

Government of Andhra Pradesh
Commissionerate of Collegiate Education

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

Form - III A (To be Filled by Faculty and handed over to Academic Advisor)

District: Anaparthi

Zone: IV

Name of the College and Address

Name of the Lecturer

Name of the Subject

Date of Joining in Degree College/Date

S.K.P. Govt College, Anaparthi
D. H. Saini
Mathematics
25/9/2003

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	Pre-determined Weightage (W) 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 W	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 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year Course wise/Sem wise Records for the Academic Year Invitation Letter & Attendance	2x5=10 2x5=10 10	30	2	60		1) All five key indicators = 5 Grade points/A 2) Any four key indicators = 4 Grade points/B 3) Any two key indicators = 1 Grade point/C 4) No Indicator = 0/D
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught 2. Value added courses offered & completed a) Certificate b) Diploma c) Any Online courses like MOOCs	a) Course wise/Sem wise additional inputs Reports b) Report on Certificate/ Diploma c) Any Online courses like MOOCs	10 2x5=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
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	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. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	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 1. Course wise/Sem wise Reports on Bridge Courses conducted 2. Course wise/Sem wise Report on Remedial coaching conducted	10 2x5=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

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicators	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (W) for Key Indicators	Key Indicator Grade Points (KIGP) (A=3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X W	KIWWGP as per Academic 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	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. Additional 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 Reforms	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 Register for CIA verified by the Principal	10 10 5 5	30	3	90		1) All four key indicators 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 discussions/ 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	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

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 Score	Predetermined Weightage (W) for Key Indicator	Key Indicator Grade Points (KGP) CA =3, B=2, C=1, D=0	Key Indicator Wee Weighted Grade Point (KIWWGP) = KGP X W	KIWWGP as per Academic Advisor's grading	Guidelines
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 Innovation and reward letters (For Current Year only Either Ongoing OR Completed)	5 10 5	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
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 Guidance 6. Awards in recognition of research work		10 15 10 5	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
11	Extension Activities	Academic Extension activities through DRU/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10 10					
		Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 3 Programmes relating to Community Service like ODP/Swathi Bhaskar/UBA etc)	Reports in the NAAC format	5+3	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	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 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. Nilot 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

Sl. No.	Activity/Indicator	Type of Data/Information to be kept ready as a proof of Key Indicators	Information to support of the Key Indicators	Key Support Source	Performance & Weightage (Weight for Indicator)	Key Indicator Grade Point (KIGP) (0-5)	Key Indicator (Key Weightage) Grade Point (KIGP) (0-5)	Weightage and Key Indicator's grading	Grade Point
V. ROLE IN STUDENT SUPPORT AND PROMOTION									
20	Academic Support	1. Counseling of students in Academic Affairs matters 2. Detailed Teacher Collection & Semester wise application and presentation 3. All other Study Material / Handouts 4. Academic guidance for the admitted learner referring suggestions, reference books 5. Identifying the slow learners (afternoon study session), aggressive learners 6. Offering more Scholarships 7. Encouraging Participation in Various Teacher Meetings	Reports in the N/AAC format	20 10 10 10	50	2	100		Grade Point for indicators: 03 Grade points/A Below Three key indicators: 02 Grade points/B Below Two key indicators: 01 Grade point/C Below one: 0/D
21	Financial Management	Report on Progression/Leave and students' progression to scholarship, admission Institution credit Scholarship/progress	Reports in the N/AAC format	10 10 10	30	2	60		1000 above key indicators: 03 Grade points/A Below one key indicators: 02 Grade points/B Below two key indicators: 01 Grade point/C Below one: 0/D
VI. ROLE IN INSTITUTIONAL GOVERNANCE									
22	Participation in Departmental Committees and Leadership	1. Contribution in Departmental Vision & Mission and Departmental Action Plan 2. Participation in different institutional committees and representation of committee reports 3. Participation in different institutional projects that focus on value based education 4. involvement in IQAC, quality assurance	Reports in the N/AAC format	4/10	40	1	40		1000 above key indicators: 03 Grade points/A Below Three key indicators: 02 Grade points/B Below Two key indicators: 01 Grade point/C Below one: 0/D
VII. BEST PRACTICES									
23	Best Practices	Identify and Contribution to in The Departmental Best practices Institutional Best practices	Reports in the N/AAC format	30	30	3	60		1000 above key indicators: 03 Grade points/A Below one key indicators: 02 Grade points/B No Indicators: 0/D
Total Grade points					900	30	840		

Signature of Supervisor of the Workshop

Notes & Signature of the Academic Advisor

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2)
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