

Government of Andhra Pradesh Commissionerate of Collegiate Education										
Academic & Administrative Audit of Degree Colleges (2022-23)										
Format - III A (To be Filled by Faculty and handed over to Academic Advisor)										
Zone: District:										
Name of the College and Address		SWR Govt. Degree College for Girls, Kanchikacherla								
Name of the Lecturer		Dr. Y. Sumithra								
Name of the Subject		English								
Date of Joining in Degree College/Date		09.09.2021								
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	Date of Retirement: 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 Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan 2. Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	2*30=60		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D	
		3. Teaching Diary	Course wise/Sem wise Records for the Academic Year	2x5= 10						
		4. Lesson Plans	Invitation Letter & Attendance	10						
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	2	2*20=40		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
		2.Value added courses offered & completed a)Certificate	b)Report on Certificate/ Diploma	2x5=10						
		b)Diploma	c)Any Online courses like MOOCs							
3	Feedback system	Feedback on Curriculum by Students	Course wise/Sem wise a)Reports of Feedback	10	10	3	3*10=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	
		a) Collected	b)Analysis Reports							
		b) Analyzed	c)Action taken Report							
II-TEACHING, LEARNING & EVALUATION										
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners)	10	20	3	3*10=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	
		2. Course wise activities designed for Slow, Moderate and Advanced learners	2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners							
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted	2x5=10	50	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	
		2. Report on Course wise Remedial coaching conducted	2.Course wise/Sem wise Report on Remedial coaching conducted							
6	Teacher Profile and Quality	1. Report on student centered methods implemented (Course wise)	Course wise/ Sem wise Reports	50	50	3	3*10=30		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	
		2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise)								
7	Evaluation Process and Reforms	3. Report on the Use of LMS tools (Course wise)		5	30	3	3*30=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. Contribution for the development of LMS in the concerned subject								
7	Evaluation Process and Reforms	5. Report on innovative pedagogical Tools used		5	30	3	3*30=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	
		6. Additional Qualifications acquired during the last two years	Reports and Certificates							30
7	Evaluation Process and Reforms	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized	Reports and Certificates	30	30	2	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	
		2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks								
		3. Awards and recognition								
7	Evaluation Process and Reforms	4. Participation in Short term/ Orientation /Refresher courses/FDPs		10	30	3	3*30=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	
		5. E- Content Development /MOOCs (Massive Open Online Courses)								
		6. Additional Qualifications acquired during the last two years								
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10	30	3	3*30=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.	verified by the Principal	5				
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	3	3*30=90	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D
III-RESEARCH, INNOVATIONS AND EXTENSION								
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1.Minor Research Projects 2.Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
10	Research Publications and Awards	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 Guides 6.Awards in recognition of research work		10 15 10 5 10 10	60	1	1*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
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 b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	10	20	3	3*20=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	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 & LEARNING RESOURCES								
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	2	2*20=40	1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
V- ROLE IN STUDENT SUPPORT AND PROGRESSION								
14	Student Support	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. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	3*50=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	2*30=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 INSTITUTIONAL GOVERNANCE								

16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	3	3*40=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	3*20=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		1080		

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)