e) Contribution to Departmental Vision & Mission and Departmental Action Plan f) Participation in different institutional committees and preperation of committee reports g) Participation in different institutional activities that focus on value based education h) Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 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		3) All Two key indicators =3 Grade points/A 4) Any one key indicator =2 Grade points/B 3)No Indicator=0/D
		Total Grade points		•	500		900		

Name & Signatures of the Academic advisors

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2)

	Government of Andhra Pradesh Commissionerate of Collegiate Education												
	Academic & Administrative Audit of Degree Colleges (2020-21)												
		Forma	t - III A (To be Filled by Faculty	and har	ded over t	o Academ:	ic Advisor)						
	Zone: II				District:	Kakinad	a						
	me of the College and dress		ASDGDC (W)(A), J	agannaikp	our, Kakin	ada - 53300	2					
	me of the Lecturer			Dr I	Krishna (
	me of the Subject				Telugu	1							
Col	te of Joining in Degree lege/Date of Joining in present Institution		6th Nov, 2010			Date of	Retirement:		31-Jan-34				
S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines				
	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	A	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C				
	Desing and Development to be	Teaching Diary Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					4)No Indicator=0/D				
	considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10									
		Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10					1)All three key indicators =3 Grade points/A				
2	Curriculum Flexibility/Enrichment	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	В	40		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		Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D				
		II-TEACHING,	LEARNING & EVALUATIO	N									

S.1 o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
			1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		A	30		4)No Indicator=0/D
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2.Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	В	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

s	.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
		Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90		1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
		Evaluation Process and Reforms	(CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks	10 10 5	30	A	90		1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
			4. Maintaining Marks Register & Result Analysis register.	Register for CIA verified by the Principal	5	5				n Delow two-0/D

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
8	Student Performance	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	A	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, IN	NOVATIONS AND EXTENS	ION	<u> </u>	<u> </u>			
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	,	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	С	20		2)Any two key indicators = 3 Grade points/A 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D
10		1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	60	В	120		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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		A	30		

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
11	Extension Activities	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	A	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	D	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
		IV - USE OF INFRASTR	UCTURE & LEARNING RES	OURCI	ES				
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	Α	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
	1	V- ROLE IN STUDE							

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15		b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90		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 INS	STITUTIONAL GOVERNAN	CE	ı	I			
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	A	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
		VII -	BEST PRACTICES						
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	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		1300		
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			Academic & Administrative Au	Collegiate	Education	ges (2020-	21)		
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	ne of the Lecturer				SYAMAL	. , ,	<u> </u>		
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Date	e of Joining in Degree		24-12-2011			Date of 1	Retirement:		31-Mar-43
S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
		I-CUR	RICULAR 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	A	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Appropriate logicators = 1 Grade points/C

S.1 o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	
	Desing and	3. Teaching Diary	Course wise/Sem wise Records	2x5=					4)No Indicator=0/D
	Development to be considered)	4. Lesson Plans	for the Academic Year	10	1				,
	considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					
		Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10					1) All three key indicators = 3 Crade points / A
2	Curriculum Flexibility/Enrichment		b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10	20	В	40		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Ic) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING,	LEARNING & EVALUATION	N	<u> </u>				
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 2. Course wise activities designed for Activities design Moderate and A Moderat	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
	1. C 2.	Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		A	30		4)No Indicator=0/D

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2.Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90		1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
		Report on Formative Evaluation (CIE)	Department wise reports regarding	10					

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
7	Evaluation Process and Reforms	Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 5 5	30	A	90		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		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	A	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, IN	NOVATIONS AND EXTENS	ION	<u> </u>				
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	-	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	0	D	0		2)Any two key indicators = 2 Grade points/A 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D
10		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	10	С	10		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

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
		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		A	30		
11	Extension Activities	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	A	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)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	0	D	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		IV - USE OF INFRASTR	UCTURE & LEARNING RES	OURC:	ES	ı	l	ı	
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	A	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
	•	V- ROLE IN STUDE	NT SUPPORT AND PROGRE	SSION					

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
144	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90		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
	T	VI- ROLE IN INS	STITUTIONAL GOVERNAN	CE					
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	A	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

S.N Ke	y 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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
		VII -	BEST PRACTICES						
17 Bes	st Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60		1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
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	of the Lecturer			K	. MADHA				
	of the Subject				TELUGU				
Date of	Joining in Degree		08-11-2010		ı	Date of 1	Retirement:		31-May-34
S.N o Ke	y 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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
		I-CUR	RICULAR ASPECTS						

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines	
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	A	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C	
	Desing and Development to be considered)	Teaching Diary Lesson Plans Active Participation in BOS	Course wise/Sem wise Records for the Academic Year Invitaion Letter & Attendance	2x5= 10 10					4)No Indicator=0/D	
		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	Curriculum Flexibility/Enrichment		b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10	20 B	В	40		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	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
		II-TEACHING,	LEARNING & EVALUATION	V						
4		Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C	

s	N o	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	Predeter mined Weightag e (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A = 3; B=2; C=1; D=0)	Weighted Grade Points	s grading	Guidelines
			2. Report on Course wise Remedial	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		A	30		4)No Indicator=0/D
	5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2.Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	В	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

S	.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
		Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90		1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
		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	10 10 5	30	A	90		1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D	
				Register for CIA verified by the Principal	5	;				T) Delow two-0/D

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
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	A	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, IN	NOVATIONS AND EXTENS	ION					
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	0	D	0		2)Any two 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	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	10	С	10		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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		A	30		

S.N.	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
11	Extension Activities	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	A	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	0	D	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		IV - USE OF INFRASTR	UCTURE & LEARNING RES	OURC	ES				
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	Α	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
		V- ROLE IN STUDEN							

S.N o	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	Predeter mined Weightag e (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	KIWWG P as per Acdemic Advisor' s grading	Guidelines
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15		b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90		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 INS	STITUTIONAL GOVERNAN	CE	ı	I			
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	A	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

S.1 o	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	Predeter mined Weightag e (Wi) for Key Indicator	(KIGP) (A = 3; B=2:	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	Guidelines
		VII -	BEST PRACTICES					
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	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		1170	
1	Name & Signature of the			Namo	& Signatu	res of the	Academic	
			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) District: EAST GODAVARI Zone: II Name of the College and Address ASD GOVT DEGREE COLLEGE FOR WOMEN (A) Name of the Lecturer M.SUVARCHALA HOME SCIENCE Name of the Subject Date of Joining in Degree 6/26/1997 5/31/2026 Date of Retirement: **Key Indicator** Key Indicator KIWWGP Predetermine **Grade Points** Wise Weighted as per **Key Aspect** List of files/ documents to be kept ready as a proof of Information in support of the key d Weightage S.No Key Indicator **Grade Points** Acdemic Guidelines (Wi) for Kev **Key Indicator** indicator Scores (KIGP) (KIWWGP) =Advisor's =3; B=2; C=1; Indicator KIGP X Wi grading D=0) I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for the . Annual Academic Curriculum Plan 2.Course 2x5 = 10Implementation (for 1)All five key indicators = 3 Grade points/A Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 90 30 3 Efforts for Curriculum 3. Teaching Diary 3) Any two key indicators = 1 Grade points/C Course wise/Sem wise Records for the 2x5 = 10Desing and Development to 4. Lesson Plans Academic Year 4)No Indicator=0/D be considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A Curriculum 2. Value added courses offered & completed 2)Any two key indicators =2 Grade points/B 20 20 Flexibility/Enrichment 3) Any one key indicator =1 Grade point/C b)Report on Certificate/ Diploma a)Certificate 2x5=10b)Diploma c)Any Online courses like MOOCs 4)No Indicator=0/D c)Any Online courses like MOOCs Feedback on Curriculum by Students 1)All three key indicators =3 Grade points/A Course wise/Sem wise a) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B Feedback system 10 10 3 30 b) Analyzed b)Analysis Reports 3) Any one key indicator =1 Grade point/C c) Action taken c)Action taken Report 4)No Indicator=0/D **II-TEACHING, LEARNING & EVALUATION** 1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and . Report on grouping of students into Slow, Moderate and Advanced learners Advanced learners) 10 0 0 2. Course wise activities designed for Slow, Moderate 2. Course wise/Sem wise Activities 1)All three key indicators = 3 Grade points/A and Advanced learners designed for Slow, Moderate and 2) Any two key indicators = 2 Grade points/B Catering to Student Diversity 20 Advanced learners 3) Any one key indicator =1 Grade point/C 4)No Indicator=0/D 1.Course wise/Sem wise Reports on . Report on Course wise Bridge Courses conducted Bridge Courses conducted 2. Report on Course wise Remedial coaching 2x5=102 20 2.Course wise/Sem wise Report on conducted Remedial coaching conducted

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	30	2	60		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	2	60		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
		Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any	10					1)All four key indicator Metrics =3 Grade points/A
7	Evaluation Process and	Involvement in Summative evaluation	other tools of Internal Assessment 2. Departmental Internal Marks	5	30	3	90		2) Metrics 1, 2, 4 = 2 Grade points/B 3) Metrics 1, 2,3 = 1 Grade point/C
	Reforms	4. Maintaining Marks Register & Result Analysis register.	Register for CIA verified by the Principal	5					4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
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	18	2	36		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, I	NNOVATIONS AND EXTENSION						
	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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		10					
		recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		3	30		
11	Extension Activities	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	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	Collaboration with University/ Industry/NGO/ Any other Agency Consultancy offered 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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
	1		RUCTURE & LEARNING RESOUR	CES	ı				
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
		V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSION	N	L	<u> </u>			
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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
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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
	•		- 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

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	d Weightage (Wi) for Key (KIGP) (A	Wise Weighted Grade Points	as per	Guidelines
	Total Grade points							

Name & Signatures of the Academic advisors

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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) District: EAST GODAVARI Zone: II Name of the College and Address ASD GOVT DEGREE COLLEGE FOR WOMEN AUTONOMOUS Name of the Lecturer Dr.K.LAVANYA HOME SCIENCE Name of the Subject Date of Joining in Degree 12/26/2011 5/30/2035 Date of Retirement: **Key Indicator Key Indicator** KIWWGP as Predetermine Grade Points Wise Weighted per Acdemic Guidelines List of files/ documents to be kept ready as a proof of d Weightage Information in support of the key **Key Aspect** S.No Key Indicator (KIGP) (A **Grade Points** (Wi) for Key **Key Indicator** indicator Advisor's Scores (KIWWGP) ==3; B=2; C=1; Indicator grading D=0) KIGP X Wi I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for the 1. Annual Academic Curriculum Plan 2. Course 2x5 = 10Implementation (for 1)All five key indicators = 3 Grade points/A Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 30 3 90 Efforts for Curriculum Desing 3. Teaching Diary Course wise/Sem wise Records for the 3) Any two key indicators = 1 Grade points/C 2x5 = 10and Development to be 4)No Indicator=0/D 4. Lesson Plans Academic Year considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A 2. Value added courses offered & completed 2) Any two key indicators = 2 Grade points/B Curriculum 20 1 10 Flexibility/Enrichment 3) Any one key indicator =1 Grade point/C a)Certificate b)Report on Certificate/ Diploma 2x5=10c)Any Online courses like MOOCs 4)No Indicator=0/D b)Diploma c)Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators = 3 Grade points/A a) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B Feedback system b) Analyzed 10 10 3 30 b)Analysis Reports 3) Any one key indicator =1 Grade point/C c) Action taken c)Action taken Report 4)No Indicator=0/D II-TEACHING, LEARNING & EVALUATION 1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and . Report on grouping of students into Slow, Moderate and Advanced learners Advanced learners) 10 0 0 2. Course wise activities designed for Slow, Moderate 2. Course wise/Sem wise Activities 1)All three key indicators = 3 Grade points/A and Advanced learners designed for Slow, Moderate and 2) Any two key indicators = 2 Grade points/B Catering to Student Diversity 20 Advanced learners 3) Any one key indicator =1 Grade point/C 4)No Indicator=0/D 1.Course wise/Sem wise Reports on 1. Report on Course wise Bridge Courses conducted Bridge Courses conducted 2. Report on Course wise Remedial coaching 2x5=102 20 2.Course wise/Sem wise Report on conducted Remedial coaching conducted

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
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	40	2	80		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	2	60		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	10	30	3	90		1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B
,	Reforms	Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	2. Departmental Internal Marks Register for CIA verified by the Principal	5		3			3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 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	48		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
			NNOVATIONS AND EXTENSION			<u> </u>	<u> </u>		
	Funding obtained for Research	h 1. Minor Research Projects	Letter of intimation and award letters	5					2) Apy two key indicators = 2 Crade points / R

Cover, Non-Governmental 2.Major Research Projects Covernmental 2.Major Research Projects Covernmental 3.Consultancy Projects Congoing OR Completed 5	y two key indicators = 2 Grade points/B y one key indicator = 1 Grade point/C Indicator=0/D y three key indicators = 3 Grade points/A y two key indicators = 2 Grade points/B
Bodies) 3. Consultancy Projects Ongoing OR Completed) 1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5. Research Guideship 5. Research Guideship 6. Awards in recognition of research work 10 10 10 10 10 10 10 10 10 1	y three key indicators =3 Grade points/A y two key indicators =2 Grade points/B
	y one key indicator =1 Grade point/C o Indicator=0/D
11 Extension Activities a. Sensitivities a. Sensitivities a. Sensitivities a. Sensitivities 20 20 2) Any to 3) Any o	three key indicators =3 Grade points/A y two key indicators =2 Grade points/B y one key indicator =1 Grade point/C Indicator=0/D
/Collaborations with Govt and Non Governmental Organisations other Agency 2. Consultancy offered 3. Amount generated through Consultancy. Onsultancy - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points Consultancy - 5 points Consultancy - 5 points - 5 p	three key indicators =3 Grade points/A y two key indicators =2 Grade points/B y one key indicator =1 Grade point/C Indicator=0/D
IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES	
13 Physical facilities c. Use of Labs Log books related to usage 20 20 3 60 2)Any tr	y four key indicators =3 Grade points/A y three key indicators =2 Grade points/B y two key indicators =1 Grade point/C low two Indicators=0/D
V- ROLE IN STUDENT SUPPORT AND PROGRESSION	

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 IN	ISTITUTIONAL 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 preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		VII	- BEST PRACTICES	<u> </u>	<u> </u>				
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		918		

Name & Signatures of the Academic advisors

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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) District: East Godavari Zone: II Name of the College and Address A.S.D.Govt. Degree College for Women (A), Kakinada Name of the Lecturer Dr.G.ANITHA Name of the Subject Home Science Date of Joining in Degree 1/2/2013 Date of Retirement: 7/31/2042 **Key Indicator Key Indicator** KIWWGP as Predetermine Grade Points Wise Weighted per Acdemic Guidelines List of files/ documents to be kept ready as a proof of d Weightage Information in support of the key **Key Aspect** S.No Key Indicator (KIGP) (A **Grade Points** (Wi) for Key **Key Indicator** indicator Advisor's Scores (KIWWGP) ==3; B=2; C=1; Indicator grading D=0) KIGP X Wi I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for the 1. Annual Academic Curriculum Plan 2. Course 2x5 = 10Implementation (for 1)All five key indicators = 3 Grade points/A Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 30 3 90 Efforts for Curriculum Desing 3. Teaching Diary Course wise/Sem wise Records for the 3) Any two key indicators = 1 Grade points/C 2x5 = 10and Development to be 4)No Indicator=0/D 4. Lesson Plans Academic Year considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 1)All three key indicators = 3 Grade points/A courses taught inputs Reports 2. Value added courses offered & completed 2) Any two key indicators = 2 Grade points/B Curriculum 20 1 10 Flexibility/Enrichment 3) Any one key indicator =1 Grade point/C a)Certificate b)Report on Certificate/ Diploma 2x5=10c)Any Online courses like MOOCs 4)No Indicator=0/D b)Diploma c)Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators = 3 Grade points/A a) Collected a)Reports of Feedback 2)Any two key indicators =2 Grade points/B Feedback system b) Analyzed 10 10 3 30 b)Analysis Reports 3) Any one key indicator =1 Grade point/C c) Action taken c)Action taken Report 4)No Indicator=0/D II-TEACHING, LEARNING & EVALUATION 1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and . Report on grouping of students into Slow, Moderate and Advanced learners Advanced learners) 10 0 0 2. Course wise activities designed for Slow, Moderate 2. Course wise/Sem wise Activities 1)All three key indicators = 3 Grade points/A and Advanced learners designed for Slow, Moderate and 2) Any two key indicators = 2 Grade points/B Catering to Student Diversity 20 Advanced learners 3) Any one key indicator =1 Grade point/C 4)No Indicator=0/D 1.Course wise/Sem wise Reports on 1. Report on Course wise Bridge Courses conducted Bridge Courses conducted 2. Report on Course wise Remedial coaching 2x5=102 20 2.Course wise/Sem wise Report on conducted Remedial coaching conducted

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
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	80		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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		Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any	10		_			1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B
./	Evaluation Process and Reforms	Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	5	30	3	90		3)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	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	48		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, I	NNOVATIONS AND EXTENSION						
	Funding obtained for Research		Letter of intimation and award letters	5					1) A py two key indicators = 2 Grade points / R

9 (Govt./Non-Governmental Bodies) 2 Major Research Projects 3 Consultancy Projects 1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as single author 3. Books published as single author 3. Books published as Go-Author 4. Papers/Chapters published as Go-Author 4. Papers/Chapters published as Go-Author 5. Research Publications and Awards Awards 10 10 10 10 10 10 10 10 10 1	e point/C ade points/A de points/B
10 Research Publications and Awards Research Publications and Awards Avardine Function of Search Guideship 6.Awards in recognition of research work Academic Extension Activities Extension Activities Activities 10 Research Publications and Activities Activities 11. Papers Published in Journals / Chapters published in edited volumes 2. Books published as Go-Author 4. Papers/Chapters published as Co-Author 4. Papers/Chapters published as Co-Author 6. Papers/Chapters published as Co-Author 7. Papers/Chapters published as Co-Author 8. Papers/Chapters published as Co-Author 9. Papers/Chapters published as Seports in the NAAC format 9. Papers/Chapters published as Seports published as Seports in the NAAC format 9. Papers/Chapters published as Seports published as Seports in the NAAC format 9. Papers/Chapters published as Seports published as Seports in the NAAC format 9. Papers/Chapters published as Seports published as Seports in the NAAC format 9. Papers/Chapters published as Co-Author 9. Papers/Chapters published as Seports published as Se	ade points/A de points/B
Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc) Reports in the NAAC format 10 3 30 1)All three key indicators = 3 Grace 2)Any two key indicators = 2 Grace 3)Any one key indicators = 1 Grace 4)No Indicator=0/D	
	le points/B
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. 1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy. 20 20 20 20 4) No Indicator = 3 Grad 2) Any two key indicators = 2 Grad 3) Any one key indicator = 1 Grad 4) No Indicator = 0/D	le points/B
IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES	
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. Infrastructural facilities in the Department/Colleges a. Use of Digital Classroom b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library 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 Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom 2) Any three key indicators = 3 Gra 3) Any two key indicators = 1 Grav 4) Below two Indicators=0/D	ade points/B
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14		Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	2	100		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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16		a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
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		918		

