

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: NTR

Name of the College and Address	SRR & CVR Govt Degree College (A), Vijayawada		
Name of the Lecturer	T. Deepthi		
Name of the Subject	Commerce		
Date of Joining in Degree College / Date of Joining in the present Institution	24-12-2011 / 24-09-2021	Date of Retirement	30-06-2046

S.No	Key Indicator	List of files / documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Points (KIGP) (A=3; B=2; =1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
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I-CURRICULAR ASPECTS

1	Curricular Planning and Implementation for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered.	Preparation and Implementation of	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 4) No Indicator=0/D
		1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		3. Teaching Chart 4. Lesson Plans	Invitation Letter & Attendance	10					
2	Curriculum Flexibility /Enrichment	1. Additional inputs related to Curriculum of the courses taught	Invitation Letter & Attendance	10	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
		2. Value added courses offered & completed	a) Course wise/Sem wise additional inputs Reports	10					
		a) Certificate b) Diploma c) Other Online courses like MOOCs	b) Report on Certificate/ Diploma c) Any Online courses like MOOCs	2x5=10					
3	Feedback system	Feedback on Curriculum by Students	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	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	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
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1. Course wise/Sem wise Reports on Bridge Courses conducted 2. Course wise/Sem wise Report on Remedial coaching conducted	2x5=10					
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 3. Report on implementation of Computer/Internet assisted learning (Course wise) 4. Report on the Use of LMS tools (Course wise) 5. Contribution for the development of LMS in the concerned subject 6. Report on maximum 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 organised 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. 1 Content Development/ MOOC's (Massive Open Online Courses) 6. Achieved qualifications acquired during the last two years	Reports and Certificates	10	10	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 Reflections	1. Report on Narrative Evaluation (CII)	Department wise reports regarding 1. Mid exams, Semmat Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10	30	3	90	1) All four key indicator Metrics = 3 Grade points/A 2) Metrics 1, 2, 4 = 2 Grade points/B 3) Metrics 1, 2, 3 = 1 Grade point/C 4) Below two = 0/D	
		2. Assignments Critical, Innovative, text book and Internet based		10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes	Course wise Reports	5x6=30	30	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	
		2. Report on Student seminars/ Student demonstrations (course wise)							
		3. Report on activities like Quiz/ Group discussion/ Poster presentation (course wise)							
		4. Report on Field trips (course wise)							
		5. Report on Student Study projects (Course wise)							
<b>III- RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./ Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only) Others Ongoing OR Completed	5	20	-	-	1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D	
		2. Major Research Projects		10					
		3. Consultancy Projects		5					
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes		10	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	
		2. Books published as single author		15					
		3. Books published as Co-Author		10					
		4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/ Web of Science, J. List/ UG, C, ARJ- Listed journals/ Any book with ISBN shall be considered)		5					
		5. Research Guidebook		10					
6. Awards in recognition of research work	10								
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum, Skill, Domain related) Involvement in activities related to community service	Reports in the NAAC format	10	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	
		a. Sensitising the students about the value of Community Service Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODI/ Swachh Bharat/ UBA etc)	Reports in the NAAC format	5+5					
12	Functional MoUs Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/ NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy	MoUs: 5 points Consultancy offered: 10 Amount generated through Consultancy: 5 points	20	20	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	
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									

13	Physical facilities	<b>Infrastructural facilities in the Department/Colleges</b> a Use of Digital Classrooms b Use of Virtual Classroom c Use of Labs d Use of Library e Nlist usage f Maintenance of Departmental Library	Log books related to usage	20	20	3	60	1) Any four key indicators = 3 Grade points/ A 2) Any three key indicators = 2 Grade points/ B 3) Any two key indicators = 1 Grade point/ C 4) Below two Indicators = 0/ D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>								
14	Student Support	1. Counseling of students as Mentor/ Class teacher a Student Profile Collection      b Semester wise updation and maintenance 2. Any other Study Material / Guidance a) Academic guidance for the advanced learner (offering suggestions/ reference books) b) Handling the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/ Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 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
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>								
16	Participation in Institutional Governance and Leadership	a) Contribution to Departmental Vision & Mission and Departmental Action Plan b) Participation in different institutional committees and preparation of committee reports c) Participation in different institutional activities that focus on value based education d) Contribution to 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
<b>VII - BEST PRACTICES</b>								
17	Best Practices	Identification and Contribution to a) The Departmental Best practices b) Institutional Best practices	Reports in the NAAC format	20	20	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
<b>Total Grade points</b>					500		1840	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

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- 2)
- 3)