

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:			NTR KRISHNA	
Name of the College and		SRR & CVR Govt. Degree College, Vijayawada - 520004								
Name of the Lecturer		Dr.M.Syambabu								
Name of the Subject		Commerce								
Date of Joining in Degree		24-12-2011 / 27-05-2017				Date of Retirement:		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	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines	
I-CURRICULAR ASPECTS										
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	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	
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10						
		5. Active Participation in BOS	Invaitaion Letter & Attendance	10						
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	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)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10						

3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a) Reports of Feedback b) Analysis Reports c) Action taken Report	10	10	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	30		1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1. Course wise/Sem wise Reports on Bridge Courses conducted 2. Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		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	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	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					
		4. Maintaining Marks Register & Result Analysis register.	Course wise Reports	5					
8	Student Performance	1. Announcement and Attainment of		5x6=30	30	3	90		1)All five key indicators =3 Grade
III-RESEARCH, INNOVATIONS AND EXTENSION									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only	5	20	0	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade
		2.Major Research Projects	Either Ongoing OR Completed	10					
		3.Consultancy Projects		5					
10	Research Publications and Awards	1. Papers Published in Journals / Chapters		10	60	3	120		1)Any three key indicators =3 Grade points/A
		5.Research Guideship 6.Awards		10					
11	Extension Activities	Academic Extension activities through Involvement in activities related to	Reports in the NAAC format	10	20	2	20		1)All three key indicators =3 Grade points/A
12	Functional MoUs	1.Collaboration with University/	Reports in the NAAC format MoUs - 5 points	5+5 20	20	2 3	20 60		1)All three key indicators =3 Grade
IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES									
13	Physical facilities	Infrastructural facilities in the	Log books related to usage	20	20	3	60		1)Any four key indicators =3 Grade
V- ROLE IN STUDENT SUPPORT AND PROGRESSION									
14	Student Support	1. Counseling of students as Mentor/ Class	Reports in the NAAC format	20	50	3	150		1)All Four key indicators =3 Grade
15	Student Progression	Report on Programme/Course wise	Reports in the NAAC format	10	30	3	90		1)All three key indicators =3 Grade
VI- ROLE IN INSTITUTIONAL GOVERNANCE									
16	Participation in	a)Contribution to Departmental Vision &	Reports in the NAAC format	4x10	40	3	120		1)All Four key indicators =3 Grade
VII - BEST PRACTICES									
17	Best Practices	Identification and Contribution to	Reports in the NAAC format	20	20	3	60		1)All Two key indicators =3 Grade
Total Grade points					500		1310		

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)
- 4)

Name & Signature of the Lecturer


Name & Signature of the In-charge of the Department

Name & Signature of the Principal