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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) District: EAST GODAVARI Zone: II Name of the College and Address ASD GOVT DEGREE COLLEGE FOR WOMEN AUTONOMOUS Name of the Lecturer L.MALLESWARI HOME SCIENCE Name of the Subject Date of Joining in Degree 9/1/2018 4/30/2044 Date of Retirement: **Key Indicator** Key Indicator KIWWGP Predetermine **Grade Points** Wise Weighted as per List of files/ documents to be kept ready as a proof of Information in support of the key Key Aspect d Weightage S.No Key Indicator **Grade Points** Acdemic Guidelines (Wi) for Kev **Key Indicator** indicator Scores (KIGP) (KIWWGP) =Advisor's =3; B=2; C=1; Indicator KIGP X Wi grading D=0) I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for the . Annual Academic Curriculum Plan 2.Course 2x5 = 10Implementation (for 1)All five key indicators = 3 Grade points/A Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 30 3 90 Efforts for Curriculum 3. Teaching Diary 3) Any two key indicators = 1 Grade points/C Course wise/Sem wise Records for the 2x5 = 10Desing and Development to 4. Lesson Plans Academic Year 4)No Indicator=0/D be considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A Curriculum 2. Value added courses offered & completed 2)Any two key indicators =2 Grade points/B 20 20 Flexibility/Enrichment 3) Any one key indicator =1 Grade point/C b)Report on Certificate/ Diploma a)Certificate 2x5=10b)Diploma c)Any Online courses like MOOCs 4)No Indicator=0/D c)Any Online courses like MOOCs Feedback on Curriculum by Students 1)All three key indicators =3 Grade points/A Course wise/Sem wise a) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B Feedback system 10 10 3 30 b) Analyzed b)Analysis Reports 3) Any one key indicator =1 Grade point/C c) Action taken c)Action taken Report 4)No Indicator=0/D **II-TEACHING, LEARNING & EVALUATION** 1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and . Report on grouping of students into Slow, Moderate and Advanced learners Advanced learners) 10 0 0 2. Course wise activities designed for Slow, Moderate 2. Course wise/Sem wise Activities 1)All three key indicators = 3 Grade points/A and Advanced learners designed for Slow, Moderate and 2) Any two key indicators = 2 Grade points/B Catering to Student Diversity 20 Advanced learners 3) Any one key indicator =1 Grade point/C 4)No Indicator=0/D 1.Course wise/Sem wise Reports on . Report on Course wise Bridge Courses conducted Bridge Courses conducted 2. Report on Course wise Remedial coaching 2x5=102 20 2.Course wise/Sem wise Report on conducted Remedial coaching conducted

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		III-RESEARCH, I	NNOVATIONS AND EXTENSION						
	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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		10					
		recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		3	30		
11	Extension Activities	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	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	Collaboration with University/ Industry/NGO/ Any other Agency Consultancy offered 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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
	1		RUCTURE & LEARNING RESOUR	CES	1				
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
		V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSION	N	L	<u> </u>			
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 IN	ISTITUTIONAL GOVERNANCE		1				
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
	•		- 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

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	Predetermine d Weightage (Wi) for Key Indicator Grade Points (KIGP) (A = 3; B=2; C=1; D=0)	Wise Weighted Grade Points	as per	Guidelines
		Total Grade points			500			

Name & Signature of the Principal

Name & Signatures of the Academic advisors

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			Go	vernment of A	ndhra Pradesh				
-	3.	*	Academic & Admi	nistrative Aud	lit of Degree Coll	leges (202 0 -21)			**
	The artifaction of the		Format - III A (To be Fille	d by Faculty	and handed over	to Academic Ad	visor)		
	Zone: 2				District: KAKI	NADA ,EAST G	ODAVARI DIST	RICI	
Van	ne of the College and	ASD GOVERNMENT DEGREE	COLLEGE FOR WOMEN	(A),KAKIN	ADA				
	ne of the Lecturer	K.VENKATESWARA RAO					*		No.
Van	ne of the Subject	PHYSICS							
Colle	e of Joining in Degree ege/Date of Joining in present Institution	16/06/2017				Date of R	etirement:	31/01/2027	
S.N	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 Acdemic Advisor's grading	Guidelines
_	1		I-CURRICULAR	ASPECTS				Γ	
	Curricular Planing and Implementation (for Autonomous Colleges - Efforts	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2 Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	. 30	3	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grad points/B
	for Curriculum Desing and Development to be	3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	1			3) Any two key indicators =1 Grad points/C 4)No Indicator=0/D
	considered	5. Active Participation in BOS	Invitaion Letter & Attendance	10					
	a mana sang Pana	Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10					1)All three key indicators =3 Grac points/A 2)Any two key indicators =2 Grac
2	ent	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	10	2	20		points/B 3)Any one key indicator =1 Grad point/C 4)No Indicator=0/D

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S.N 0	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)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
3	Feedback syst em	b) Analyzed	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	. 10	3	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-	TEACHING, LEARNIN	G & EVALUA	TION				The second second second
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	3	30		1)All three key indicators =3 Grad points/A 2)Any two key indicators =2 Grad points/B 3)Any one key indicator =1 Grade
		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		3	30		point/C 4)No Indicator=0/D

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S.N 0	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 Acdemic Advisor's grading	Guidelines
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/ Şem wise Reports	50	30	2 .	. 60		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grad points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D

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Key Indicator Key Indicator List of files/ documents to be Predetermined KIWWGP as **Grade Points** Information in support Wise Weighted Weightage (Wi) Key Aspect **Key Indicator** kept ready as a proof of Key per Acdemic (KIGP) **Grade Points** (A Guidelines of the key indicator for Key Scores Advisor's Indicator (KIWWGP) ==3; B=2; C=1; Indicator grading D=0) KIGP X Wi 1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ 1) Any five key indicators = 3 Grade Guest Lectures/ Invited talks points/A 2) Any three key indicators = 2 Grade 3. Awards and recognition Teacher Profile and points/B 4. Participation in Short term/ Reports and Certificates 30 ,15 2 30 Quality 3) Any two key indicator =1 Grade Orientation / Refresher point/C courses/FDPs 4) Below two=0/D 5. E- Content Development /MOOCs (Massive Open Online 6. Aditional Qualifications acquired during the last two years 1. Report on Formative Evaluation 10 (CIE) Department wise reports 2. Assignments-Critical, Innovative, regarding 10 text book and Internet based 1. Mid exams, Seminar 1) All four key indicator Metrics =3 Reports, Assignment Grade points/A books, Projects and any 2) Metrics 1, 2, 4 = 2 Grade points/B 3. Involvement in Summative 5 90 30 3 Evaluation Process other tools of Internal 3) Metrics 1, 2,3 =1 Grade point/C and Reforms Assessment 4) Below two=0/D 2. Departmental Internal Marks Register for CIA 4. Maintaining Marks Régister & 5 verified by the Principal Result Analysis register.

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N 0	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)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
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-RI	SEARCH, INNOVATIO	NS AND EXT	ENSION				
	Funding obtained	1. Minor Research Projects -	Letter of intimation and	5					1) All three key indicators = 3 Grade
9	1-0-1-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	2.Major Research Projects	award letters (For Current	10	0	0	. 0		points/A
	(Govt./Non-	3.Consultancy Projects	Year only Either	5					2) Any two key indicators = 2 Grade

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N	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 Acdemic Advisor's grading	Guidelines
	Research	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		10 15 10					1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade
10	Publications and Awards	(Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered)		5	0	0	0		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		10	0		1)All three key indicators =3 Grade
1	Extension Activities	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/UBÁ etc)	Reports in the NAAC format	5+5	10	2	20		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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.N 0	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 Acdemic Advisor's grading	Guidelines
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	5	1	5		i)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
		IV - USE C	OF INFRASTRUCTURE 8	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

N	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)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
		1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance.		20			,		
		2. Any other Study Material /Guidance		10					1)All Four key indicators =3 Grade points/A
1	Student Support	a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners	Reports in the NAAC format	10 10	50 • '	3	150		2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		(offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings							AJDEROW (WO-0) D
	15 Student Progression	12)Higher Education	Reports in the NAAC format	10 10 10	30	3	90		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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S.N 0	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)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			VII - BEST PRA	CTICES					
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		• •		ľ

Name & Signature of

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Name & Signatures of the Academic advisors

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Government of Andhra Pradesh *Academic & Administrative Audit of Degree Colleges (2020-21) Format - III A (To be Filled by Faculty and handed over to Academic Advisor) District: KAKINADA ,EAST GODAVARI DISTRICT Zone: Name of the College and ASD GOVERNMENT DEGREE COLLEGE FOR WOMEN (A), KAKINADA K.KRANTHI Name of the Lecturer PHYSICS Name of the Subject Date of Joining in Degree Date of Retirement: College/Date of Joining in 20/10/2021 the present Institution **Key Indicator Key Indicator** KIWWGP as Predetermined Wise Weighted **Grade Points** per Acdemic List of files/ documents to be Key Aspect | Weightage (Wi) Guidelines Information in support **Grade Points** (KIGP) " (A S.N Advisor's Key Indicator kept ready as a proof of Key for Key of the key indicator Scores (KIWWGP) ==3; B=2; C=1; grading Indicator Indicator KIGP X Wi D=0) I-CURRICULAR ASPECTS Preperation and Implementaion of Course wise/Sem wise 1)All five key indicators = 3 Grade Curricular Planing 1. Annual Academic Curriculum Records for the Academic 2x5 = 10points/A and Implementation Plan 2.Course Objectives & 2) Any four key indicators = 2 Grade Year (for Autonomous Outcomes points/B Colleges - Efforts 40 20 3) Any two key indicators = 1. Grade Course wise/Sem wise for Curriculum 3. Teaching Diary Records for the Academic 2x5 = 10points/C Desing and 4. Lesson Plans 4)No Indicator=0/D Year Development to be Invitaion Letter & considered) 10 5. Active Participation in BOS Attendance a)Course wise/Sem wise 1. Additional inputs related to 1) All three key indicators = 3 Grade 10 additional inputs Reports Curriculum of the courses taught points/A 2) Any two key indicators = 2 Grade Curriculum points/B 2. Value added courses offered & 10 1: 10 Flexibility/Enrichm b)Report on Certificate/ 3) Any one key indicator =1 Grade completed Diploma ent point/C 2x5 = 10a)Certificate c)Any Online courses like 4)No Indicator=0/D b)Diploma MOOCs c)Any Online courses like MOOCs

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.N 0	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 Acdemic Advisor's grading	Guidelines
3	Feedback system		a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	, 10	3	30		1)All three key indicators = 3 Grade points/A 2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D
			TEACHING, LEARNING	G & EVALUA	TION				,
4	Catering to Student Diversity	into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	3	30		1)All three key indicators =3 Grad points/A 2)Any two key indicators =2 Grad points/B
		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		3	30		3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

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S.N 0	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		Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guídelines
	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	20	1	. 20		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grad points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D

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Key Indicator Key Indicator List of files/ documents to be Predetermined KIWWGP as S.N **Grade Points** Wise Weighted Information in support Key Aspect | Weightage (Wi **Key Indicator** kept ready as a proof of Key per Acdemic (KIGP) **Grade Points** Guidelines of the key indicator Scores Indicator for Key Advisor's =3; B=2; C=1; (KIWWGP) =Indicator grading D=0KIGP X Wi 1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ 1) Any five key indicators = 3 Grade Guest Lectures/ Invited talks 3. Awards and recognition 2) Any three key indicators = 2 Grade Teacher Profile and 4. Participation in Short term/ . . 15 Reports and Certificates 30 2 30 points/B Quality Orientation / Refresher 3) Any two key indicator =1 Grade courses/FDPs point/C 5. E- Content Development 4) Below two=0/D /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years 1. Report on Formative Evaluation 10 (CIE) Department wise reports 2. Assignments-Critical, Innovative, regarding 10 text book and Internet based 1. Mid exams, Seminar 1) All four key indicator Metrics =3 Reports, Assignment Grade points/A books, Projects and any 3. Involvement in Summative 5 2) Metrics 1, 2, 4 = 2 Grade points/B 20 2 Evaluation Process 40 other tools of Internal 3) Metrics 1, 2,3 =1 Grade point/C and Reforms Assessment 4) Below two=0/D 2. Departmental Internal Marks Register for CIA 4. Maintaining Marks Register & verified by the Principal Result Analysis register.

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List of files/ documents to be S.N Key Indicator Predetermined Key Indicator **Key Indicator** Information in support kept ready as a proof of Key KIWWGP as **Grade Points** Key Aspect Weightage (Wi) Wise Weighted of the key indicator .. Indicator per Acdemic (KIGP) Scores for Key **Grade Points** Guidelines Advisor's =3; B=2; C=1; (KIWWGP) =Indicator grading D=0) KIGP X Wi 1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course 1)All five key indicators = 3 Grade points/A Student wise) 2) First KI Metric and any three other Performance and 3. Report on activities like Quiz/ Course wise Reports 5x6 = 3024 2 48 =2 Grade points/B Learning Outcomes Group discussion/ Poster 3) First KI Metric and any two other presentaion (Course wise) =1 Grade point/C 4. Report on Field trips (Course wise) 4) Below two=0/D 5. Report on Student Study projects (Course wise) III-RESEARCH, INNOVATIONS AND EXTENSION Funding obtained Letter of intimation and 1. Minor Research Projects 5 1) All three key indicators = 3 Grade award letters (For Current 10 for Research 2. Major Research Projects 0 0 points/A 0 (Govt./Non-·Either Year only 3. Consultancy Projects 2) Any two key indicators = 2 Grade

S.N o	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	Predetesmined 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 Acdemic Advisor's grading	Guidelines
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as singlé 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	0	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		0	0		1)All three key indicators =3 Grade
1	Extension Activities	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/UBÄ etc)	Reports in the NAAC format	5+5	10	2	20		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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.N 0	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 Acdemic Advisor's grading	Guidelines
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	5	5	1	, 5		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	IV - USE O	OF INFRASTRUCTURE &	& LEARNIN	G 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	10	2	. 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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6.N 0	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 Acdemic Advisor's grading	Guidelines
14			Reports in the NAAC format	20 10 10 10	30 • 4-	2	60		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
1	5 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	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

o.N	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)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	20	1	20		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 PRA	CTICES			·		
1	7 Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	10	1 -	10		1) All Two key indicators = 3 Grade points/A 2) Any one key indicator = 2 Grade points/B 3) No Indicator=0/D
-	1	Total Grade points			500				

Name & Signature of

Name & Signatures of the Academic advisors

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Government of Andhra Pradesh Commissionerate of Collegiate Education

			Commissionerate of Con	0					
		E	Academic & Administrative Audit ormat - III A (To be Filled by Faculty and			dvicor)			
	Zone: II	F	District: Kakinada	i nanded over	to Academic Ac	uvisor)			
Jame c	of the College and Address	A.S.D. GOVERNMENT DEGREE COLLEGE FO		ada - 533002					
	of the Lecturer	Dr. P.SANIOTHA	K WOMEN (A), Jagainiaikpui, Kakiii	aua - 333002					
	of the Subject	ENGLISH							
	Joining in Degree College/Date					Date of Retires	an contr	31-Jul-37	
Jate of	Johnnig in Degree College/Date	11/2//2010		1	I	Date of Kenier	lileiit.	31-Jui-37	
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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
		I-CU	RRICULAR ASPECTS	•		•	•		
	Curricular Planing and	Preperation and Implementaion of			1				
	Implementation (for	Annual Academic Curriculum Plan 2.Course	Course wise/Sem wise Records for the	2x5 = 10					1)All five key indicators = 3 Grade points/A
	Autonomous Colleges -	Objectives & Outcomes	Academic Year						2)Any four key indicators =2 Grade points/B
1	Efforts for Curriculum Desing	3 Teaching Diary	Course wise/Sem wise Records for the		30	Α	90		3)Any two key indicators =1 Grade points/C
	and Development to be	4. Lesson Plans	Academic Year	2x5 = 10					4)No Indicator=0/D
	considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					, ,
	,	Additional inputs related to Curriculum of the	a)Course wise/Sem wise additional			+	 		
		courses taught	inputs Reports	10					1)All three key indicators =3 Grade points/A
	Curriculum	2. Value added courses offered & completed	inputs reports						2)Any two key indicators = 2 Grade points/B
2	Flexibility/Enrichment	a)Certificate	b)B		20	В	40		3)Any one key indicator =1 Grade point/C
	r iexibility/ Emicilinent	b)Diploma	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					4)No Indicator=0/D
			C)Any Online courses like MOOCs						4)NO Indicator=0/ D
		c)Any Online courses like MOOCs							
		Feedback on Curriculum by Students	Course wise/Sem wise						1)All three key indicators = 3 Grade points/A
	- " '	a) Collected	a)Reports of Feedback	4.0	10		•		2)Any two key indicators =2 Grade points/B
3	Feedback system	b) Analyzed	b)Analysis Reports	10		Α	30		3)Any one key indicator =1 Grade point/C
		c) Action taken	c)Action taken Report						4)No Indicator=0/D
		II TEACHING	LEARNING & EVALUATION						<u> </u>
		II-1 EACHING		1	I	1	<u> </u>		
		1 D	1. Course wise/Sem wise Reports with						
		Report on grouping of students into Slow, Moderate and Advanced learners	lists of students (Slow, Moderate and Advanced learners)						
			2.Course wise/Sem wise Activities	10		A	30		1)All three key indicators =3 Grade points/A
		Course wise activities designed for Slow, Moderate and Advanced learners	designed for Slow, Moderate and						2)Any two key indicators = 2 Grade points/B
4	Catering to Student Diversity	and Advanced learners	Advanced learners		20				3)Any one key indicator = 1 Grade point/C
					1	<u> </u>	 		4)No Indicator=0/D
		1 Paraut on Course wise Pails - Course - 1	Course wise/Sem wise Reports on Bridge Courses conducted						1) To Indicator—0/15
		1. Report on Course wise Bridge Courses conducted		2x5=10		A	30		
		2. Report on Course wise Remedial coaching conducted	Remedial coaching conducted						
			Kemediai coacning conducted						
		Report on student centered methods implemented							
		(Course wise)							
		2.Report on implementation of ICT in teaching and							
		learning (Course wise)							1)All five key indicators =3 Grade points/A
-	T I D	or D		50	50		400		2)Any three key indicators =2 Grade points/B
5	Teaching-Learning Process	Report on implementation of Computer/Internet	Course wise/ Sem wise Reports	50	50	В	100		3)Any two key indicator =1 Grade point/C
		assisted learning (Course wise)							4) Below two=0/D
		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							

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)		KIWWGP as per Acdemic Advisor's grading	Guidelines
6	Teacher Profile and Quality	Report on Seminars/Conferences/ Workshops/ Guest Lectures organized Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks Awards and recognition Participation in Short term/ Orientation / Refresher courses/FDPs E- Content Development / MOOCs (Massive Open Online Courses) Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90		1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
		1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10					
		Assignments-Critical, Innovative, text book and Internet based	Mid exams, Seminar Reports, Assignment books, Projects and any	10					1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B
7	Evaluation Process and Reforms	3. Involvement in Summative evaluation	other tools of Internal Assessment 2. Departmental Internal Marks Register	5	30	A	90		3)Metrics 1, 2,3 =1 Grade point/C
		4. Maintaining Marks Register & Result Analysis register.	for CIA verified by the Principal	5					4) Below two=0/D
8	Student Performance and Learning Outcomes	Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	А	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, II	NNOVATIONS AND EXTENSION						
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	Minor Research Projects Major Research Projects Gonsultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	0	D	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
10	Research Publications and Awards	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author Papers/Chapters published as Co-Author Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	10	С	10		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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		A	30		

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)		KIWWGP as per Acdemic Advisor's grading	Guidelines
11	Extension Activities	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	A	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)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	0	D	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
	I .	IV - USE OF INFRASTI	RUCTURE & LEARNING RESOURG	CES					
13	Physical facilities	d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	Α	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
	I	V- ROLE IN STUDE	NT SUPPORT AND PROGRESSION	N .		I			
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	Α	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90		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
			STITUTIONAL 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 preperation 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	A	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		, , , , , , , , , , , , , , , , , , , ,	- BEST PRACTICES	·	·		·		

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	Predetermine d Weightage (Wi) for Key Indicator	Grade Points (KIGP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	Guidelines
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
		Total Grade points			500		1170	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

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Government of Andhra Pradesh

