

Government of Andhra Pradesh									
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:	
Name of the College		GDC, AVANIGADDA							
Name of the		Dr.K.V.Santha Kumari							
Name of the Subject		TELUGU							
Date of Joining in		24.12.2011				Date of Retirement:			
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	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10					1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade



	Colleges - Efforts for Curriculum Design and Development to be considered)	3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	A	90	2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		5. Active Participation in BOS	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				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	20	A	60	



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	A	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	<p>1. Report on grouping of students into Slow, Middle and Advanced learners</p> <p>2. Course wise activities designed for Slow, Middle and Advanced learners</p>	<p>3. Course wise/ Sem wise Reports with list of students (Slow, Middle and Advanced learners)</p> <p>2. Course wise/ Sem wise activities designed for Slow, Middle and Advanced learners</p>	10	20	A	60	<p>1) All three key indicators = 3 Grade points/A</p> <p>2) Any two key indicators = 2 Grade points/B</p> <p>3) Any one key indicator = 1 Grade</p>
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		<p>1. Report on Course wise Bridge Courses conducted</p> <p>2. Report on Course wise Remedial coaching conducted</p>	<p>1.Course wise/Sem wise Reports on Bridge Courses conducted</p> <p>2.Course wise/Sem wise Report on Remedial coaching conducted</p>	<p>2x5=10</p>				<p>point/C</p> <p>4)No</p> <p>Indicator=0/D</p>
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5	Teaching-Learning Process	<p>1. Report on student centered methods implemented (Course wise)</p> <p>2. Report on implementation of ICT in teaching and learning (Course wise)</p> <p>or</p> <p>Report on implementation of Computer/Internet assisted learning (Course wise)</p> <p>3. Report on the Use of LMS tools (Course wise)</p> <p>4. Contribution for the development of LMS in the concerned subject</p> <p>5. Report on innovative pedagogical Tools used</p>	Course wise/ Sem wise Reports	50	50	A	150	<p>1) All five key indicators = 3 Grade points/A</p> <p>2) Any three key indicators = 2 Grade points/B</p> <p>3) Any two key indicator = 1 Grade point/C</p> <p>4) Below two = 0/D</p>
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6	Teacher Profile and Quality	<p>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</p> <p>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</p> <p>3. Awards and recognition</p> <p>4. Participation in Short term/ Orientation /Refresher courses/FDPs</p> <p>5. E- Content Development /MOOCs (Massive Open Online Courses)</p> <p>6. Additional Qualifications acquired during the last two years</p>	Reports and Certificates	30	30	A	90	<p>1)Any five key indicators =3 Grade points/A</p> <p>2)Any three key indicators =2 Grade points/B</p> <p>3)Any two key indicator =1 Grade point/C</p> <p>4) Below two=0/D</p>
		1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10				1)All four key indicator Metrics =3



7	Evaluation Process and Reforms	2. Assignments-Critical, Innovative, text book and Internet based	1. Mid exams, Seminar Reports, Assignment	10	30	A	90	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
		3. Involvement in Summative evaluation	books, Projects and any other tools of Internal Assessment	5				
		4. Maintaining Marks Register & Result Analysis register.	2.	5				
		1. Attainment of Course Outcomes						1)All five key indicators =3
8	Student Performance and Learning Outcomes	2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	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	Letter of intimation and award letters (For Current Year only)	5	20	D	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators
		2.Major Research Projects		10				
		3.Consultancy Projects		5				
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)		10 15 10 5	60	D	0	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

		5. Research Guideship 6. Awards in recognition of research work		10 10				
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	D	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
		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	5+5		A	60	



12	<b>Functional MoUs / Collaborations with Govt and Non Governmental Organisations</b>	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	B	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
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>								



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	A	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
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>								



14	Student Support	<p>1. Counseling of students as Mentor/ Class teacher</p> <p>a. Student Profile Collection      b.</p> <p>Semester wise updation and maintenance.</p> <p>2. Any other Study Material /Guidance</p> <p>a)Academic guidance for the advanced learner (offering suggestions/reference books)</p> <p>b)Handholding the slow learners (offering study material/question banks)</p> <p>3. Offering merit Scholarships</p> <p>4. Organizing/Participation in Parent Teacher Meetings</p>	Reports in the NAAC format	20	10	10	10	50	B	100	<p>1)All Four key indicators =3 Grade points/A</p> <p>2)Any Three key indicators =2 Grade points/B</p> <p>3)Any Two key indicator =1 Grade point/C</p> <p>4)Below two=0/D</p>
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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	A	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	<p>a)Contribution to Departmental Vision &amp; Mission and Departmental Action Plan</p> <p>b)Participation in different institutional committees and preparation of committee reports</p> <p>c)Participation in different institutional activities that focus on value based education</p> <p>d)Contribution to IQAC/quality initiatives</p>	Reports in the NAAC format	4x10	40	A	120	<p>1)All Four key indicators =3 Grade points/A</p> <p>2)Any Three key indicators =2 Grade points/B</p> <p>3)Any Two key indicator =1 Grade point/C</p> <p>4)Below two=0/D</p>
<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	A	40	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		1150	

Name & Signature of

Name & Signatures of the Academic advisors

*lms*

- 1)
- 2)
- 3)

*D. R. S.*

**PRINCIPAL  
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lect in Telugu,  
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