

**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 KRISHNA

**SRR & CVR Govt. Degree College, Vijayawada - 520004**

**Dr.K.Sudhakara Rao**

**Commerce**

NTR KRISHNA

**SRR & CVR Govt. Degree College, Vijayawada - 520004**

**Dr.K.Sudhakara Rao**

**Commerce**

**24-12-2011 / 25-09-2021**

**Date of Retirement:**

30-06-2035

<b>Name of the College and Name of the Lecturer</b>									
<b>Name of the Subject</b>									
<b>Date of joining in Degree</b>	<b>24-12-2011 / 25-09-2021</b>								
<b>S.No</b>	<b>Key Indicator</b>	<b>List of files/ documents to be kept ready as a proof of Key Indicator</b>	<b>Information in support of the key indicator</b>	<b>Key Aspect Scores</b>	<b>Predetermined Weighage (W<sub>i</sub>) for Key Indicator</b>	<b>Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)</b>	<b>Key Indicator Weighted Grade Points (KIWW/GP) = KIGP X W<sub>i</sub></b>	<b>KIWW/GP as per Academic Advisor's grading</b>	<b>Guidelines</b>


**I-CURRICULAR ASPECTS**


		<b>Preperation and Implementation of</b>		<b>Course wise/Sem wise Records for the Academic Year</b>	<b>2x5 = 10</b>				
		<b>1. Annual Academic Curriculum Plan</b>		<b>Course wise/Sem wise Records for the Academic Year</b>	<b>2x5 = 10</b>				
<b>1</b>	<b>Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)</b>	<b>2</b>	<b>Course Objectives &amp; Outcomes</b>	<b>Course wise/Sem wise Records for the Academic Year</b>	<b>2x5 = 10</b>	<b>30</b>	<b>3</b>	<b>90</b>	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
			<b>3</b>	<b>Teaching Diary Lesson Plans</b>	<b>Course wise/Sem wise Records for the Academic Year</b>	<b>2x5 = 10</b>			
		<b>4</b>	<b>Lesson Plans</b>	<b>Course wise/Sem wise Records for the Academic Year</b>	<b>2x5 = 10</b>				
		<b>5</b>	<b>Active Participation in BOS</b>	<b>Invitation Letter &amp; Attendance</b>	<b>10</b>				
		<b>1</b>	<b>Additional inputs related to Curriculum of the courses taught</b>	<b>a) Course wise/Sem wise additional inputs Reports</b>	<b>10</b>				
<b>2</b>	<b>Curriculum Flexibility/Enrichment</b>	<b>2</b>	<b>Value added courses offered &amp; completed</b>	<b>b) Report on Certificate/ Diploma</b>	<b>2x5=10</b>	<b>20</b>	<b>3</b>	<b>60</b>	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>a</b>	<b>Certificate</b>	<b>c) Any Online courses like MOOCs</b>					
		<b>b</b>	<b>Diploma</b>	<b>MOOCs</b>					


3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a) Reports of Feedback b) Analysis Reports c) Action taken Report	10	10	3	30	1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1. 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 Grade points/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	2x3=10		3	30		
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	2	100	1) All five key indicators = 3 Grade points/A 2) Any three key indicators = 2 Grade points/B 3) Any two key indicator = 1 Grade point/C 4) Below two = 0/D	
6	Teacher Profile and	1. Report on Seminars/Conferences/	Reports and Certificates	30	30	3	90	1) Any five key indicators = 3 Grade	

7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10				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	1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	10				
		3. Involvement in Summative evaluation	2. Departmental Internal Marks Register for CIA	5	30	3	90	
		4. Maintaining Marks Register & Result Analysis register.	Course wise Reports	5x6=30	30	3	90	
8	Student Performance	1. Announcement and Attainment of						1) All five key indicators = 3 Grade
<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	5				1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/A 1) Any three key indicators = 3 Grade points/A
		2. Major Research Projects	Either Ongoing OR Completed	10	20	0	0	
		3. Consultancy Projects		5				
10	Research Publications and Awards	1. Papers Published in Journals / Chapters		10		2	120	1) All three key indicators = 3 Grade points/A
		5. Research Guideship		10				
11	Extension Activities	Academic Extension activities through	Reports in the NAAC format	10		2	20	1) All three key indicators = 3 Grade points/A
		Involvement in activities related to	Reports in the NAAC format	5+5	20	2	20	
12	Functional MoUs	1. Collaboration with University/	MoUs - 5 points	20		3	60	1) All three key indicators = 3 Grade
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>								
13	Physical facilities	Infrastructural facilities in the	Log books related to usage	20		3	60	1) Any four key indicators = 3 Grade
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>								
14	Student Support	1. Counseling of students as Mentor/ Class	Reports in the NAAC format	20		3	150	1) All Four key indicators = 3 Grade
15	Student Progression	Report on Programme/Course wise	Reports in the NAAC format	10		3	90	1) All three key indicators = 3 Grade
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>								
16	Participation in	a) Contribution to Departmental Vision &	Reports in the NAAC format	4x10		3	120	1) All Four key indicators = 3 Grade
<b>VII - BEST PRACTICES</b>								
17	Best Practices	Identification and Contribution to	Reports in the NAAC format	20		3	60	1) All Two key indicators = 3 Grade
<b>Total Grade points</b>					<b>500</b>		<b>1310</b>	

Name & Signatures of the Academic advisors


  
 Name & Signature of the Lecturer  
 Department


  
 Name & Signature of the In-charge of the Department


  
 Name & Signature of the Principal

1) 2) 3) 4)

Dr. K. Sudhakara Rao