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		_	Academic & Administrative Audit of						
	Zone: II	Fe	ormat - III A (To be Filled by Faculty and District: Kakinada	l handed over	to Academic Ac	lvisor)			
Name o	of the College and Address	A.S.D. GOVERNMENT DEGREE COLLEGE FO		ada - 533002					
	of the Lecturer	SWARNA SRI YADADA	11 W OTIZZI (12), Jugumminpur, 120000						
Name o	of the Subject	ENGLISH							
Date of	Joining in Degree College/Date	6/9/2018				Date of Retirer	nent:	30-Nov-40	
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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
			RRICULAR ASPECTS	•					
1	Curricular Planing and Implementation (for Autonomous Colleges -	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	A	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B
	Efforts for Curriculum Desing and Development to be	4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
	considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					
		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	Curriculum Flexibility/Enrichment	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	В	40		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	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	, LEARNING & EVALUATION						
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30		1)All three key indicators = 3 Grade points/A 2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1 Grade point/C
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		A	30		4)No Indicator=0/D
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation / Refresher courses/FDPs 5. E- Content Development / MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90		1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
		1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10					
		Assignments-Critical, Innovative, text book and Internet based	Mid exams, Seminar Reports, Assignment books, Projects and any	10					1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B
7	Evaluation Process and Reforms	3. Involvement in Summative evaluation	other tools of Internal Assessment 2. Departmental Internal Marks Register	5	30	A	90		3)Metrics 1, 2,3 = 1 Grade point/C 4) Below two=0/D
		4. Maintaining Marks Register & Result Analysis register.	for CIA verified by the Principal	5					4) Below two=0/15
8	Student Performance and Learning Outcomes	Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	А	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, II	NNOVATIONS AND EXTENSION						
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	Minor Research Projects Major Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	0	D	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	60	В	20		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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		A	30		

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
11	Extension Activities	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	A	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12		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	0	D	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		IV - USE OF INFRAST	RUCTURE & LEARNING RESOURCE	CES					
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	Α	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
		V- ROLE IN STUDE	NT SUPPORT AND PROGRESSION	J					
14	Student Support	Counseling of students as Mentor/ Class teacher Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	Α	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90		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
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	A	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		VII	- BEST PRACTICES						

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	Predetermine d Weightage (Wi) for Key Indicator	Grade Points (KIGP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	as per	Guidelines
17	Best Practices	b)Institutional Best practices	Reports in the NAAC format	20	20 500	A	60		1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
	Total Grade points						1230		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

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Government of Andhra Pradesh Commissionerate of Collegiate Education

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			Academic & Administrative Audit of			1-1			
-	Zone: II	F	ormat - III A (To be Filled by Faculty and District: Kakinada	nanded over	to Academic Ac	ivisor)			1
Name	of the College and Address	A.S.D. GOVERNMENT DEGREE COLLEGE FO		ada - 533002					
	of the Lecturer	Dr. P.SHANTHI	vic wowie (ii), jagainianpui, nakin	ada 333002					
	of the Subject	ENGLISH							
	Joining in Degree College/Date	10/12/1998				Date of Retires	ment:	30-Nov-26	
	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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
		I-CU	RRICULAR ASPECTS	•	•	•			
1	Curricular Planing and Implementation (for Autonomous Colleges -	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	A	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B
1	Efforts for Curriculum Desing and Development to be	3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	Λ	90		3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
	considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					
		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	Curriculum Flexibility/Enrichment	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	В	40		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	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	G, LEARNING & EVALUATION		•	•			
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners 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 20	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	Course wise/Sem wise Reports on Bridge Courses conducted Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		A	30		4)No Indicator=0/D
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	В	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

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)		KIWWGP as per Acdemic Advisor's grading	Guidelines
6	Teacher Profile and Quality	Report on Seminars/Conferences/ Workshops/ Guest Lectures organized Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks Awards and recognition Participation in Short term/ Orientation / Refresher courses/FDPs E- Content Development / MOOCs (Massive Open Online Courses) Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	Α	90		1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
		1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10					
	Evaluation Process and Reforms	Assignments-Critical, Innovative, text book and Internet based	Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment Departmental Internal Marks Register for CIA verified by the Principal	10	30				1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
7		3. Involvement in Summative evaluation		5		A	90		
		4. Maintaining Marks Register & Result Analysis register.		5					4) Below two=0/ D
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	Α	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, II	NNOVATIONS AND EXTENSION						
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	Minor Research Projects Major Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	0	D	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
10	Research Publications and Awards	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author Papers/Chapters published as Co-Author Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	0	D	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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		A	30		

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
11	Extension Activities	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	A	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12		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	0	D	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		IV - USE OF INFRAST	RUCTURE & LEARNING RESOURCE	CES					
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	Α	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
		V- ROLE IN STUDE	NT SUPPORT AND PROGRESSION	J					
14	Student Support	Counseling of students as Mentor/ Class teacher Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	Α	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90		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
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	A	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		VII	- BEST PRACTICES						

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	Predetermine d Weightage (Wi) for Key Indicator	Grade Points (KIGP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	Guidelines
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20 500	A	60	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
	Total Grade points						1160	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

1)

2)

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) District: KAKINADA Zone: Name of the College and Address ASD Govt.Degree College for Women(A), Kakinada Kum.Y Sita Mahalakshmi Name of the Lecturer History Name of the Subject 11/6/2010 Date of Joining in Degree Date of Retirement: 6/30/2028 **Key Indicator Key Indicator** KIWWGP Predetermine **Grade Points** Wise Weighted as per d Weightage List of files/ documents to be kept ready as a proof of Information in support of the key **Key Aspect** Kum Key Indicator **Grade Points** Acdemic Guidelines (Wi) for Kev **Key Indicator** indicator Scores (KIGP) (KIWWGP) =Advisor's Indicator =3; B=2; C=1; KIGP X Wi grading D=0) I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for the 1. Annual Academic Curriculum Plan 2.Course 2x5 = 10Implementation (for 1)All five key indicators = 3 Grade points/A Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 30 90 Α Efforts for Curriculum 3. Teaching Diary Course wise/Sem wise Records for the 3) Any two key indicators = 1 Grade points/C 2x5 = 104)No Indicator=0/D Desing and Development to 4. Lesson Plans Academic Year be considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A Curriculum 2. Value added courses offered & completed 2)Any two key indicators =2 Grade points/B 20 В 30 3) Any one key indicator =1 Grade point/C Flexibility/Enrichment a)Certificate b)Report on Certificate/ Diploma 2x5=104)No Indicator=0/D b)Diploma c)Any Online courses like MOOCs c)Any Online courses like MOOCs 1)All three key indicators = 3 Grade points/A Feedback on Curriculum by Students Course wise/Sem wise a) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B 30 Feedback system 10 10 Α b) Analyzed b)Analysis Reports 3) Any one key indicator =1 Grade point/C c) Action taken c)Action taken Report 4)No Indicator=0/D II-TEACHING, LEARNING & EVALUATION 1. Course wise/Sem wise Reports with 1. Report on grouping of students into Slow, Moderate lists of students (Slow, Moderate and Advanced learners) and Advanced learners 10 2. Course wise activities designed for Slow, Moderate 1)All three key indicators =3 Grade points/A 2.Course wise/Sem wise Activities and Advanced learners designed for Slow, Moderate and 2) Any two key indicators = 2 Grade points/B Catering to Student Diversity 20 Α 60 Advanced learners 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D 1.Course wise/Sem wise Reports on . Report on Course wise Bridge Courses conducted Bridge Courses conducted 2. Report on Course wise Remedial coaching 2x5=102.Course wise/Sem wise Report on conducted Remedial coaching conducted

Kum	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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation / Refresher courses/FDPs 5. E- Content Development / MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90		1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
		Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based	Department wise reports regarding 1. Mid exams, Seminar Reports,	10					1)All four key indicator Metrics =3 Grade points/A
7	Evaluation Process and Reforms	3. Involvement in Summative evaluation	Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	5 30	A	90		2) Metrics 1, 2, 4 = 2 Grade points/B 3)Metrics 1, 2,3 = 1 Grade point/C	
		4. Maintaining Marks Register & Result Analysis register.		5					4) Below two=0/D

Kum	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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
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	A	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
	•		NNOVATIONS AND EXTENSION						
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Anajor Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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) S.Research Guideship 6.Awards in recognition of research work		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
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	5+5	20	A	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	D	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

Kum	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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
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	A	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
		V- ROLE IN STUDE	NT SUPPORT AND PROGRESSION	N	l	I			
14	Student Support	Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	A	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	В	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
			ISTITUTIONAL 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 preperation 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	A	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			- BEST PRACTICES		I				
17	Best Practices	Identification and Contribution to a) The Departmental Best practices b) Institutional Best practices	Reports in the NAAC format	20	20	С	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		1100		

Kum	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	d Weightage (Wi) for Key Indicator =3; H	(GP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	as per	Guidelines
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Name & Signature of the Principal

Name & Signatures of the Academic advisors

1)

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3)

	Commissionerate of Collegiate Education										
			Academic & Administrative Audit	oriate Education	leges (2020-21)						
		Fo	ormat - III A (To be Filled by Faculty and		0 \	dvisor)					
	Zone:	II	District: KAKINADA	· ····································	10 11000011110 11	<u> </u>					
Name	of the College and Address	ASD Govt.Degree College for Women(A),Kakinada									
Name	of the Lecturer	Kum.L.Bhanu Teja									
Name	of the Subject	History									
Date of	Joining in Degree	7/10/2017 Date of Retirement:									
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	d Weightage	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 Acdemic Advisor's grading	Guidelines		
		I-CU	RRICULAR ASPECTS	<u>I</u>				<u>I</u>			
4	Curricular Planing and Implementation (for Autonomous Colleges -	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30		00		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B		
1	Efforts for Curriculum Desing and Development to	Teaching Diary Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	A	90		3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D		
	be considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10							
	Curriculum Flexibility/Enrichment	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		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	С	10		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	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D		
		II-TEACHING	, LEARNING & EVALUATION								
4	and Advanced learners 2. Course wise activities designed for Slow, and Advanced learners 1. Report on Course wise Bridge Courses of	2. Course wise activities designed for Slow, Moderate	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C		
		Report on Course wise Bridge Courses conducted 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	_ 20				4)No Indicator=0/D		

5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	Α	150	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation / Refresher courses/FDPs 5. E- Content Development / MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years		30	30	С	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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA	10 10 5 5	30	A	90	1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
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	A	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
			NNOVATIONS AND EXTENSION					
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Anajor Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0	2)Any two key indicators = 2 Grade points/A 2)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D

10	Research Publications and Awards	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author Papers/Chapters published as Co-Author Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10					
11	Extension Activities	Involvement in activities related to community service a. Sensitising the students about the value of Community Service Drganising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	5+5	10	В	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
		IV - USE OF INFRAST	RUCTURE & LEARNING RESOUR	CES					
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 NT SUPPORT AND PROGRESSION	20	20	A	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
		7							

14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN IN	NSTITUTIONAL GOVERNANCE	'		<u>'</u>	•	
1.6	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	С		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	В	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		940	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

1) 2) 3)

			Government of Anuma Fraue	SII									
		Ac	Commissionerate of Collegiate Ed ademic & Administrative Audit of Degre	e Colleges (202	20-21)								
		Format - II	I A (To be Filled by Faculty and handed	over to Acade	mic Advisor)								
	Zone: II		District: KAKINADA										
	of the College and Address	ASD Govt.Degree College for Women(A),Kakinada	ASD Govt.Degree College for Women(A),Kakinada Smt.P V Bhuvaneswari Devi										
	of the Lecturer	Politicla Science											
	of the Subject Joining in Degree	12/5/2017											
	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	Predetermine d 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 Acdemic Advisor's grading	Guidelines				
		I-CU	URRICULAR ASPECTS										
	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	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				
1		Teaching Diary Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30 A	90	points/B 3)Any two key indicators =1 Grade						
	considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					points/C 4)No Indicator=0/D				
		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	Curriculum Flexibility/Enrichment	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	С	10		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	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D				
		II-TEACHING	G, LEARNING & EVALUATION										
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B				

	Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	Course wise/Sem wise Reports on Bridge Courses conducted Course wise/Sem wise Report on Remedial coaching conducted	2x5=10				point/C 4)No Indicator=0/D
5 Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2.Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	Α	150	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6 Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation / Refresher courses/FDPs 5. E- Content Development / MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	С	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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation 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	10 10 5 5	30	Α	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
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	A	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, I	NNOVATIONS AND EXTENSION	1		1		
	Minor Research Projects Major Research Projects		5 10				1)All three key indicators =3 Grade points/A

9	Funding obtained for Research (Govt./Non- Governmental Bodies)	3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5	20	0	0	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	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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) S.Research Guideship 6.Awards in recognition of research work		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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10				1)All three key indicators =3 Grade
11	Extension Activities	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	В	20	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
		IV - USE OF INFRAST	RUCTURE & LEARNING RESOURCE	CES				
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	Α	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
	•	V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSION	V				

14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	Α	150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	Α	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and	Reports in the NAAC format	4x10	40	В	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
	Į.	VII	- BEST PRACTICES					
17	Best Practices	b)Institutional Best practices	Reports in the NAAC format	20	20	С	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		940	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

1) 2) 3)

		Academic &	Administrative Audit : 2020-21			
		Format-II (Institutional	Data Cum Academic Advisor's Grading)			
S. No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendati on/Suggestions by Academic Advisors (AA*)
		I-CU	RRICULAR ASPECTS			
Α		Curricular I	Planning and Implementation			
1	Curriculum Design and Development (For Autonomous Colleges)	Departmental meeting Minutes BoS Minutes Academic Council Minutes Copies of course wise curriculum	Grade A, if 60% and above modification in syllabi of all cources offered; Grade B, if 40%-60% of modification in syllabi of all cources offered; Grade C, if less than 40% modification in syllabi of			
			all cources offered:			
2	Plan	Annual Institutional Plan College & Departmental Activity Register Departmental Annual Curricular Plan Teaching Diary	Grade A, if all the four records match with one another Grade B, if two records match with one another Grade C, if any two records match with each other			
3	Departmental Records to be verified at Institutional level	Sem wise Curricular Plans Departmental Meeting Minutes BOS records POs/PSOs/COs records Extra curricular & Co curricular Activity reports	Grade A, if all the two records are maintained Grade B, if any four records are maintained Grade C, if any two records are maintained			
4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course			
В		Academic Fl	exibility & Curriculaum Enrichment		1	

5	Institution's contribution to enrichment of curriculum	1.Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum	Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports	
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Grade A, if 90% and above syllabus is covered by the Departments Grade B, if 60% - 90% syllabus is covered by the Departments Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	
С		' F	eedback on curriculum	
9	Action taken	Collection and Consolidation of feedback from students, faculty, alumni, and parents; Analysis Action Taken Reports (BoS Mnutes to be compared and verified in the case of Autonomous Colleges)	Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	
	Overall Grade			
<u>_</u>	1		G, LEARNING & EVALUATION	
Α		Stud	lent Enrolment and Profile	

1	Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office Consolidated Report from the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	
2	Demand Ratio (Group wise) (No.of applications received/ Sanctioned Seats) (Overall ratio)	Year wise report of the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) (Seats earmarked / Seats filled)	Year wise, Category wise report of the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	
4	Socio-economic status of students enroled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	
В		Cateri	ng to Student Diversity	
5	learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	
6	Details of special programmes organized by the departments for advanced learners and slow learners	Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	
7	Student - full time teacher ratio for the last 2 years Total no. of students enrolled in the institution/ Total no. of full time teachers	Consolidated Report validated by IQAC and verified by Principal	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	
С		Teacl	hing Learning Process	
8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/ Managing Peer pressure conducted	Reports by Committees concerned	Grade A, if all activites conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	
12	Ratio of Final year students undertaking field trip or project or internships (No.of students attending field trip or project/ Total No. of Final year students)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	

	<u> </u>			
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	
14	Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.,) Lesson plans should reflect ICT based planning in teaching	Department wise ICT usage reports	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	
15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	
16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	
17	No. of Teachers completed courses on MOOCS platform/ARPIT, MIT, Coursera etc.,	Course completion certificates by Departments	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	
18	Co-Curricular Activities (Academic) (Student Seminars/Quizzes, debates/ elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	
19	Academic, Cultural & Sports events organized (International/ National/ State/ District/ Inter Collegiate/ College Level	Reports by Departments and Committees validated by IQAC	Grade A, if International and National events are organized (at least 5) Grade B, if State level events are organized (at least 5) Grade C, if District and College level events are organized (at least 5)	
20	The number of classes (per week) engaged by the Principal	Lesson Plans and Teaching Diary by Principals	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only classes are engaged	
D		Tea	acher Profile Quality	
21	Staff Attendance	Staff Attendance Registers &TLP Records (Current Year)	Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	
22	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest)	Consolidated Report from the Principal	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	

23	Full time teachers with Ph.D	Consolidated Report from the Principal	Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D		
24	National/ International/ Regional Seminars/conferences/workshops organised in the last two years	Reports by Departments validated by IQAC	Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5per year) Grade C, if District and College level events are organized (at least 5per year)		
25	Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5per year) Grade C, if District and College level events are attended (at least 5per year)		
Е		Evalu	ation Process and Reforms		
26	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports		
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	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	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports		

28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% fStudents pass percentage is achieved	
29	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports	Grade A, if 100% Teachers maintain all records Grade B, if 75% Teachers maintain all records Grade C, if <75% Teachers maintain all records	
F			formance and Learning Outcomes	
30	Announcement of Programme Outcomes and Course Outcomes by the Departments	1.Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students	Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records	
31	Evaluation of attainment of Programme Outcomes and Course Outcomes	Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability	Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated	
G			dent Satisfaction Survey	
32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	
33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated	
	Overall Grade			
	<u> </u>	- ,	INNOVATIONS AND EXTENSION	
Α	College has a Recognized Research	Sanctioned Letter	on of Research and Facilities Grade A, if Research Centre is functioning	
1	Centre, Centre for Innovation and Research Promotion Council	Report by Research Committee Coordinator, verified by the Principal	Grade B, if Research Centre is established Grade C, if there is no Research Centre	
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	
3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	

Report by Research Committee Coordinator, by Research Coordinator, by R		Major/Minor/Other Decemb Draigets	1	Grade A. if MRP submitted	
weffied by the Principal weffied by the Principal weffied by the Principal weffied by the Principal Resource Mobilization for Research Project Resource Mobilization for Research Project Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Resoarch Research Project Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Resoarch Resoarch Research Project Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committee Coordinator, weffied by the Principal Report by Research Committ	١,	Major/Minor/Other Research Projects	Report by Research Committee Coordinator,		
Resource Mobilization for Research projects	4		verified by the Principal		
Grade A (if > 3 LM) Agencies for Research protects / endowments in the last two years Financial Assistance extended by the institution to the faculty members for participating presenting research appears in national international seminars workshops et to foster search culture. The histitution has an ecosystem for innovation Start ups including incubation certife and offer initialized for transfer or wrowledge (Local innovations). The international international international and international certification of the initialized so it in transfer or wrowledge (Local innovations). The research culture. The provided in the sam and considers of the last two years of the confidency of the provided or the last two years of the confidency of the provided or the last two years of the prov	<u> </u>	two years)	·		
Report by Research Committee Coordinator, Report by Research C	B		Resource N		
Season S	۱ _		Report by Research Committee Coordinator.		
Financial Assistance extended by the institution to the faculty members for participating presenting research participating presenting research assistance extended by the Principal service of participating presenting research continues and the principal services and culture. The histitution has an exceystem for innovation/State ups including incubation or corter and other initiatives for transfer of knowledge (Local innovations / Entreprenuership Hub) Report by Research Committee Coordinator, verified by the Principal service of the search Committee Coordinator, verified by the Principal services and seminars of the search Committee Coordinator, verified by the Principal services and seminars of the search Committee Coordinator, verified by the Principal services and seminars of the search Committee Coordinator, validated by the CAC and verified by the Principal services and seminars of the search Committee Coordinator, validated by the CAC and verified by the Principal services and seminars of the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author) Books Published for the last two years (Single Author/Co Author)	5	, ,		1 '	
Institution to the faculty members for participating presenting research agreement of participating presenting research agreement with the principal seminars workshops etc to foster research culture. The Institution has an ecosystem for innovation/Start ups including incubation ocertife and other initiatives for transfer of knowledge (Local innovations / Entreprenuership Fub) Report by Research Committee Coordinator, werfleed by the Principal ocertife and other initiatives for transfer of knowledge (Local innovations / Entreprenuership Fub) Report by Research Committee Coordinator, werfleed by the Principal ocertification of the research innovations / Entreprenuership Fub) Report by Research Committee Coordinator, werfleed by the Principal ocertification oc			vermed by the r rinoipal	Grade C, if there is no funding	
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No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN) Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal Department wise Report by Research Chapter Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ C	'	()			
No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN) Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal Chapter Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade B, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged			and the state of t		
volumes/Books and papers published in National and International conferences (with ISBN) Department was Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade A, if more than 3 Awards are bagged Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade B, if 2 Awards are bagged Grade B, if 2 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged Grade C, if one Award is bagged		No. of Books and Chanters in edited		· · · · · · · · · · · · · · · · · · ·	
National and International conferences (with ISBN) National and International conferences (with ISBN) National and International conferences and verified by the Principal Principal National and International conferences (with ISBN) Principal National and International conferences and verified by the Principal Principal National and International conferences and verified by the Principal Principal National and International conferences and verified by the Principal Principal National and International conferences and verified by the Principal Principal National and International conferences and verified by the Principal Princip		Volumes/Rooks and papers nublished in			
(with ISBN) Grade C, if < 50% of Departments publish one book each/ Chapter Grade A, if more than 3 Awards are bagged Awards and Achievments for Research during the last two years Grade B, if 2 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter	12	National and International conferences	Committee Coordinator, validated by the IQAC	leach/ Chanter	
(With ISBN) Grade C, II < 30% of Departments publish one book each/ Chapter Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade B, if 2 Awards are bagged Grade C, II < 30% of Departments publish one book each/ Chapter Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, II < 30% of Departments publish one book each/ Chapter			and verified by the Principal		
Awards and Achievments for Research during the last two years Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged		(WILL IODIN)			
Awards and Achievments for Research Report validated by IQAC and verified by Grade B, if 2 Awards are bagged Grade C, if one Award is bagged	\vdash			Crade A if reary their 2 Assemble are house if	
during the last two years Principal Grade C, if one Award is bagged		l	B (); () () () () () ()	Grade A, it more than 3 Awards are bagged	
during the last two years Principal Grade C, if one Award is bagged	13				
	.	during the last two years	Principal	Grade C, if one Award is bagged	
	L				
D Extension Activities	LD.			Extension Activities	

	1	1		
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	
15	NCC/Red Cross/YRC/Swachh Bharath/ WEC etc.,	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	
16	No. of Awards and Recognitions received for Extension activities from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	
17	Average percentage of students and their details participating in extension activities with Government/ Non-Government Organisations above mentioned (Programme wise for the last 2 years)		Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	
E		Cons	sultancy and Collaboration	
18	Areas of Consultancy offered and Amount generated (during the last 2 years)	Department wise Report on Activities validated by IQAC and verified by Principal 2. Audited Statements	Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy	
19	Details of collaborations/linkages for			
	A Faculty Exchange		Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged	
	B. Student Exchange	1. Department wise Report on Activities	Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	
	C. Internship	validated by IQAC and verified by Principal 2. Properly signed MOUs	Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	
20	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	Properly signed MOUs Department wise Report on follow up Activities validated by IQAC and verified by Principal	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional MOUs	

21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Report validated by IQAC and verified by Principal	Grade A, if 2 workshops/seminars are conducted Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted							
	Overall Grade									
		IV - INFRASTRUCTURE & LEARN	NING RESOURCES (Not covered under format - I)							
A			Library as a Learning Resource							
<u> </u>		Details of	Library as a Learning Nesource							
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated							
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resourses validated by IQAC and verified by Principal	Grade A, if All the Teachers and Students make use of the e- resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources							
3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal	Grade A, if more than 60% Teachers and Students make use of Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library							
В			IT Infrastructure							
4	Details of procedures for maintianing and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex)	Infrastructure procurement and maintenance policy approved by the Principal Report showing the expenditure towards repairs, maintenance and upgradation	Grade A, if Policy and Report are maintained Grade B, if only Policy or Report is maintained Grade C, if nothing is available							
5	Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment,sports, Auditorium & seminar halls etc.) excluding salary component Overall Grade	Finance Committee Meeting Minutes Report validated by IQAC and verified by Principal	Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available							
		V-STUDENT SUPPORT AND	PROGRESSION (Not covered under format - I)	I I						
Α			Student Support							
					Student Support					

			•		
	Percentage of Students benefited by		Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies		
1	scholarships & free ships for the last				
	two years				
	a) Government	Office Deport validated by IOAC and varified by			
	b) Institution	Office Report validated by IQAC and verified by			
	c) Non - Governmental bodies	Principal	Grade C, if benefit offered by 3 bodies		
	d) Industries		•		
	e) Individuals				
	f) Philanthropists				
	Capacity building and skill enhancement				
1 2	initiatives taken up by the Institution				
	during the last 2 years				
	a) Soft Skills	Roport by JKC and Physical Education	Grade A, if All the 4 areas are covered		
	b) Language and Communication Skills	Department validated by IQAC and verified by	Grade B, if any 3 areas are covered, Grade C, if any		
-	, , ,	Principal	2 areas are covered		
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)				
-	d) ICT/ Computer Skills				
-	a) IC1/ Computer Skills				
3	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	Records by the JKC and Departments 2. Proof of employment	Grade A, if more than 50% of students placed Grade B, if 30% of students placed Grade C, if less than 30% of students placed		
4	Student grievances Redressal mechanism , No. of grievances received & Redressed during last 2 years	Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal	Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy		
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research plafrorms out side the parent institution.	Department wise reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate		

6	The Institution has a transparent mechanism for timely redressal of: A.Sexual harassment B. Ragging	Anti ragging Policy and Policy to prevent Sexual harrassment Committee(s) Report(s) about grievance redressal Proofs and Meeting Minutes	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist		
7	Record of Women Empowerment Cell (WEC)	WEC Meeting Minutes Committee Report on activities Report on Gender sensitisation and related activities	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists		
В			Student Progression	-	
8	Students' Progression to Higher Education	Department wise Reports with proof of Admission Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained		
9	Students' Progression to Employment	Department wise Reports with proof of Joining Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained		
10	Students' Progression to Entrepreneurship	Department wise Reports with proofs Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained		
11	Percentage of students qualifying NET/ SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100)	Department wise Reports with proofs Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are avilable Grade C, if no record is maintained		
12	Feed back from Employees on Online Web Job Portal, APSSDC(AP State Skill Development Corporation),SSC (Skill Sector Council)	Feed back consolidated Report from JKC	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back		
С		Studer	nt Participation and Activities		
13	No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only) a) University Level b) State Level	Consolidated Reports by the Committees, validated by IQAC & verified by Principal	Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level		

	AND COLUMN	1	I	Т Т	
$oxed{oxed}$	c) National Level				
	d) International Level				
	Presence of an active Student Council &	1. Committees List	Grade A, if active student council exists along with		
14	representation of students on academic	2. Student Council Report	reports		
'-	& administrative bodies/committees of	2. Stadent Council Neport	Grade B, if there is only active student council		
	the institution		Grade C, if nothing exists		
			Grade A, if 5 events/ competitions organized at		
	Number of sports and cultural activities /	Committee reports validated by IQAC and	national level		
15	competitions organised in the Institution		Grade B, if 5 events/ competitions organized at		
	for the last 2 years	verified by Principal	State level		
	•		Grade C. if events at district level		
	Percentage of Student participation in				
	sports and cultural events/ competitions		Grade A, if 50% of students participate		
16	for the last 2 years (Programme wise)	Committee reports validated by IQAC and	Grade B, if 30% of Students participate		
	No of students participated/Total No of	verified by Principal	Grade C, if less than 30% of Students participate		
	students x 100		,		
D			Alumni Engagement	· · · · · · · · · · · · · · · · · · ·	
			Grade A, if Alumni Association is registered and		
l	Is there registered Alumni Association		active:		
17		or the institution? If yes, year of Registration certificate to be verified	Grade B, if Association is registered		
	registration and number	Grade C, if Association is not registered			
			Grade A, if 2 lakhs and above		
18	Alumni contribution for the last 2 years	Alumni Register to be verified along with audited	Grade B, if 1 lakh above		
	statements of a	statements of amount (in cash/ Kind) donated	Grade C, if below one lakh		
	Number of Alumni Association		Grade A. if 4 and above		
19	Chapters / meetings held during the last	1. Meeting minutes	Grade B. if 2 and above		
'Ŭ	2 years	2. Consolidated reports	Grade C. if one and below		
	Overall Grade		Grade 6, ii orie and below		
	Overall Grade	VI-GOVER	NANCE AND LEADERSHIP		
Α			tional Vision and Leadership		
 ^	Mechanism of achieving the Vision and		Grade A, if strategic plan is in action		
1	Mission of the Insitution	Institutional Strategic Plan to achieve Vision and	Grade B, if the mechanism is in planning stage		
'	(Describe in 200 words)	Mission with stage wise proofs	Grade C, if nothing is available		
\vdash	Explain the Insitutional Practices like		Grade O, ii floti iii ig is available		
	de-centralization and participative	1. List of Committees showing decentralization	Grade A, if both are maintained		
2	management to show case effective	2. Meeting Minutes and Action Plans by all	Grade B, if only one is maintained		
	leadership	committees	Grade C, if only committees are constituted		
\vdash	icauci Si iip		Grade A, if Staff Council meets regularly and		
			implements resolutions through meetings		
3	Staff Council Register (Minutes of	Meeting Minutes and Resolutions of Staff	Grade B, if Staff Council resolutions properly		
3	meetings)	Council			
			recorded		
\vdash			Grade C, if Staff Council is formed	+ + + + + + + + + + + + + + + + + + + +	
			Grade A, if the Institution achieves Grade A		
	lead of OTIC	O d	throughout the year		
4	Implementation of OTLP	Grade report	Grade B, if the Insitution achieves Grade A		
			ocassionally		
$ldsymbol{le}}}}}}}}$			Grade C, if the Instituion achieves B & C grades		

			Grade A, if all the applications disposed within the		
۱,	Ni washan of DTI is a usa address ad	RTI file with applications, responses and	stipulated time		
5	Number of RTI issues addressed	registers	Grade B, if the applications are not disposed within the stipulated time		
			Grade C, if record is not properly maintained		
-			Grade A, if Organogram with hierarchy incharges		
			prepared		
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Grade B, if Only heirarchy is presented		
			Grade C, if Organogram is not prepared		
В		Insi	itutional e - governance		
7	Implementation of e - governance in		3		
<u> </u>	a) Administration	† <u> </u>	Grade A, if any 3 components exist		
	b) Finance and Accounts	Softwares and records to be verified	Grade B, if any 2 components exist		
	c) Student Admissions and support	Consolidated report by Principal	Grade C, if nothing exist		
	d) Examinations		, ,		
С	a) Examinations	Facult	y Empowerment Strategies		
 		i dodin	, —		
	Details of financial support to attend		Crade A if more than 750/ staff are forested		
8	conference / workshop and membership Consolidated report by research committee	Grade A, if more than 75% staff are funded			
8	for professional bodies for the last 2	for the last 2 validated by IOAC and Varified by Dringing Glat	Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded		
	years				
	Details of professional development /				
	administrative training programs		Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized		
9	organized by the institution for teaching	Consolidated report by research committee			
"	and non teaching staff during the last	validated by IQAC and Verified by Principal	Grade C, if less than 3 programmes are organized		
	two years		Programmes are organized		
	ino youro				
	Details of teachers undergoing online/				
	offline faculty development programmes				
	during the last two years (Professional	Consolidated report by research committee	Grade A, if more than 75% staff attend		
10	Develelopment Programmes,	validated by IQAC and Verified by Principal	Grade B, if more than 50% staff attend		
	Orientation / Induction Programmes,	validated by learned and verified by it illicipal	Grade C, if less than 50% staff attend		
	Refresher Course/ Short Term Course				
	etc				
L					
			Grade A, if more than 75% teachers are		
	Details of performance appraisal		accreditated at "Good" grade		
11	system designed by instituion for	ASAR reports	Grade B, if more than 50 % teachers are		
''	Teaching and non- teaching staff		accreditated at "Good" grade		
	reaching and non-teaching stail		Grade C, if less than 50% teachers are accreditated		
			at "Good" grade		

	D		Financial Mana	agement and Resource Mobilization			
,	12	Institutional mechanism for internal and external financial audits 1. Internal AuditCommittee constitution Circular Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained					
,	13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Princpal	Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received			
			Interna	al Quality Assurance System	•	•	
	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by IQAC for promoting quality culture pervear		1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted	Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C,if any 3 records or below are maintained			
Ź	15	Participation in NIRF	Record of submission Proof of Rank, if any.	Grade A, if ranked Grade B, if participated Grade C, if not participated			
\vdash	_	Overall Grade					
\vdash		Overali Grade	 	LAL VALUES AND BEST PRACTICES	L		
\vdash	Α			at teach valules of the Institution			
H		Details of Activities by the Institution for	-buvidos tr				
	A) Promotion of gender equality and sensitiztion Approved Policy		Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below			

	B) Environmental consciousness and sustainability a)Solar energy, b)Sensor-based energy conservation, c)Use of LED bulbs/ power efficient equipment	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present		
	C) Waste Management a) Solid waste management b) Liquid waste management c) Lab Waste management d) E-waste management	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below		
	D) Water Conservation a)Rain water harvesting b)Borewell /Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present		
	E) Green campus initiatives a)Plastic free campus(Ban on the use of Plastics) b)Botanical garden c)Green house d)Green landscaping e)Green audit f)Battery vehicles	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below		
	F) Divyangan friendly barrier - free environment a)Ramps b)Railings c)Scribe for examination d)Provision of lift/Wheel chairs e) Alternative arrangements for Divyangan	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below		
В		Initia	tives for inculcating values		
2	Cross cutting issues and value initiatives a) Tolerance and harmony against several diversities i)Cultural ii) Regional iii)Linguistic iv) Communal v)Socio - Economic	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below		

	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present		
	c) Code of condct for students and teachers	Approved Policy & Report on implementation with details validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present		
	d) Celebration of National and International commemorative days and festivals	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present		
3	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a)Liberty, Equality, Fraternity, Justice b)Fundamental rights and duties c)Responsibilities of citizenship.		Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present		
С	Best Practices	Record of two best/innovative practices by the institution			
	i.	i) Departmental Best Practices Reportin the NAAC prescribed format ii) Institutional Best Practice Report in the NAAC	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present		
	ii.	prescribed format			
D		Inst	itutional Distinctiveness		
	Explain how disctinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words	Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available		
	Overall Grade				
		College Grade -			
	Name & Signature of the Principal :			Name	e & Signatures of the Academic Advisors
				1	
	Name & Signature of the Vice-Principal :			2	
				3	
	Note: This forma	it is to be filled by the Principal and submitted to th	ne Academic Audit Team.		

Government of Andhra Pradesh Commissionerate of Collegiate Education

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

Format - IV : Action Taken Report (To be filled by the Principal)

Name of the College, Place, District:

Date of Audit conducted:

S.No.	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS		
II	TEACHING, LEARNING & EVALUATION		
III	RESEARCH, INNOVATIONS AND EXTENSION		
IV	INFRASTRUCTURE & LEARNING RESOURCES		
V	STUDENT SUPPORT AND PROGRESSION		
VI	GOVERNANCE AND LEADERSHIP		
VII	INSTITUTIONAL VALUES AND BEST PRACTICES		
	2018-19 AAA RECOMMENDATIONS		
VIII	IS ACTION TAKEN AS PER THE RECOMMENDATIONS ?		
	IF NOT, STATE THE REASONS ?		
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE		
Х	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE		
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE		
XII	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE		
XIII	SUGGESTIONS TO RESOLVE		
XIV	FEED BACK		
	AA* : Academic Advisor		

Name & Signature of the Vice - Principal	
Date:	

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) District: Kakinada Zone: ASDGDC (W)(A), Jagannaikpur, Kakinada - 533002 Name of the College and Address Name of the Lecturer Dr.R. ARUNA DEVI. SANSKRIT Name of the Subject Date of Joining in Degree College/ Date of Joining in the present 18.01.2018 Date of Retirement: 31-05-2046 Institution Key Kev Indicator Indicator KIWWGP Predetermi Wise Key ned Grade as per List of files/ documents to be kept ready as a Information in support of the key Weighted S.No Kev Indicator Aspect Weightage **Points** Acdemic Guidelines proof of Key Indicator indicator Grade (KIGP) Scores (Wi) for Key Advisor's Points Indicator (A =3; B=2; grading (KIWWGP) = =1: D=0) KIGP X Wi I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for 2x5= 10 Implementation (for 1 Annual Academic Curriculum Plan 2 Course 1)All five key indicators = 3 Grade points/A the Academic Year Autonomous Colleges -Objectives & Outcomes 2)Any four key indicators = 2 Grade points/B 30 Α 90 Efforts for Curriculum 3. Teaching Diary Course wise/Sem wise Records for 3) Any two key indicators =1 Grade points/C 2x5 = 10Desing and Development to 4. Lesson Plans the Academic Year 4)No Indicator=0/D 5. Active Participation in BOS be considered) Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A 2. Value added courses offered & completed 2) Any two key indicators = 2 Grade points/B Curriculum Flexibility/ 2 D 0 Enrichment a)Certificate b)Report on Certificate/ Diploma 3)Any one key indicator =1 Grade point/C b)Diploma c)Any Online courses like MOOCs 4)No Indicator=0/D c)Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators = 3 Grade points/A a) Collected a)Reports of Feedback 2)Any two key indicators = 2 Grade points/B 3 Feedback system b) Analyzed 10 10 Α 30 3)Any one key indicator =1 Grade point/C b)Analysis Reports c) Action taken c)Action taken Report 4)No Indicator=0/D II-TEACHING, LEARNING & EVALUATION 1.Course wise/Sem wise Reports 1. Report on grouping of students into Slow, with lists of students (Slow. Moderate and Advanced learners Moderate and Advanced learners) 10 Α 30 2. Course wise activities designed for Slow, 2.Course wise/Sem wise Activities 1)All three key indicators = 3 Grade points/A Moderate and Advanced learners designed for Slow, Moderate and Catering to Student 2)Any two key indicators = 2 Grade points/B 20 Diversity Advanced learners 3)Any one key indicator =1 Grade point/C 1. Report on Course wise Bridge Courses 1.Course wise/Sem wise Reports 4)No Indicator=0/D conducted on Bridge Courses conducted 2x5=10 30 Α 2. Report on Course wise Remedial coaching 2.Course wise/Sem wise Report on conducted Remedial coaching conducted

5	Teaching-Learning Process	Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	В	100	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6		Report on Seminars/Conferences/ Workshops/ Guest Lectures organized Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks Awards and recognition Participation in Short term/ Orientation /Refresher courses/FDPs E- Content Development /MOOCs (Massive Open Online Courses) Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	Α	90	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation 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 10 5 5	30	Α	90	1)All four key indicator Metrics =3 Grade points// 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	Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)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)	Minor Research Projects Major Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	0	D	0	2)Any two 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	Awards	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/ Web of Science/ICl or UGC -CARE Listed journals/Any book with ISBN shall be considered) Research Guideship 6.Awards in recognition of research work		10 15 10 5	10	С	30	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

		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10					
11	Extension Activities	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	А	20	2)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 3)No Indicator=0/D
12		2. Consultancy offered	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	0	D	0	2)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
	Organisations	3. Amount generated through Consultancy.	RUCTURE & LEARNING RESOURC	ES				4	No Indicator=0/D
		Infrastructural facilities in the Department/	TOCTURE & LEARNING RESOURCE	ES					
13	Physical facilities	Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Niist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	3)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- ROLÉ IN STUDE	NT SUPPORT AND PROGRESSION	N .					
		Counseling of students as Mentor/ Class teacher a. Student Profile Collection		20 10					
14	Student Support	Any other Study Material /Guidance A)Academic guidance for the advanced learner (offering suggestions/reference books) Handholding the slow learners (offering study material/ question banks) Offering merit Scholarships Organizing/Participation in Parent Teacher	Reports in the NAAC format	10	50	A	150	3)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 3)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	0	0	D	0	3)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
			STITUTIONAL 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 preperation 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	А	120	2)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
			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	А	60	3)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		990		
Name	& Signature of the Principal			Name 8	Signatures of	f the Academic	advisors		

	1)			
	2)			
	3)			

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			Commissionerate of Coll Academic & Administrative Audit o)-21)			
		Format	- III A (To be Filled by Faculty and I						
	Zone: II		District: East God	lavari		•			
Name	of the College and Address		ASD Govern			n (A) Kakina	da		
Name	of the Lecturer			K.N.V.	S.N.ESWARI				
	of the Subject			В	OTANY				
	of Joining in Degree College/ of Joining in the present tion		01.01.2013			Date of R	etirement:		31.08.2036
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	Predetermi ned Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A=3; B=2; =1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
			RRICULAR ASPECTS	,					
l .	Curricular Planing and Implementation (for Autonomous Colleges -	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Obiectives & Outcomes	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
1	Efforts for Curriculum Desing and Development to	Teaching Diary Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	2x20=40		3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
	be considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					
		Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10			2x20=40		1)All three key indicators =3 Grade points/A
2	Curriculum Flexibility/ Enrichment	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	20 2			2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	3	3x10=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
		II-TEACHING	, LEARNING & EVALUATION						
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	3	3x20=60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	Course wise/Sem wise Reports Bridge Courses conducted Course wise/Sem wise Report on Remedial coaching conducted	2x5=10					4)No Indicator=0/D

5		Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	2	2x50=100	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6		1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	3	3x30=90	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation 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 10 5 5	30	3	3x30=90	1)All four key indicator Metrics =3 Grade poir 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	Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	3	3x30=90	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grad points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D
		III-RESEARCH, I	INNOVATIONS AND EXTENSION					
9	Funding obtained for Research (Govt./ Non-Governmental Bodies)	Minor Research Projects Major Research Projects 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	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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) Research Guideship 6.Awards in recognition of research work		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

		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10				
		Involvement in activities related to community						
		service						1)All three key indicators =3 Grade points/A
11	Extension Activities	a. Sensitising the students about the value of			20			2)Any two key indicators =2 Grade points/B
		Community Service	December in the NIAAO former	5+5		3	3X20=60	3)Any one key indicator =1 Grade point/C
		b. Organising the activity	Reports in the NAAC format	5+5		3	3X2U=6U	4)No Indicator=0/D
		(A maximum of 5 Programmes resulting in						
		Community Service like ODF/Swachh Bharat/						
		UBA etc)						
	Functional MoUs / Collaborations with Govt	Collaboration with University/ Industry/NGO/ Any other Agency	INDUS - 5 POINTS CONSULTANCY					1)All three key indicators = 3 Grade points/A 2)Any two key indicators = 2 Grade points/B
12	and Non Governmental	2. Consultancy offered	offered -10 Amount generated	20	20	1	1x5=5	3)Any one key indicator =1 Grade point/C
	Organisations	Amount generated through Consultancy.	through Consultancy - 5 points					4)No Indicator=0/D
	O gamoatono		RUCTURE & LEARNING RESOURCE	ES		<u> </u>		T/NO III diodeoi O/B
		Infrastructural facilities in the Department/						
		Colleges						
		a. Use of Digital Classrooms						1)Any four key indicators =3 Grade points/A
13	Physical facilities	b. Use of Virtual Classroom	Log books related to usage	20	20	3	3x20=60	2)Any three key indicators =2 Grade points/B
10	Tryologi idollidos	c. Use of Labs	Log books rolated to dougo				0,20 00	3)Any two key indicators =1 Grade point/C
		d.Use of Library						4) Below two Indicators=0/D
		e. Nlist usage. f. Maintenance of Departmental Library						
		1. Counseling of students as Mentor/ Class	NT SUPPORT AND PROGRESSION	<u> </u>				
		teacher		20				
		a. Student Profile Collection b. Semester						
		wise updation and maintenance.		10				
		2. Any other Study Material /Guidance						1)All Four key indicators =3 Grade points/A
14	Student Support	a)Academic guidance for the advanced learner	Reports in the NAAC format	40	50	2	2x50=100	2)Any Three key indicators =2 Grade points/B
		(offering suggestions/reference books) b)Handholding the slow learners (offering study		10				3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		material/ question banks)		10				4)Below two-0/D
		3. Offering merit Scholarships		10				
		4. Organizing/Participation in Parent Teacher						
		Meetings						
		Report on Programme/Course wise students'						1)All three key indicators =3 Grade points/A
4-	0, 1, 15	progression to	D I I NAME I	10	00		0 00 00	2)Any two key indicators =2 Grade points/B
15	Student Progression	a)Higher Education b)Employment	Reports in the NAAC format	10 10	30	3	3x30=90	3)Any one key indicator =1 Grade point/C
		c)Entrepreneurship		10				4)No Indicator=0/D
	<u> </u>		STITUTIONAL GOVERNANCE					
		a)Contribution to Departmental Vision & Mission						
		and Departmental Action Plan						1)All Four key indicators =3 Grade points/A
	Participation in Institutional	b)Participation in different institutional committees						2)Any Three key indicators = 2 Grade points/A
16	Governance and	and preperation of committee reports	Reports in the NAAC format	4x10	40	3	3x40=120	3)Any Two key indicator =1 Grade points/C
	Leadership	c)Participation in different institutional activities						4)Below two=0/D
		that focus on value based education d)Contribution to IQAC/quality initiatives						•
			- BEST PRACTICES					
		Identification and Contribution to						1)All Two key indicators =3 Grade points/A
17	Best Practices	a)The Departmental Best practices	Reports in the NAAC format	20	20	3	3x20=60	2)Any one key indicator =2 Grade points/B
		b)Institutional Best practices						3)No Indicator=0/D
		Total Grade points			500	39	975	
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	& Signature of the Principal								
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	<u> </u>		Government of And Commissionerate of Coll		ntion				
			Academic & Administrative Audit o	•		-21)			
		Format	- III A (To be Filled by Faculty and						
	Zone: II		District: East Goo			,			
	of the College and Address								
	of the Lecturer				Sulakshana				
Name of the Subject BOTANY									
Date o	Date of Joining in Degree College/ Date of Joining in the present Date of Joining in the present Date of Retirement:							30.04.2051	
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	Predetermi ned Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A=3; B=2; =1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
			RRICULAR ASPECTS				1111		
	Curricular Planing and Implementation (for Autonomous Colleges -	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	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
1	Efforts for Curriculum Desing and Development to	3. Teaching Diary	Course wise/Sem wise Records for	2x5= 10	30	3	3x30=90		3)Any two key indicators =1 Grade points/C
		4. Lesson Plans	the Academic Year	20-10					4)No Indicator=0/D
	be considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					4)No Indicator=U/D
	be considered)	Active Participation in BOS Additional inputs related to Curriculum of the courses taught							1)All three key indicators =3 Grade points/A
2	be considered) Curriculum Flexibility/ Enrichment	5. Active Participation in BOS 1. Additional inputs related to Curriculum of the courses taught 2. Value added courses offered & completed a Ocrtificate b)Diploma c)Any Online courses like MOOCs	Invitaion Letter & Attendance a)Course wise/Sem wise additional	10	20	2	2x20=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	Curriculum Flexibility/	Active Participation in BOS Additional inputs related to Curriculum of the courses taught Value added courses offered & completed a Ocertificate Diploma	Invitaion Letter & Attendance a)Course wise/Sem wise additional inputs Reports b)Report on Certificate/ Diploma	10	20	3	2x20=40 3x10=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	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	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 Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	10 2x5=10	20	3	3x20=60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used		50	50	2	2x50=100	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	3	3x30=90	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment Departmental Internal Marks Register for CIA	10 10 5 5	30	3	3x30=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
8	Student Performance and Learning Outcomes	Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	3	3x30=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)	Minor Research Projects Major Research 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
9	Funding obtained for Research (Govt./	4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise) III-RESEARCH, 1. Minor Research Projects 2. Major Research Projects	(For Current Year only	10	20	0	0	point/C 4) Below two=0 1)All three key ii 2)Any two key ii 3)Any one key ii

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Research Publications and Control of Control					10					
Research Publications and A, Proper Schaffers publications and Speech Publications and A, Grade points A (Avards 10 10 10 10 10 10 10 1										
Research Publications and Average Section of the Section of Section (Control of Sectio					15					
New American Publications of A Papers Chapters placement of Debtactors in Conductions (New American of Debtactors in Conductions of Debtactors of Debt										
Aparase (Note: A maximum of 3 patientations in Science (Chi or Usic C-AVEE Listed 10 10 10 10 10 10 10 1	10		4. Papers/Chapters published as Co-Author			60	۱ ،	0	2	2)Any two key indicators =2 Grade points/B
Journals/Any book with SSN shall be considered) Sixteeach Cubicating C.Avards in recognition of research work Acquire Estamona cubition Foundation Fo	10	Awards				00	"			
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Project Progression Prog										
Academic Extension activities Academic Extension activitie										
Faculty Ourseich (Curviculum's Silk/Domain related) Reports in the NAAC format 10					10					
Curricular Skill/Domain related Curr										
Extension Activities				Reports in the NAAC format	10					
Extension Activities Service S										
Extension Activities a Servicing the students about the value of Community Service and Service an									-	1)All three key indicators =3 Grade points/A
a. Serissing the students about the Value of Community Service in Commun										
Cultifum lay Service Reports in the NAAC format 5+5 3 3 320=60 4)No indicator=QrD	11	Extension Activities				20				
D. Organising the activity				Reports in the NAAC format	5+5		3	3X20=60		
Functional MOUs / LDA acto) 12								0.20		.,
UBA etc) UBA etc) UBA etc) UBA etc) UBA etc)			(A maximum of 5 Programmes resulting in							
Functional Mouls / Collaboration with University Industry/NGO/Any other Agency offered control to the Agency of Collaboration with University Industry/NGO/Any other Agency offered control to the Agency offered control of Amount generated through Consultancy control of Agency of A										
Collaborations with Gord and Non Governmental Organisations Infrastructural facilities in the Department/ Colleges Infrastructural facilities in the Department/ Infrastructural facilities in the D		Francisco I Malla /							 	1) All three less indicators =2 Crade points (A
and Non Covermental Organisations IV- USE OF INFRASTRUCTURE & LEARNING RESOURCES Infrastructural facilities in the Department/ Colleges a. Use of Digital Classroom b. Use of Virtual Classroom c. Use of Library e. Nilst usage. I. Maintenance of Departmental Library e. Nilst usage. I. Maintenance of Departmental Collection wise updation and maintenance. 2. Any other Study Natienal (Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering sudgestions/reference books) b)Handholding the slow learners (offering sudgestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering ment Scholarships 4. Organizing/Participation in Parent Teacher Meetings Reports in the NAAC format 15 Student Progression 15 Student Progression 16 Consultancy - Sports Infrastructural facilities in the Departmental Cursul report Survey indicators = 1 Grade points/A 2 (Any three key indicators = 2 Grade points/A 2 (Any three key indicators = 2 Grade points/A 2 (Any Three key indicators = 3 Grade points/A 3 (Any Two key indicators = 3 Grade points/A 3 (Any Two key indicators = 2 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 3 (Any Two key indicators = 3 Grade points/B 4 (Any Two key indicators = 3 Grade points/B 4 (Any Two key indicators = 3 Grade points/B 4 (Any Two key indicators = 3				MoUs - 5 points Consultancy						
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Infrastructural facilities in the Department/ Colleges a. Use of Digital Classrooms b. Use of Unitary c. Use of Labs of Unitary c. Use of Labs of Unitary c. Use of Labs of Unitary c. Nist usage. f. Maintenance of Departmental Library f. Maintenance of Departmental Library f. Maintenance of Departmental Library 14 Student Support Student Support Student Progression Reports in the NAAC format To Student Progression Reports in the NAAC format To Student Progression Reports in the NAAC format To Situdent Progression Reports in the NAAC format To Situdent Progression Reports in the NAAC format To Situdent Progression Reports in the NAAC format To Situdent Progression To Situdent		Organications	2. Amount generated through Consultancy	through Consultancy - 5 points						4)No Indicator=0/D
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b. Use of Virtual Classroom c. Use of Labs d. Use of Labra d.									.	1) Any four key indicators = 3 Grade points / A
Physical facilities c. Use of Labs d. Use of Labs d. Use of Library e. Nilst usage. f. Maintenance of Departmental Library f. Maintenance of Departmental Library 1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Naterial (Outidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering ment Scholarships 4. Organizing/Participation in Parent Teacher Meetings Report on Programme/Course wise students' progression to a) Higher Education b) Employment b) Employment c) Eintrepreneurship Log books related to usage 20 20 3 3 3X2U=60 3) Any two key indicators = 1 Grade point/C 4) Below two Indicators = 1 Grade point/C 4) Below two Indicators = 3 Grade points/B 5 3) Any Two key indicators = 3 Grade points/B 10 3 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5										
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b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship b)Handholding the slow learners (offering study material/ question banks) 10 10 10 10 11 10 10 11 10 30 3	14	Student Support		Reports in the NAAC format	10	50	-	3UX2=100	:	3)Any Two key indicator =1 Grade point/C
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4. Organizing/Participation in Parent Teacher Meetings Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship 4. Organizing/Participation in Parent Teacher Meetings 10 10 30 3 3 3x30=90 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				1	
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Student Progression a) Figure Education (A) Suppose the progression and the progressio						_			[2)Any two key indicators =2 Grade points/R
c)Entrepreneurship 4)No Indicator=0/D	15	Student Progression		Reports in the NAAC format		30	3	3x30=90		3)Any one key indicator =1 Grade point/C
C)Entrepreneurship					10					
VI- ROLE IN INSTITUTIONAL GOVERNANCE						<u> </u>				.,
			VI- ROLE IN IN	STITUTIONAL 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 preperation 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	3	3x40=120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
	1		- BEST PRACTICES		<u> </u>	1	<u> </u>		
	<u> </u>	Identification and Contribution to	- BEST FRACTICES			<u> </u>	T	ı	1)All Two key indicators =3 Grade points/A
17	Best Practices	a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	3	3x20=60		2)Any one key indicator = 2 Grade points/B 3)No Indicator=0/D
		Total Grade points			500	40	1085		o). to interest of B
Name	& Signature of the Principal			Name	& Signatures o	of the Academic			
radific	a dignature of the Frincipal		1)		d Olgi latares e	THE TREATMENT	Jaaviooro		
			2)						
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			Government of And						
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			Academic & Administrative Audit o						
		Format	- III A (To be Filled by Faculty and I		er to Academ	ic Advisor)			
	Zone: II		District: East God	lavari					
Name	of the College and Address		ASD Govern	nment Colle	ege for Wome	n (A) Kakina	da		
Name	of the Lecturer			N.	Pushpa				
Name	of the Subject			В	OTANY				
	f Joining in Degree College/								
Date of	f Joining in the present	Working as a Guest Faculty Date of Retirement:							Not Applicable
	Key Indicator	List of files/ documents to be kept ready as a	Information in support of the key	Key Aspect	Predetermi ned Weightage	Key Indicator Grade Points	Key Indicator Wise Weighted	KIWWGP as per Acdemic	Guidelines
	,	proof of Key Indicator	indicator	Scores	(Wi) for Key Indicator		Grade Points (KIWWGP) = KIGP X Wi	Advisor's grading	
	•	I-CUI	RRICULAR ASPECTS		•	•			
	Curricular Planing and	Preperation and Implementaion of	Course wise/Sem wise Records for						
	Implementation (for	1. Annual Academic Curriculum Plan 2.Course	the Academic Year	2x5= 10					1)All five key indicators =3 Grade points/A
1	Autonomous Colleges -	Objectives & Outcomes			30	3	3x30=90		2)Any four key indicators =2 Grade points/B
'	Efforts for Curriculum Desing and Development to	Teaching Diary Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10			0.00-00		3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D

	be considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10				'
	,	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	Curriculum Flexibility/ Enrichment	Nalue 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	1x15=15	2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	3	3x10=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
		II-TEACHING	G, LEARNING & EVALUATION					
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	3	3x20=60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	Course wise/Sem wise Reports Bridge Courses conducted Course wise/Sem wise Report on Remedial coaching conducted	2x5=10				4)No Indicator=0/D
5	Teaching-Learning Process	Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	2	2x50=100	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	Report on Seminars/Conferences/ Workshops/ Guest Lectures organized Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks Awards and recognition Participation in Short term/ Orientation Refresher courses/FDPs E- Content Development /MOOCs (Massive Open Online Courses) Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	2	2x30=60	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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment Departmental Internal Marks Register for CIA	10 10 5 5	30	3	3x30=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

8		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	3x30=90	2)Fii poin 3)Fii poin	Il five key indicators =3 Grade points/A irst KI Metric and any three other =2 Grade nts/B irst KI Metric and any two other =1 Grade nt/C Below two=0/D
		- ,	INNOVATIONS AND EXTENSION					4 10 1	
	Funding obtained for	Minor Research Projects	Letter of intimation and award letters	5					If three key indicators =3 Grade points/A ny two key indicators =2 Grade points/B
9		2.Major Research Projects	(For Current Year only	10	20	0	0		ny one key indicator =1 Grade point/C
	Non-Governmental Bodies)	3.Consultancy Projects	Either Ongoing OR Completed)	5					lo Indicator=0/D
		Papers Published in Journals / Chapters published in edited volumes Books published as single author		10				77%	AT II KIR SEING — WIT
		1)0r	ny three key indicators =3 Grade points/A						
	Research Publications and		ny two key indicators =2 Grade points/B						
10	Awards	4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/		5	60	0	0		ny one key indicator =1 Grade point/C
		Web of Science/ICI or UGC -CARE Listed							No Indicator=0/D
		journals/Any book with ISBN shall be considered)						'	
		5.Research Guideship 6.Awards in		10					
		recognition of research work		10					
		Academic Extension activities through DRC/	Dan arta in the NAAO farmant	40					
		Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10					
		Involvement in activities related to community							
		Iservice							Il three key indicators =3 Grade points/A
11	Extension Activities	a. Sensitising the students about the value of			20				ny two key indicators =2 Grade points/B
		Community Service	Reports in the NAAC format	5+5		3	3 x 20=60		ny one key indicator =1 Grade point/C lo Indicator=0/D
		b. Organising the activity	Reports in the NAAC format	5+5		3	3 X 20-60	4)140	io indicator-0/D
		(A maximum of 5 Programmes resulting in							
		Community Service like ODF/Swachh Bharat/							
-	Functional MoUs /	UBA etc)				-		4/41	Il throo kov indicators =2 Crade = sinte /A
		1.Collaboration with University/ Industry/NGO/ Any other Agency	INDUS - 5 POINTS CONSULTANCY						Il three key indicators =3 Grade points/A ny two key indicators =2 Grade points/B
12		2. Consultancy offered	offered -10 Amount generated	20	20	1	1x5=5		ny one key indicator =1 Grade point/C
		Consultancy one ed Amount generated through Consultancy.	through Consultancy - 5 points						lo Indicator=0/D
			RUCTURE & LEARNING RESOURCE	ES			<u> </u>	1/1.50	- · · · · · · · · · · · · · · · · · · ·
		Infrastructural facilities in the Department/							
		Colleges							
		a. Use of Digital Classrooms							ny four key indicators =3 Grade points/A
13	Physical facilities	b. Use of Virtual Classroom	Log books related to usage	20	20	3	3x20=60		ny three key indicators =2 Grade points/B
'	1 Tyologi idollilico	c. Use of Labs	Log soons related to deage				0,20-00		ny two key indicators =1 Grade point/C
		d.Use of Library						4) B	Below two Indicators=0/D
		e. Nlist usage. f. Maintenance of Departmental Library							
			NT SUPPORT AND PROGRESSION	N.					
		V- ROLE IN STUDE	IN SOFFORT AND PROGRESSION	•					

14	Student Support	Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	2	2x50=100	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	3x30=90	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 IN	STITUTIONAL 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 preperation 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	3	3x40=120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		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	3x20=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	38	1030	
Name	& Signature of the Principal			Name 8	& Signatures o	f the Academic	advisors	
			1)					
			2)					
			3)					

			Government of Ar Commissionerate of Co		ion				
			Academic & Administrative Audi	- 0	0 (
			Format - III A (To be Filled by Faculty a	nd handed ove	er to Acader	nic Advisor)			
	Zone: II		District: KAKINADA						
		A.S.D.GOVT. DEGREE COLLEGE FOR WOMEN	I(A)						
		N.NAGA SUBRAHMANYESWARI							
	,	COMPUTER SCIENCE						T	
Date of	Joining in Degree College/Date		05-06-2018	Т		Date of Retireme	ent:	31-08-2044	
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	Predeterm ined 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 Acdemic Advisor's grading	Guidelines
	-		URRICULAR ASPECTS						
	Curricular Planing and Implementation (for	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 (Curriculum plan, Course			1)All five key indicators =3 Grade points/A
1	Autonomous Colleges - Efforts for Curriculum Desing and Development to be	3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	Objectives, Teaching Dairy, Lesson Plans, BoS- Chairman, University	90		2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		5. Active Participation in BOS	Invitaion Letter & Attendance	10		Nominee for PRGC(A)			,
		Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10		3			1)All three key indicators =3 Grade points/A
2	Flexibility/Enrichment		b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10	20	(Additional Inputs, CISCO Courses, MOOCs courses)	60		2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3		a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	3 (Feedback Collected and Analysed)	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

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	Predeterm ined 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 Acdemic Advisor's grading	Guidelines
		II-TEACHIN	IG, LEARNING & EVALUATION		1		ı		
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	3 (Grouping of students done)	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
		Report on Course wise Bridge Courses conducted 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		3 (Bridge Course, Remedial Coaching)	30		4)No Indicator=0/D
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	3 (Project based learning, ICT teaching, Innovative pedagogical tools)	150		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation / Refresher courses/FDPs 5. E- Content Development / MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	3 (Reports of Guest Lectures, Participation in Workshops, FDPs, E- Content development, Recognized as CISCO Master trainer)	90		1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D

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	Predeterm ined 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 Acdemic Advisor's grading	Guidelines
		1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10					
7	Evaluation Process and	2. Assignments-Critical, Innovative, text book and Internet based	Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	10	30	3 (CIE Report,data	90		1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B
	Reforms	3. Involvement in Summative evaluation	2. Departmental Internal Marks Register	5		maintained)			3)Metrics 1, 2,3 = 1 Grade point/C 4) Below two=0/D
		4. Maintaining Marks Register & Result Analysis register.	for CIA verified by the Principal	5					
8	Student Performance and Learning Outcomes	Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	3 (Course Outcomes, Student Seminars, Quiz. Group Discussions,Study Projects)	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	Ī	<u> </u>	I			
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	Minor Research Projects Amajor Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1 Grade point/C
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	1 (2 Papers published, one is Scopus indexed and the other is Web of Science indexed)	60		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					

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	Predeterm ined 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 Acdemic Advisor's grading	Guidelines
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10					
11	Extension Activities	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	2 (Academic Extension, Sensitizing students and activities organized)	40		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	1 (MoU with Krify)	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
	1	IV - USE OF INFRAS	TRUCTURE & LEARNING RESOU	RCES					
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 (Uasge of Digital Class rooms, Virtual Class rooms, Labs, Dept. Library)	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

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	Scores	Predeterm ined Weightage (Wi) for Key Indicator	Kov Indicator Crado	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
		V- ROLE IN STUI	DENT SUPPORT AND PROGRESSION	ON					
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3 (Counselling, Study Material, Continuous interaction with Parents as Mentor)	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3 (Data maintained)	90		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 preperation 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	3 (Dept. Vision & Mission, Action Plan, Participation in Institutional Committees, activities focussed on valued based education, Member- IQAC)	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

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	Predeterm ined 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 Acdemic Advisor's grading		
		V.	II - BEST PRACTICES							
17		Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	3 (Contribution in Department and Institutional Best Practices)	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 1260									

Name & Signatures of the Academic advisors

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Government of Andhra Pradesh Commissionerate of Collegiate Education Academic & Administrative Audit of Degree Colleges (2020-21) Format - III A (To be Filled by Faculty and handed over to Academic Advisor) Zone: II District: Kakinada Name of the College and Address A.S.D.Government Degree College for Women(A), Kakinada Name of the Lecturer G.Satya Suneetha Computer Applications Name of the Subject Date of Joining in Degree 6/7/2018 Date of Retirement: //31/2038 Predete rmined **Key Indicator** KIWWGP Weighta Key Indicator Grade Wise Weighted as per List of files/ documents to be kept ready as a proof of Information in support of the key Key Aspect S.No Key Indicator ge (Wi) (KIGP) Grade Points Points Acdemic Guidelines **Key Indicator** indicator Scores (A = 3; B=2; C=1; D=0) (KIWWGP) = for Key Advisor's KIGP X Wi Indicate grading I-CURRICULAR ASPECTS Preperation and Implementaion of Course wise/Sem wise Records for the . Annual Academic Curriculum Plan 2.Course 2x5 = 10Curricular Planing and (Curriculam plan, Academic Year Objectives & Outcomes Implementation (for Course 1)All five key indicators = 3 Grade points/A . Teaching Diary Course wise/Sem wise Records for the Autonomous Colleges objectives&outcomes, 2) Any four key indicators = 2 Grade points/B 2x5= 10 30 90 4. Lesson Plans Academic Year Efforts for Curriculum Desing Teaching Diary, 3)Any two key indicators =1 Grade points/C and Development to be 4)No Indicator=0/D Lesson plans, considered) BoS Member) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators =3 Grade points/A 2. Value added courses offered & completed 2) Any two key indicators = 2 Grade points/B Curriculum (Additional Inputs, 60 20 Flexibility/Enrichment a)Certificate b)Report on Certificate/ Diploma 3) Any one key indicator =1 Grade point/C 2x5=10 MOOCs) 4)No Indicator=0/D b)Diploma c)Any Online courses like MOOCs c)Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators =3 Grade points/A a) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B Feedback system 10 (Feedback collected 30 b) Analyzed b)Analysis Reports 3) Any one key indicator =1 Grade point/C &analyzed) c) Action taken c)Action taken Report 4)No Indicator=0/D II-TEACHING, LEARNING & EVALUATION 1.Course wise/Sem wise Reports with . Report on grouping of students into Slow, Moderate lists of students (Slow, Moderate and and Advanced learners Advanced learners) 10 (grouping of students 30 2. Course wise activities designed for Slow, Moderate 2.Course wise/Sem wise Activities &activities Conducted) and Advanced learners designed for Slow, Moderate and Advanced learners 1)All three key indicators = 3 Grade points/A 2)Any two key indicators =2 Grade points/B Catering to Student Diversity 20 3) Any one key indicator =1 Grade point/C 4)No Indicator=0/D 1.Course wise/Sem wise Reports on . Report on Course wise Bridge Courses conducted Bridge Courses conducted 2x5=10 Bridge Course,Remedial 30 Report on Course wise Remedial coaching conducted 2.Course wise/Sem wise Report on coaching Offered) Remedial coaching conducted

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	Predete rmined Weighta ge (Wi) for Key Indicato r	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 Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	3 (student projects, ICT implementation,LMS Tools, preparation of LMS Videos ,Quiz using Quizizz	150		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	3 (Guest lecturesorganized,particip ated in conference,FDPs,Cisco Master Trainer,E- Content Developed for LMS	90		1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
		Report on Formative Evaluation (CIE)	Department wise reports regarding	10					
_		Assignments-Critical, Innovative, text book and Internet based	Mid exams, Seminar Reports, Assignment books, Projects and any	10	20	3 (Formative Evaluation, Assignments, S	00		1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B
7	Evaluation Process and	3. Involvement in Summative evaluation	other tools of Internal Assessment 2. Departmental Internal Marks Register	5	30	ummative	90		3)Metrics 1, 2,3 =1 Grade point/C
	Reforms	4. Maintaining Marks Register & Result Analysis register.	for CIA verified by the Principal	5		Evaluation,Maintainance of marks&result regs)			4) Below two=0/D
8	Student Performance and Learning Outcomes	Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	3 (Course outcomes,student seminars,Quiz,Group Discussions,Study projects)	90		1) All five key indicators = 3 Grade points/A 2) First K1 Metric and any three other = 2 Grade points/B 3) First K1 Metric and any two other = 1 Grade point/C 4) Below two=0/D
			INNOVATIONS AND EXTENSION						1)An unce key mancators —3 Oracle points/ A
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	Minor Research Projects Major Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		2)Any two key indicators = 2 Grade points/A 3)Any one key indicator = 1 Grade point/C

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	Predete rmined Weighta ge (Wi) for Key Indicato r		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
10	Research Publications and Awards	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author Papers/Chapters published as Co-Author Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition		10 15 10 5	60	1 (paper published in Web of science indexed journal)	60		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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10					
11	Extension Activities	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	2 (academic Extension,Sensitising the students & Activities organized)	40		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	1 (MoU with Krify Software Technologies)	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
	•	IV - USE OF INFRAS	TRUCTURE & LEARNING RESOU	RCES					
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 (Usage of Digital ,Virtual Classroooms,Labs,Mainta inance of Department Library)	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
		V- ROLE IN STUI	DENT SUPPORT AND PROGRESSIO	ON			<u> </u>		
14	Student Support	Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	3 (Counseling of students,study materials,Continuous Interaction with Parents as a Mentor)	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

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	Predete rmined Weighta ge (Wi) for Key Indicato r	Key Indicator Grade	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
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	3 (Data Maintained)	90		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		a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	3 (Vision & Mission,Participation in committees,activities,IQA C Member)	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		V	II - 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 (contribution in departmental & Institutional Best practices)	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		1260		

Name & Signatures of the Academic advisors

1)

Government of Andhra Pradesh Commissionerate of Collegiate Education Academic & Administrative Audit of Degree Colleges (2020-21) Format - III A (To be Filled by Faculty and handed over to Academic Advisor) Zone: II District: EAST GODAVARI Name of the College and Address ASD GOVT DEGREE COLLEGE FOR WOMEN (A) Name of the Lecturer RAMA DURGA SIRISHA REDDY COMMERCE Name of the Subject Date of Joining in Degree 05/08/2011 Date of Retirement: **Key Indicator** Key Indicator KIWWGP Predetermine Grade Points Wise Weighted as per List of files/ documents to be kept ready as a proof of Information in support of the key Key Aspect d Weightage S.No Key Indicator **Grade Points** Acdemic Guidelines (Wi) for Key (KIGP) **Key Indicator** indicator Scores (KIWWGP) =Advisor's Indicator =3; B=2; C=1; KIGP X Wi grading D=0) I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for the 1. Annual Academic Curriculum Plan 2.Course 2x5 = 10Implementation (for 1)All five key indicators =3 Grade points/A Academic Year 2)Any four key indicators =2 Grade points/B Objectives & Outcomes Autonomous Colleges -30 90 3)Any two key indicators =1 Grade points/C4)No Efforts for Curriculum 3. Teaching Diary Course wise/Sem wise Records for the 2x5 = 10Desing and Development to 4. Lesson Plans Academic Year Indicator=0/D be considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1 Additional inputs related to Curriculum

2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught 2. Value added courses offered & completed a)Certificate b) Diploma	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	c) Any Online courses like MOOCs Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b) Analysis Reports c) Action taken Report	10	10	3	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	G, LEARNING & EVALUATION	1				
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	Course wise/Sem wise Reports on Bridge Courses conducted Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		3	30	Indicator=0/D
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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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	Report on student centered methods implemented (Course wise) Report on implementation of ICT in teaching and learning (Course wise) Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	30	3	90		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	2	60		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation 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 10 5 5	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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
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, 1	NNOVATIONS AND EXTENSION		<u> </u>	<u> </u>	L		1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	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		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	 Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author 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	1	60		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		0	0		
11	Extension Activities	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	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	 Collaboration with University/ Industry/NGO/ Any other Agency Consultancy offered 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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
			RUCTURE & LEARNING RESOUR	CES					
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
	<u> </u>		ENT SUPPORT AND PROGRESSION	N	1				
14	Student Support	Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 IN	ISTITUTIONAL 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 preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			- BEST PRACTICES			1	T	I	
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

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	Predetermine d Weightage (Wi) for Key	Grade Points (KIGP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	as per	Guidelines
	Total Grade points						960		

Name & Signatures of the Academic advisors

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Nama	Zone: II of the College and Address	ASD GOVT DEGREE COLLEGE FOR WOMEN		AKI							
	of the Lecturer										
	of the Subject	Dr.G.SOWJANYA COMMERCE									
	Joining in Degree		21-12-2016			Date of R	Letirement:				
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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	Predetermine d 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 Acdemic Advisor's grading	Guidelines		
		I-CU	RRICULAR ASPECTS		1	1	l e				
1	Curricular Planing and Implementation (for Autonomous Colleges -	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	3	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B		
	Efforts for Curriculum Desing and Development to	5. Teaching Diary6. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	3			3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D		
	be considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10							
		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	Curriculum Flexibility/Enrichment	2.Value added courses offered & completed a)Certificate d) Diploma e) Any Online courses like MOOCs	d) Report on Certificate/ Diploma e) Any Online courses like MOOCs	2x5=10	20	3	60		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 d) Collected e) Analyzed f) Action taken	Course wise/Sem wise a)Reports of Feedback d) Analysis Reports e) Action taken Report	10	10	3	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D		
		II-TEACHING	, LEARNING & EVALUATION								
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	3. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 4. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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		
	3. 4.	Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	3. Course wise/Sem wise Reports on Bridge Courses conducted 4. Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		3	30		4)No Indicator=0/D		

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5	Teaching-Learning Process	6. Report on student centered methods implemented (Course wise) 7. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 8. Report on the Use of LMS tools (Course wise) 9. Contribution for the development of LMS in the concerned subject 10. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	30	3	90		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	7. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 8. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 9. Awards and recognition 10. Participation in Short term/ Orientation /Refreshercourses/FDPs 11. E- Content Development /MOOCs (Massive OpenOnline Courses) 12. Aditional Qualifications acquired during the last twoyears	Reports and Certificates	30	30	3	90		1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 3. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 4. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	3	90		3) All four key indicator Metrics =3 Grade points/A 4) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

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		,	NNOVATIONS AND EXTENSION	<u> </u>					1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Onsultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	5. Papers Published in Journals / Chapters published in edited volumes 6. Books published as single author 7. Books published as Co-Author 8. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	60	10	10		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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		0	0		
11	Extension Activities	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	2	40	2)Any two key indicate	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	4. Collaboration with University/ Industry/NGO/ Any other Agency5. Consultancy offered6. 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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			RUCTURE & LEARNING RESOUR	CES					
13	Physical facilities	Infrastructural facilities in the Department/Colleges d. Use of Digital Classrooms e. Use of Virtual Classroom f. 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
		V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSION	N		•			
14	Student Support	2. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 5. 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) 6. Offering merit Scholarships 7. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 I	NSTITUTIONAL GOVERNANCE	ı	1				
16	Participation in Institutional Governance and Leadership	c) Contribution to Departmental Vision & Mission and Departmental Action Plan d) Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			- 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

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	Total Grade points						1110		

Name & Signatures of the Academic advisors

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Name o	of the College and Address	ASD GOVT DEGREE COLLEGE FOR WOMEN		2111					
	of the Lecturer	P.RAJYA LAKSHMI	(-2)						
Name o	of the Subject	COMMERCE							
	Joining in Degree		05/08/2011			Date of R	etirement:		
	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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
		I-CU	URRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges -	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	3 90	00	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B	
1	Efforts for Curriculum Desing and Development to	7. Teaching Diary 8. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10] 30	3	90		3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
	be considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					
		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	Curriculum Flexibility/Enrichment	2. Value added courses offered & completed a) Certificate f) Diploma g) Any Online courses like MOOCs	f) Report on Certificate/ Diploma g) Any Online courses like MOOCs	2x5=10	20	20 3	60		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 g) Collected h) Analyzed i) Action taken	Course wise/Sem wise a)Reports of Feedback f) Analysis Reports g) Action taken Report	10	10	3	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	G, LEARNING & EVALUATION						
4	Catering to Student Diversity 5. R 6. R	5. Report on grouping of students into Slow, Moderate and Advanced learners6. Course wise activities designed for Slow, Moderate and Advanced learners	5. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 6. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
		5. Report on Course wise Bridge Courses conducted 6. Report on Course wise Remedial coaching conducted	5. Course wise/Sem wise Reports on Bridge Courses conducted 6. Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		3	30		4)No Indicator=0/D

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5	Teaching-Learning Process	Report on student centered methods implemented(Course wise) Report on implementation of ICT in teaching andlearning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Report on the development of LMS in the concerned subject Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	30	3	90		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	13. Report on Seminars/Conferences/ Workshops/Guest Lectures organized 14. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 15. Awards and recognition 16. Participation in Short term/ Orientation /Refreshercourses/FDPs 17. E- Content Development /MOOCs (Massive OpenOnline Courses) 18. Aditional Qualifications acquired during the last twoyears	Reports and Certificates	30	30	2	60		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 5. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 6. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	3	90		5) All four key indicator Metrics =3 Grade points/A 6) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

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8	Student Performance and Learning Outcomes	11. Announcement and Attainment of CourseOutcomes 12. Report on Student seminars/ Studentdemonstrations (Course wise) 13. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 14. Report on Field trips (Course wise) 15. 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 7) First KI Metric and any two other =1 Grade point/C 8) Below two=0/D
		,	NNOVATIONS AND EXTENSION		1	<u>l</u>	<u> </u>		1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Onsultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	9. Papers Published in Journals / Chapters published in edited volumes 10. Books published as single author 11. Books published as Co-Author 12. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		0	0		
11	Extension Activities	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	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	7. Collaboration with University/ Industry/NGO/ Any other Agency 8. Consultancy offered 9. 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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
	1		RUCTURE & LEARNING RESOUR	CES					
13	Physical facilities	Infrastructural facilities in the Department/Colleges g. Use of Digital Classrooms h. Use of Virtual Classroom i. 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
	1		NT SUPPORT AND PROGRESSION	N					
14	Student Support	3. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 8. 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) 9. Offering merit Scholarships 10. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 IN	STITUTIONAL GOVERNANCE						
16	Participation in Institutional Governance and Leadership	e) Contribution to Departmental Vision & Mission and Departmental Action Plan f) Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		.	- 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

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	Predetermine d Weightage (Wi) for Key	Grade Points (KIGP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	as per	Guidelines
	Total Grade points						1090		

Name & Signatures of the Academic advisors

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		TO TO	Academic & Administrative Audit ormat - III A (To be Filled by Faculty and	0	0	lvicor)			
	Zone: II	Ľ	District: EAST GODAV		to Academic Ac	IVISUI)			<u> </u>
Name (of the College and Address	ASD GOVT DEGREE COLLEGE FOR WOMEN		AM					
	of the Lecturer	A.SANDHYA	(12)						
	of the Subject	COMMERCE							
	Joining in Degree	03/01/2017				Date of R	tetirement:		
	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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
		I-CU	RRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges -	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	3 90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B	
1	Efforts for Curriculum Desing and Development to be considered)	9. Teaching Diary 10. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30		90		3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		5. Active Participation in BOS	Invitaion Letter & Attendance	10					
		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	Curriculum Flexibility/Enrichment	2.Value added courses offered & completed a)Certificate h) Diploma i) Any Online courses like MOOCs	h) Report on Certificate/ Diploma i) Any Online courses like MOOCs	2x5=10	20	3	60		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 j) Collected k) Analyzed l) Action taken	Course wise/Sem wise a)Reports of Feedback h) Analysis Reports i) Action taken Report	10	10	3	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	, LEARNING & EVALUATION						
4	Catering to Student Diversity 7. Re 8. Re	7. Report on grouping of students into Slow, Moderate and Advanced learners 8. Course wise activities designed for Slow, Moderate and Advanced learners	7. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 8. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
-T		7. Report on Course wise Bridge Courses conducted 8. Report on Course wise Remedial coaching conducted	7. Course wise/Sem wise Reports on Bridge Courses conducted 8. Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		3	30		4)No Indicator=0/D

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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	16. Report on student centered methods implemented(Course wise) 17. Report on implementation of ICT in teaching andlearning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 18. Report on the Use of LMS tools (Course wise) 19. Contribution for the development of LMS in the concerned subject 20. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	30	2	60		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	19. Report on Seminars/Conferences/ Workshops/Guest Lectures organized 20. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 21. Awards and recognition	Reports and Certificates	30	30	2	60		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 7. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 8. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	3	90		7) All four key indicator Metrics =3 Grade points/A 8) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
8	Student Performance and Learning Outcomes	16. Announcement and Attainment of CourseOutcomes 17. Report on Student seminars/ Studentdemonstrations (Course wise) 18. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 19. Report on Field trips (Course wise) 20. 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 9) First KI Metric and any two other =1 Grade point/C 10)Below two=0/D
	<u> </u>		NNOVATIONS AND EXTENSION		<u> </u>	<u>l</u>	<u> </u>		1)All three key indicators =3 Grade points/A
	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	13. Papers Published in Journals / Chapters published in edited volumes 14. Books published as single author 15. Books published as Co-Author 16. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		0	0		
11	Extension Activities	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	10. Collaboration with University/ Industry/NGO/ Any other Agency 11.Consultancy offered 12.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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
			RUCTURE & LEARNING RESOUR	CES					
13	Physical facilities	Infrastructural facilities in the Department/Colleges j. Use of Digital Classrooms k. Use of Virtual Classroom l. 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
		V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSION	V	L	<u>I</u>			
14	Student Support	4. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 11. 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) 12. Offering merit Scholarships 13. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 I	NSTITUTIONAL GOVERNANCE						
16	Participation in Institutional Governance and Leadership	g)Contribution to Departmental Vision & Mission and Departmental Action Plan h) Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			- 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

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	Predetermine d Weightage (Wi) for Key	Grade Points (KIGP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	as per	Guidelines
	Total Grade points						1040		

Name & Signatures of the Academic advisors

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Government of Andhra Pradesh Commissionerate of Collegiate Education

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		Tr.	Academic & Administrative Audit of ormat - III A (To be Filled by Faculty and			dvicor)			
-	Zone: II	Ľ	District: EAST GODAV		to Academic A	u v 15U1)			<u> </u>
Name	of the College and Address	ASD GOVT DEGREE COLLEGE FOR WOMEN							
	of the Lecturer	M.PUSHPA LATHA	(**)						
	of the Subject	COMMERCE							
	Joining in Degree	05/12/2016				Date of F	Retirement:		
	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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
		I-CU	RRICULAR ASPECTS	1	•	•	•	1	
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	3	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C
	Desing and Development to be considered)	11. Teaching Diary 12. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	_		90		4)No Indicator=0/D
	be considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					
		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	Curriculum Flexibility/Enrichment	2.Value added courses offered & completed a)Certificate j) Diploma k) Any Online courses like MOOCs	j) Report on Certificate/ Diploma k) Any Online courses like MOOCs	2x5=10	20	3	60		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		Course wise/Sem wise a)Reports of Feedback j) Analysis Reports k) Action taken Report	10	10	3	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
	<u> </u>	II-TEACHING	, LEARNING & EVALUATION						
4	Catering to Student Diversity	9. Report on grouping of students into Slow, Moderate and Advanced learners 10. Course wise activities designed for Slow, Moderateand Advanced learners	9. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 10. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coachingconducted	9. Course wise/Sem wise Reports on Bridge Courses conducted 10. Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		3	30		4)No Indicator=0/D

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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	21. Report on student centered methods implemented(Course wise) 22. Report on implementation of ICT in teaching andlearning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 23. Report on the Use of LMS tools (Course wise) 24. Contribution for the development of LMS in the concerned subject 25. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	30	2	60		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	25. Report on Seminars/Conferences/ Workshops/Guest Lectures organized 26. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 27. Awards and recognition 28. Participation in Short term/ Orientation /Refreshercourses/FDPs 29. E- Content Development /MOOCs (Massive OpenOnline Courses) 30. Aditional Qualifications acquired during the last twoyears	Reports and Certificates	30	30	2	60		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 9. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 10. Departmental Internal MarksRegister for CIA verified by the Principal	10 10 5 5	30	3	90		9) All four key indicator Metrics =3 Grade points/A 10)Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
8	Student Performance and Learning Outcomes	21. Announcement and Attainment of CourseOutcomes 22. Report on Student seminars/ Studentdemonstrations (Course wise) 23. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 24. Report on Field trips (Course wise) 25. 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 11) First KI Metric and any two other =1 Grade point/C 12)Below two=0/D
		,	NNOVATIONS AND EXTENSION	<u> </u>					1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Onsultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	17. Papers Published in Journals / Chapters published in edited volumes 18. Books published as single author 19. Books published as Co-Author 20. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in		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
		recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		0	0		
11	Extension Activities	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	13. Collaboration with University/ Industry/NGO/ Any other Agency 14.Consultancy offered 15.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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
	I		RUCTURE & LEARNING RESOUR	CES	1		ı		
13	Physical facilities	Infrastructural facilities in the Department/Colleges m.Use of Digital Classrooms n. Use of Virtual Classroom o. 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
		V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSION	V	<u>I</u>	<u> </u>			
14	Student Support	5. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 14. 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) 15. Offering merit Scholarships 16. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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
	<u> </u>	VI- ROLE IN IN	STITUTIONAL GOVERNANCE	T.	I		ı.		
16	Participation in Institutional Governance and Leadership	i) Contribution to Departmental Vision & Mission and Departmental Action Plan j) Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			- 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

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	Predetermine d Weightage (Wi) for Key	Grade Points (KIGP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	as per	Guidelines
	Total Grade points						1040		

Name & Signatures of the Academic advisors

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Government of Andhra Pradesh Commissionerate of Collegiate Education

			Commissionerate of Com	O .					
		T.	Academic & Administrative Audit of ormat - III A (To be Filled by Faculty and			dvicor)			
	Zone: II	F	District: EAST GODAV		to Academic A	I VISUF)			
Name o	f the College and Address	ASD GOVT DEGREE COLLEGE FOR WOMEN							
	f the Lecturer	CH.S.S.V.PRASAD	(12)						
	f the Subject	COMMERCE							
	Joining in Degree	07 /11/2019				Date of R	letirement:		
	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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
		I-CU	RRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	- 30	3	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C
	Desing and Development to be considered)	13. Teaching Diary 14. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year Invitaion Letter & Attendance	2x5 = 10 10	-				4)No Indicator=0/D
	be considered)	Additional inputs related to Curriculum of the	a)Course wise/Sem wise additional	10					
		courses taught	inputs Reports	10					1)All three key indicators =3 Grade points/A
2	Curriculum Flexibility/Enrichment	2.Value added courses offered & completed a)Certificate Diploma Any Online courses like MOOCs	l) Report on Certificate/ Diploma m) Any Online courses like MOOCs	2x5=10	20	3	60		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 p) Collected q) Analyzed r) Action taken	Course wise/Sem wise a)Reports of Feedback l) Analysis Reports m) Action taken Report	10	10	3	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	, LEARNING & EVALUATION						
4	Catering to Student Diversity	 Report on grouping of students into Slow, Moderateand Advanced learners Course wise activities designed for Slow, Moderateand Advanced learners 	11. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 12. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coachingconducted	 11. Course wise/Sem wise Reports on Bridge Courses conducted 12. Course wise/Sem wise Report on Remedial coaching conducted 	2x5=10		3	30		4)No Indicator=0/D

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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	26. Report on student centered methods implemented(Course wise) 27. Report on implementation of ICT in teaching andlearning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 28. Report on the Use of LMS tools (Course wise) 29. Contribution for the development of LMS in the concerned subject 30. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	30	2	60		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	31. Report on Seminars/Conferences/ Workshops/Guest Lectures organized 32. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 33. Awards and recognition 34. Participation in Short term/ Orientation /Refreshercourses/FDPs 35. E- Content Development /MOOCs (Massive OpenOnline Courses) 36. Aditional Qualifications acquired during the last twoyears	Reports and Certificates	30	30	2	60		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	Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 11. Mid exams, Seminar Reports, Assignment books, Projects and anyother tools of Internal Assessment 12. Departmental Internal MarksRegister for CIA verified by the Principal	10 10 5 5	30	3	90		11) All four key indicator Metrics =3 Grade points/A 12)Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
8	Student Performance and Learning Outcomes	26. Announcement and Attainment of CourseOutcomes 27. Report on Student seminars/ Studentdemonstrations (Course wise) 28. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 29. Report on Field trips (Course wise) 30. 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 13) First KI Metric and any two other =1 Grade point/C 14)Below two=0/D
		,	NNOVATIONS AND EXTENSION	<u> </u>					1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Onsultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	21. Papers Published in Journals / Chapters published in edited volumes 22. Books published as single author 23. Books published as Co-Author 24. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in		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
		recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		0	0		
11	Extension Activities	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	16. Collaboration with University/ Industry/NGO/ Any other Agency 17.Consultancy offered 18.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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
	1		RUCTURE & LEARNING RESOUR	CES	1		ı		
13	Physical facilities	Infrastructural facilities in the Department/Colleges p. Use of Digital Classrooms q. Use of Virtual Classroom r. 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
		V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSION	V	<u>I</u>	•			
14	Student Support	6. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 17. 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) 18. Offering merit Scholarships 19. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 IN	NSTITUTIONAL GOVERNANCE	ı	1				
16	Participation in Institutional Governance and Leadership	k) Contribution to Departmental Vision & Mission and Departmental Action Plan l) Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			- 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

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	Predetermine d Weightage (Wi) for Key	Grade Points (KIGP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	as per	Guidelines
	Total Grade points						1040		

Name & Signatures of the Academic advisors

1)

2)

Government of Andhra Pradesh Commissionerate of Collegiate Education

			Academic & Administrative Audit of	f Degree Call	leges (2020-21)				
		F	ormat - III A (To be Filled by Faculty and			dvisor)			
	Zone: II		District: EAST GODAV			, , , ,			
Name o	of the College and Address	ASD GOVT DEGREE COLLEGE FOR WOMEN	(A)						
Name o	of the Lecturer	K.N.B.KUMARI							
	of the Subject	COMMERCE							
Date of	Joining in Degree	25/09/2003				Date of R	Retirement:		
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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
			RRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	- 30	3	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C
	Desing and Development to be considered)	15. Teaching Diary 16. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year Invitaion Letter & Attendance	2x5=10 10	_				4)No Indicator=0/D
	be considered)	Additional inputs related to Curriculum of the	a)Course wise/Sem wise additional	10					
		courses taught	inputs Reports	10					1)All three key indicators =3 Grade points/A
2	Curriculum Flexibility/Enrichment	2.Value added courses offered & completed a)Certificate n) Diploma o) Any Online courses like MOOCs	n) Report on Certificate/ Diploma o) Any Online courses like MOOCs	2x5=10	20	3	60		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 s) Collected t) Analyzed u) Action taken	Course wise/Sem wise a)Reports of Feedback n) Analysis Reports o) Action taken Report	10	10	3	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	, LEARNING & EVALUATION						
4	Catering to Student Diversity	 13. Report on grouping of students into Slow, Moderateand Advanced learners 14. Course wise activities designed for Slow, Moderateand Advanced learners 	13. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 14. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coachingconducted	 13. Course wise/Sem wise Reports on Bridge Courses conducted 14. Course wise/Sem wise Report on Remedial coaching conducted 	2x5=10		3	30		4)No Indicator=0/D

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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	31. Report on student centered methods implemented(Course wise) 32. Report on implementation of ICT in teaching andlearning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 33. Report on the Use of LMS tools (Course wise) 34. Contribution for the development of LMS in the concerned subject 35. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	30	3	90		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	37. Report on Seminars/Conferences/ Workshops/Guest Lectures organized 38. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 39. Awards and recognition 40. Participation in Short term/ Orientation /Refreshercourses/FDPs 41. E- Content Development /MOOCs (Massive OpenOnline Courses) 42. Aditional Qualifications acquired during the last twoyears	Reports and Certificates	30	30	2	60		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 13. Mid exams, Seminar Reports, Assignment books, Projects and anyother tools of Internal Assessment 14. Departmental Internal MarksRegister for CIA verified by the Principal	10 10 5 5	30	3	90		13) All four key indicator Metrics =3 Grade points/A 14)Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
8	Student Performance and Learning Outcomes	31. Announcement and Attainment of CourseOutcomes 32. Report on Student seminars/ Studentdemonstrations (Course wise) 33. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 34. Report on Field trips (Course wise) 35. 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 15) First KI Metric and any two other =1 Grade point/C 16)Below two=0/D
			NNOVATIONS AND EXTENSION		1				1)All three key indicators =3 Grade points/A
	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	25. Papers Published in Journals / Chapters published in edited volumes 26. Books published as single author 27. Books published as Co-Author 28. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in		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
		recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		0	0		
11	Extension Activities	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	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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	19. Collaboration with University/ Industry/NGO/ Any other Agency 20.Consultancy offered 21.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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
	<u> </u>		RUCTURE & LEARNING RESOUR	CES					
13	Physical facilities	Infrastructural facilities in the Department/Colleges s. Use of Digital Classrooms t. Use of Virtual Classroom u. 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
	1	V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSION	V		•			
14	Student Support	7. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 20. 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) 21. Offering merit Scholarships 22. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 IN	NSTITUTIONAL GOVERNANCE	ı	1				
16	Participation in Institutional Governance and Leadership	m) Contribution to Departmental Vision & Mission andDepartmental Action Plan n) Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			- 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

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	Predetermine d Weightage (Wi) for Key	(KICP) (A	Wise Weighted Grade Points (KIWWGP) -	Acdemic	Guidelines
		Total Grade points	·		500		1100		

Name & Signatures of the Academic advisors

1)

2)

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) District: EAST GODAVARI Zone: II ASD GOVT DEGREE COLLEGE FOR WOMEN (A) Name of the College and Address V.SRINIVAS Name of the Lecturer COMMERCE Name of the Subject 11/07/2016 Date of Joining in Degree Date of Retirement: **Key Indicator Key Indicator** KIWWGP **Predetermine Grade Points** Wise Weighted as per List of files/ documents to be kept ready as a proof of Information in support of the key d Weightage **Key Aspect** S.No Key Indicator **Grade Points** Guidelines Acdemic **Key Indicator** indicator Scores (Wi) for Kev (KIGP) (KIWWGP) =Advisor's =3: B=2: C=1: Indicator KIGP X Wi grading D=0) I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for the 1. Annual Academic Curriculum Plan 2.Course 2x5 = 101)All five key indicators =3 Grade points/A Implementation (for Academic Year Autonomous Colleges -Objectives & Outcomes 2) Any four key indicators = 2 Grade points/B 30 3 90 3) Any two key indicators = 1 Grade points/C Efforts for Curriculum Course wise/Sem wise Records for the Teaching Diary 2x5 = 10Desing and Development to Lesson Plans 4)No Indicator=0/D Academic Year be considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A Curriculum 2. Value added courses offered & completed 2)Any two key indicators = 2 Grade points/B 20 3 60 Flexibility/Enrichment 3)Any one key indicator = 1 Grade point/C a)Certificate p) Report on Certificate/ Diploma 2x5=104)No Indicator=0/D p) Diploma q) Any Online courses like MOOCs q) Any Online courses like MOOCs Feedback on Curriculum by Students Course wise/Sem wise 1)All three key indicators =3 Grade points/A v) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B Feedback system 10 10 3 30 w) Analyzed p) Analysis Reports 3)Any one key indicator = 1 Grade point/C x) Action taken q) Action taken Report 4)No Indicator=0/D II-TEACHING, LEARNING & EVALUATION Course wise/Sem wise Report on grouping of students into Slow, Reports with lists of students (Slow, Moderateand Advanced learners Moderate and Advanced learners) 10 3 30 Course wise activities designed for Slow, Course wise/Sem wise 1) All three key indicators = 3 Grade points/A Moderateand Advanced learners Activities designed for Slow, 2) Any two key indicators = 2 Grade points/B Catering to Student Diversity 20 Moderate and Advanced learners 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D Course wise/Sem wise 15. Report on Course wise Bridge Courses Reports on Bridge Courses conducted 2x5=103 30 conducted Report on Course wise Remedial 16. Course wise/Sem wise Report coachingconducted

on

Remedial coaching conducted

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	36. Report on student centered methods implemented(Course wise) 37. Report on implementation of ICT in teaching andlearning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 38. Report on the Use of LMS tools (Course wise) 39. Contribution for the development of LMS in the concerned subject 40. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	30	2	60		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	 43. Report on Seminars/Conferences/ Workshops/Guest Lectures organized 44. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 45. Awards and recognition 	Reports and Certificates	30	30	2	60		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Amaintaining Marks Register & Result Analysis register.	Department wise reports regarding 15. Mid exams, Seminar Reports, Assignment books, Projects and anyother tools of Internal Assessment 16. Departmental Internal MarksRegister for CIA verified by the Principal	10 10 5 5	30	3	90		15) All four key indicator Metrics =3 Grade points/A 16)Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
8	Student Performance and Learning Outcomes	36. Announcement and Attainment of CourseOutcomes 37. Report on Student seminars/ Studentdemonstrations (Course wise) 38. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 39. Report on Field trips (Course wise) 40. 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 17) First KI Metric and any two other =1 Grade point/C 18)Below two=0/D
		,	NNOVATIONS AND EXTENSION	<u> </u>					1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Onsultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	29. Papers Published in Journals / Chapters published in edited volumes 30. Books published as single author 31. Books published as Co-Author 32. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		0	0		
11	Extension Activities	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	22. Collaboration with University/ Industry/NGO/ Any other Agency 23.Consultancy offered 24.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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
	1		RUCTURE & LEARNING RESOUR	CES			ı		
13	Physical facilities	Infrastructural facilities in the Department/Colleges v. Use of Digital Classrooms w. Use of Virtual Classroom x. 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
		V- ROLE IN STUDE	ENT SUPPORT AND PROGRESSION	V	<u>I</u>	<u> </u>			
14	Student Support	8. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 23. 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) 24. Offering merit Scholarships 25. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 IN	STITUTIONAL GOVERNANCE	ı	1				
16	Participation in Institutional Governance and Leadership	o)Contribution to Departmental Vision & Mission and Departmental Action Plan p) Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
			- 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

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	Predetermine d Weightage (Wi) for Key	Grade Points (KIGP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	as per	Guidelines
	Total Grade points						1040		

Name & Signatures of the Academic advisors

1)

2)

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) District: EAST GODAVARI Zone: II Name of the College and Address ASD GOVT DEGREE COLLEGE FOR WOMEN (A) Name of the Lecturer Md. HAZARA PARVEEN COMMERCE Name of the Subject Date of Joining in Degree 11/07/2017 Date of Retirement: **Key Indicator Key Indicator KIWWGP** Predetermine **Grade Points** Wise Weighted as per List of files/ documents to be kept ready as a proof of d Weightage Information in support of the key **Key Aspect** S.No Kev Indicator **Grade Points** Acdemic Guidelines (Wi) for Kev (KIGP) (A **Key Indicator** indicator Scores (KIWWGP) = Advisor's Indicator =3; B=2; C=1; KIGP X Wi grading D=0) I-CURRICULAR ASPECTS Curricular Planing and Preperation and Implementaion of Course wise/Sem wise Records for the 1. Annual Academic Curriculum Plan 2.Course 2x5 = 10Implementation (for 1)All five key indicators = 3 Grade points/A Academic Year Objectives & Outcomes Autonomous Colleges -2) Any four key indicators = 2 Grade points/B 30 3 90 Efforts for Curriculum 3) Any two key indicators = 1 Grade points/C Teaching Diary Course wise/Sem wise Records for the 2x5 = 104)No Indicator=0/D Desing and Development to Lesson Plans Academic Year be considered) 5. Active Participation in BOS Invitaion Letter & Attendance 10 1. Additional inputs related to Curriculum of the a)Course wise/Sem wise additional 10 courses taught inputs Reports 1)All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B Curriculum 2. Value added courses offered & completed 3 60 20 Flexibility/Enrichment Report on Certificate/ Diploma 3)Any one key indicator = 1 Grade point/C a)Certificate 2x5=104)No Indicator=0/D r) Diploma s) Any Online courses like MOOCs s) Any Online courses like MOOCs Feedback on Curriculum by Students 1)All three key indicators =3 Grade points/A Course wise/Sem wise y) Collected a)Reports of Feedback 2) Any two key indicators = 2 Grade points/B 10 10 3 30 Feedback system z) Analyzed 3)Any one key indicator = 1 Grade point/C r) Analysis Reports Action taken s) Action taken Report 4)No Indicator=0/D II-TEACHING, LEARNING & EVALUATION Course wise/Sem wise Reports with lists of students (Slow, Report on grouping of students into Slow, Moderate and Advanced learners) Moderateand Advanced learners 10 3 30 Course wise activities designed for Slow, Course wise/Sem wise 1)All three key indicators = 3 Grade points/A Moderateand Advanced learners Activities designed for Slow, 2) Any two key indicators = 2 Grade points/B 20 Catering to Student Diversity Moderate and Advanced learners 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D Course wise/Sem wise 17. Report on Course wise Bridge Courses Reports on Bridge Courses conducted 2x5=103 30 conducted Report on Course wise Remedial 18. Course wise/Sem wise Report

on

Remedial coaching conducted

coachingconducted

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
5	Teaching-Learning Process	 Report on student centered methods implemented(Course wise) Report on implementation of ICT in teaching andlearning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) Report on the Use of LMS tools (Course wise) Contribution for the development of LMS in the concerned subject Report on innovative pedagogical Tools used 	Course wise/ Sem wise Reports	50	30	2	60		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	 49. Report on Seminars/Conferences/ Workshops/Guest Lectures organized 50. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 51. Awards and recognition 	Reports and Certificates	30	30	2	60		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation Amaintaining Marks Register & Result Analysis register.	Department wise reports regarding 17. Mid exams, Seminar Reports, Assignment books, Projects and anyother tools of Internal Assessment 18. Departmental Internal MarksRegister for CIA verified by the Principal	10 10 5 5	30	3	90		17) All four key indicator Metrics =3 Grade points/A 18)Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
8	Student Performance and Learning Outcomes	41. Announcement and Attainment of CourseOutcomes 42. Report on Student seminars/ Studentdemonstrations (Course wise) 43. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 44. Report on Field trips (Course wise) 45. 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 19 First KI Metric and any two other =1 Grade point/C 20)Below two=0/D
		,	NNOVATIONS AND EXTENSION	<u> </u>					1)All three key indicators =3 Grade points/A
9	Funding obtained for Research (Govt./Non- Governmental Bodies)	Minor Research Projects Major Research Projects Onsultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0		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	33. Papers Published in Journals / Chapters published in edited volumes 34. Books published as single author 35. Books published as Co-Author 36. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in		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
		recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		0	0		
11	Extension Activities	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	25. Collaboration with University/ Industry/NGO/ Any other Agency 26.Consultancy offered 27.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

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
			RUCTURE & LEARNING RESOUR	CES	T	<u> </u>	T		
13	Physical facilities	Infrastructural facilities in the Department/Colleges y. Use of Digital Classrooms z. Use of Virtual Classroom aa. 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
			ENT SUPPORT AND PROGRESSION	V	1	1	l e		
14	Student Support	9. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 26. 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) 27. Offering merit Scholarships 28. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 I	ISTITUTIONAL GOVERNANCE						
16	Participation in Institutional Governance and Leadership	q)Contribution to Departmental Vision & Mission and Departmental Action Plan r) Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		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

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	Predetermine d Weightage (Wi) for Key	Grade Points (KIGP) (A	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	as per	Guidelines
	Total Grade points						1040		

Name & Signatures of the Academic advisors

1)

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			Government of And Commissionerate of Coll		nn .						
			Academic & Administrative Audit	of Degree Co	lleges (2020-21)						
	Zone:		ormat - III A (To be Filled by Faculty and District:	d handed over	r to Academic A	dvisor)			East Godavari District		
Name c	f the College and Address		District:						East Godavari District		
	f the Lecturer			Ganapathi	raju Pavani D	evi					
Name o	f the Subject		Economics								
	Joining in Degree College/Date ng in the present Institution	6/6/2	018 and 28/9/2022			Date of Retirement:			30/05/2055		
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	Predetermine d 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 Acdemic Advisor's grading	Guidelines		
		I-CU	RRICULAR ASPECTS		1						
	Curricular Planing and Implementation (for Autonomous Colleges - Efforts	11 Annual Acadomic Curriculum Dlan 7 Cource	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		
1	for Curriculum Desing and Development to be considered)	3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	3	90		3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D		
	considered	5. Active Participation in BOS	Invitaion Letter & Attendance	10							
		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	Curriculum Flexibility/Enrichment		b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10	20	2	40		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	a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	3	30		1)All three key indicators = 3 Grade points/A 2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D		
		II-TEACHING	, LEARNING & EVALUATION	I			ı				
4	Catering to Student Diversity	and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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		

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	Predetermine d Weightage (Wi) for Key Indicator		Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
		Report on Course wise Bridge Courses conducted 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		1	10		4)No Indicator=0/D
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	3	150		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	2	60		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
	1	1. Report on Formative Evaluation (CIE)	Donartmont wise reports regarding	10					

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
7	Evaluation Process and	Assignments-Critical, Innovative, text book and Internet based	Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	10	30	3	90		1)All four key indicator Metrics = 3 Grade points/A 2) Metrics 1, 2, 4 = 2 Grade points/B
,		3. Involvement in Summative evaluation	Departmental Internal Marks Register for CIA	5	30	3	70		3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		4. Maintaining Marks Register & Result Analysis register.	verified by the Principal	5					
8	Student Performance and Learning Outcomes	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 K1 Metric and any three other =2 Grade points/B 3)First K1 Metric and any two other =1 Grade point/C 4) Below two=0/D
			NNOVATIONS AND EXTENSION						
9		Minor Research Projects Major Research Projects 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
10	Research Publications and Awards	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author Papers/Chapters published as Co-Author A 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		0	0		
11		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	3	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	Collaboration with University/ Industry/NGO/ Any other Agency Consultancy offered 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
		IV - USE OF INFRAST	RUCTURE & LEARNING RESOUR	CES					
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
		V- ROLE IN STUDI	ENT SUPPORT AND PROGRESSION	N					
14		1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150		1)All Four key indicators = 3 Grade points/A 2)Any Three key indicators = 2 Grade points/B 3)Any Two key indicator = 1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	2	60		1)All three key indicators = 3 Grade points/A 2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN IN	NSTITUTIONAL GOVERNANCE	I	ı	1			
16		a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators = 3 Grade points/A 2)Any Three key indicators = 2 Grade points/B 3)Any Two key indicator = 1 Grade point/C 4)Below two=0/D
		VII	- BEST PRACTICES						
17		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		1110		

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			Government of And Commissionerate of Coll		n				
			Academic & Administrative Audit						
	7	Fo	ormat - III A (To be Filled by Faculty and	I handed over	to Academic Ac	lvisor)			
Namo	Zone: II If the College and Address		District: Kakinada ASD GOVERNMENT	DECDEE CO	OLLEGE FOR	WOMEN(A)	KVKINIVDV		
	f the Lecturer		A3D GOVERNIVIENT		UNA KILARU		KAKINADA		
	f the Subject				NOMICS				
Date of	Joining in Degree College/Date		07.06.2018			30.06	5.2042		
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	Predetermine d Weightage (Wi) for Key Indicator	Grade Points	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
			RRICULAR ASPECTS					i	
1		Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes 3. Teaching Diary	Course wise/Sem wise Records for the Academic Year Course wise/Sem wise Records for the	2x5= 10	- 30	3	90	_	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C
	Development to be considered)	Lesson Plans Active Participation in BOS	Academic Year Invitaion Letter & Attendance	2x5= 10 10					4)No Indicator=0/D
		Active Participation in BOS Additional inputs related to Curriculum of the courses							
	Curriculum	taught 2. Value added courses offered & completed	inputs Reports	10	-				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B
2	Flexibility/Enrichment	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	D	3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	3	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	, LEARNING & EVALUATION						
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
		Report on Course wise Bridge Courses conducted Report on Course wise Remedial coaching conducted	Course wise/Sem wise Reports on Bridge Courses conducted Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		1	10	С	4)No Indicator=0/D
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	3	150	В	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D

6	Teacher Profile and Quality	Report on Seminars/Conferences/ Workshops/ Guest Lectures organized Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks Awards and recognition Participation in Short term/ Orientation /Refresher courses/FDPs E- Content Development /MOOCs (Massive Open Online Courses) Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	1	30	С	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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation 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 10 5 5	30	3	90	Α	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	Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	3	90	А	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, I	NNOVATIONS AND EXTENSION				<u> </u>		
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	Minor Research Projects Major Research Projects Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 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
10	Research Publications and Awards	Papers Published in Journals / Chapters published in edited volumes Books published as single author Books published as Co-Author Papers/Chapters published as Co-Author Note: A maximum of 3 publications in Scopus/Web of Science/ICl or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5	60	1	60	С	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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		0		D	
11	Extension Activities	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	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

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	D	1)All three key indicators = 3 Grade points/A 2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D
		IV - USE OF INFRAST	RUCTURE & LEARNING RESOURC	ES					
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	Α	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 STUDE	INT SUPPORT AND PROGRESSION						
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	2	100	В	1)All Four key indicators = 3 Grade points/A 2)Any Three key indicators = 2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90	Α	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 IN	ISTITUTIONAL 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 preperation 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	3	120	Α	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
	<u> </u>		- 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		980		
	o 8. Signature of the Drincinal				2. Signaturos o				

Name & Signatures of the Academic advisors

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			Commissionerate of Coll Academic & Administrative Audit	U																									
		F	ormat - III A (To be Filled by Faculty and			dvisor)																							
	Zone: II		District: Kakinada			·																							
Name (of the College and Address			ASD Govt D	egree College	(A)																							
Name (of the Lecturer			M. Vasa	ntha Lakshmi																								
	of the Subject			Z	oology																								
	f Joining in Degree College/Date ing in the present Institution		24-09-2021			Date of I	Retirement:		28-02-2035																				
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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines																				
		I-CU	URRICULAR ASPECTS			ļ.																							
1	Curricular Planing and Implementation (for Autonomous Colleges -	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	10	A		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B																				
1	Efforts for Curriculum Desing and Development to be	Teaching Diary Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	10			3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D																				
	considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10	1	10	1																						
		Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10		10			1)All three key indicators =3 Grade points/A																				
2	Curriculum Flexibility/Enrichment	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		В		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	10	A		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D																				
		II-TEACHING	G, LEARNING & EVALUATION																										
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	10	A		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C																				
Т	1.	Report on Course wise Bridge Courses conducted 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			20	20				_	20													10	A		4)No Indicator=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
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	50	Α		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation / Refresher courses/FDPs 5. E- Content Development / MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	30	A		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
		1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10		10			
7	Evaluation Process and	Assignments-Critical, Innovative, text book and Internet based	Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	10	30	10	Α.		1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B
/	Reforms	3. Involvement in Summative evaluation	2. Departmental Internal Marks Register	5	30	5	Α		3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		4. Maintaining Marks Register & Result Analysis register.	for CIA verified by the Principal	5		5			- 1, 200 two 0, 2
8	Student Performance and Learning Outcomes	Announcement and Attainment of Course Outcomes Report on Student seminars/ Student demonstrations (Course wise) Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) Report on Field trips (Course wise) Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	30	A		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
	<u> </u>	III-RESEARCH, II	NNOVATIONS AND EXTENSION						

Functional MoUse Consultance Consultan	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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
Solution Control Annie C		Funding obtained for Research	1. Minor Research Projects	Letter of intimation and award letters	5					1) Any tryo kay indicators = 2 Grada points / R
Books St.Consultancy Projects Ongoing OR Compared 10 10 10 10 10 10 10 1	9	,	,	`	10	20				
Research Publications and Awards		Bodies)	3.Consultancy Projects	Ongoing OR Completed)	5					
of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service Doganising the activity (A maximum of 3 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc) Functional MoUs //Collaborations with Governant And Non Governmental Organisations I. Collaboration with University/ Industry/NGO/ Any other Agency 2. Onsultancy offered 3. Amount generated through Consultancy. Industry	10	Research Publications and Awards	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		15 10	60				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
Outreach (Curriculum/ Skill/Domain related) 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) Functional MoUs //Collaborations with Governmental Organisations 12					_					
Extension Activities 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) 12			Outreach	Reports in the NAAC format	10		10	A		
/Collaborations with Govt and Non Governmental Organisations Other Agency 2. Consultancy offered 3. Amount generated through Consultancy. IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom b. Use of Virtual Classroom a. Use of Digital Classrooms b. Use of Virtual Classroom b. Use of Virtual Classroom a. Use of Digital Classroom b. Use of Virtual Classroom b. Use of	11	Extension Activities	a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community	Reports in the NAAC format	5+5	20	10	A		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom 1) Any four key indicators = 3 Grade point 2) Any three key indicators = 2 Grade point 2) Any three key indicators = 2 Grade point 3 Physical Classroom	12	/Collaborations with Govt and Non Governmental	other Agency 2. Consultancy offered	offered -10 Amount generated through	20	20	15	В		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
a. Use of Digital Classrooms b. Use of Virtual Classroom 2) Any four key indicators = 3 Grade poir 2) Any three key indicators = 2 Grade poir 2) Any three key indicators = 2 Grade poir			IV - USE OF INFRAST	RUCTURE & LEARNING RESOUR	CES					
d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	13	Physical facilities	a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage.	Log books related to usage	20	20	20	Α		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		<u> </u>								

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material / question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	50	A		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	30	A		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN IN	STITUTIONAL 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 preperation 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	40	A		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
	<u> </u>	VII	- BEST PRACTICES	<u> </u>					
17	Best Practices	b)Institutional Best practices	Reports in the NAAC format	20	20	20	A		1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
		Total Grade points			500	405			

Name & Signatures of the Academic advisors

1)

2) Government of Andhra Pradesh Commissionerate of Collegiate Education Academic & Administrative Audit of Degree Colleges (2020-21) Format - III A (To be Filled by Faculty and handed over to Academic Advisor) Zone: II District: East Godavari

Name of the College and Address ASD GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA Name of the Lecturer

SOMU MADHAVI

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
	of the Subject								
Date of	Joining in Degree College/Date		04-08-2021	1		Date of I	Retirement:		31-07-2040
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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
		I-CU	URRICULAR ASPECTS	•		•		<u>'</u>	
1	Curricular Planing and Implementation (for Autonomous Colleges -	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	3	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B
	Efforts for Curriculum Desing and Development to be	0 7	Course wise/Sem wise Records for the	2x5 = 10					3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
	considered)	4. Lesson Plans	Academic Year	10	-				4)No Indicator=0/ D
	considered	Active Participation in BOS Additional inputs related to Curriculum of the	Invitaion Letter & Attendance a)Course wise/Sem wise additional	10					
		courses taught	inputs Reports	10					1)All three key indicators =3 Grade points/A
2	Curriculum Flexibility/Enrichment	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	10		2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	3	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		II-TEACHING	G, LEARNING & EVALUATION						
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
		Report on Course wise Bridge Courses conducted 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		1	10		4)No Indicator=0/D

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	
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	30	2	60		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation / Refresher courses/FDPs 5. E- Content Development / MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	2	60		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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation 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 10 5 5	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
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, II	NNOVATIONS AND EXTENSION						
	Funding obtained for Research		Letter of intimation and award letters	5					1) Any two key indicators = 2 Grade points / R

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	
9		2.Major Research Projects	(For Current Year only Either	10	20	0	0		3)Any one key indicator =1 Grade points/D
10	Research Publications and Awards	3.Consultancy Projects 1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work	Ongoing OR Completed)	5 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
11		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10	20	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
12	and Non Governmental	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
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
		V- ROLE IN STUDE	NT SUPPORT AND PROGRESSION	J	<u>I</u>	<u>I</u>	ı	ı	

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points KIWWGP as per Acdemic	
14		Counseling of students as Mentor/ Class teacher a. Student Profile Collection	Reports in the NAAC format	20 10 10 10	50	2	100	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	2	90	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 IN	ISTITUTIONAL 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 preperation 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	3	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
	<u> </u>							
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		850	

Name & Signatures of the Academic advisors

1) 2) 3)

	GOVERNMENT OF AUGUST PROCESS							
	Commissionerate of Collegiate Education							
	Academic & Administrative Audit of Degree Colleges (2020-21)							
	Format - III A (To be Filled by Faculty and handed over to Academic Advisor)							
Zone: II	Zone: II District: East Godavari							
Name of the College and Address	ASD GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA							

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
	f the Lecturer				I VEERA CHA		•	•	
	of the Subject			QUACULTUI	RE TECHNO				
Date of	Joining in Degree College/Date		30-08-2018	T	1	Date of I	Retirement:		
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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
		I-CU	RRICULAR ASPECTS		1	1	l e		
1	Curricular Planing and Implementation (for Autonomous Colleges -	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	40		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B
	nd Development to be	Teaching Diary Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10		_			3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
	considered)	5. Active Participation in BOS	Invitaion Letter & Attendance	10					
		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	Curriculum Flexibility/Enrichment	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	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	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
		II-TEACHING	, LEARNING & EVALUATION					•	
4	Catering to Student Diversity	Report on grouping of students into Slow, Moderate and Advanced learners Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
		Report on Course wise Bridge Courses conducted 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		2	20		4)No Indicator=0/D

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	Predetermine d 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 Acdemic Advisor's grading	Guidelines
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	30	2	60	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation / Refresher courses/FDPs 5. E- Content Development / MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	2	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	Report on Formative Evaluation (CIE) Assignments-Critical, Innovative, text book and Internet based Involvement in Summative evaluation 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 10 5 5	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
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, II	NNOVATIONS AND EXTENSION					

Funding obtained for Research (Govt./Non-Governmental Bodies) 1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects 3. Consultancy Projects 4. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5. Research Guideship of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of	support of the key Key Aspect Scores	Predetermine d 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 Acdemic Advisor's grading				
Bodies) 3.Consultancy Projects 1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service	n and award letters 5					2)Any two key indicators = 2 Grade points/A			
1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service	,	20	0	0		3)Any one key indicator = 1 Grade point/C			
edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service	oleted) 5					4)No Indicator=0/D			
of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service	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			
Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service	10 10								
	AC format 10		0	0					
Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	AC format 5+5	20	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			
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. 1. Collaboration with University/ Industry/NGO/ Any other Agency Consultancy - 5 points offered -10 Amount Consultancy - 5 points	Consultancy at generated through 20 ints	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			
IV - USE OF INFRASTRUCTURE & LE	IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES								
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	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			
V- ROLE IN STUDENT SUPPORT A	ND PROGRESSION	<u> </u>	<u> </u>						

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	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Wise Weighted Grade Points	KIWWGP as per Acdemic Advisor's grading	Guidelines
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	2	100		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3	90		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 IN	ISTITUTIONAL GOVERNANCE			'	<u> </u>		
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	3	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
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	of the Academic	800		
Nam	e & Signature of the Principal								

Name & Signatures of the Academic advisors

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