

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: KRISHNA**

Name of the College and Address

GDC,AVANIGADDA

Name of the Lecturer

KAMBHAMPATI SUJATHA

Name of the Subject

CHEMISTRY

Date of Joining in Degree College/Date of Joining in the present Institution

27-11-1998

Date of Retirement:

31-01-2025

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) = $\frac{KIGP \times Wi}{KIGP}$	KIWWGP as per Academic Advisor's grading	Guidelines
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**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	A	90		1)All five key indicators =3 Grade points/A 2)Any four key indicators = Grade points/B 3)Any two key indicators = 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	Invitaion 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	B	20		1)All three key indicators = Grade points/A 2)Any two key indicators =

		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					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	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	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	A	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
		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					

5	Teaching-Learning Process	<ol style="list-style-type: none"> <li>1. Report on student centered methods implemented (Course wise)</li> <li>2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise)</li> <li>3. Report on the Use of LMS tools (Course wise)</li> <li>4. Contribution for the development of LMS in the concerned subject</li> <li>5. Report on innovative pedagogical Tools used</li> </ol>	Course wise/ Sem wise Reports	50	50	B	100	<ol style="list-style-type: none"> <li>1) All five key indicators =3 Grade points/A</li> <li>2) Any three key indicators =2 Grade points/B</li> <li>3) Any two key indicator =1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
6	Teacher Profile and Quality	<ol style="list-style-type: none"> <li>1. Report on Seminars/Conferences/Workshops/ Guest Lectures organized</li> <li>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</li> <li>3. Awards and recognition</li> <li>4. Participation in Short term/ Orientation /Refresher courses/FDPs</li> <li>5. E- Content Development /MOOCs (Massive Open Online Courses)</li> <li>6. Additional Qualifications acquired during the last two years</li> </ol>	Reports and Certificates	30	30	B	60	<ol style="list-style-type: none"> <li>1) Any five key indicators =3 Grade points/A</li> <li>2) Any three key indicators =2 Grade points/B</li> <li>3) Any two key indicator =1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
7	Evaluation Process	1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10	30	A	90	1) All four key indicator Metrics =3 Grade points/A



	and Reforms	2. <del>Assignments, Critical, Innovative, text book and Internet based</del>	1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	10					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	2. Departmental Internal Marks Register for CLA verified by the Principal	5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. <del>Report on Student seminars/ Student demonstrations (Course wise)</del> 3. <del>Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise)</del> 4. <del>Report on Field trips (Course wise)</del> 5. <del>Report on Student Study projects (Course wise)</del>	Course wise Reports	5x6=30	30	A	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
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
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		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. <del>Papers Published in Journals / Chapters published in edited volumes</del> 2. <del>Books published as single author</del> 3. <del>Books published as Co-Author</del> 4. <del>Papers/Chapters published as Co-Author</del>		10 15 10 5	60	A	40		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

		(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 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	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	
		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					
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	C	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	
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									

13	Physical facilities	<p>Infrastructural facilities in the Department/Colleges</p> <p>a. Use of Digital Classrooms</p> <p>b. Use of Virtual Classroom</p> <p>c. Use of Labs</p> <p>d. Use of Library</p> <p>e. Nlist usage.</p> <p>f. Maintenance of Departmental Library</p>	Log books related to usage	20	20	A	60	<p>1) Any four key indicators =3 Grade points/A</p> <p>2) Any three key indicators =2 Grade points/B</p> <p>3) Any two key indicators =1 Grade point/C</p> <p>4) Below two Indicators=0/D</p>			
<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</p> <p>b. 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	A	150	<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>
	Student Progression	<p>Report on Programme/Course wise students' progression to</p> <p>a) Higher Education</p> <p>b) Employment</p> <p>c) Entrepreneurship</p>	Reports in the NAAC format	10	10	10		30	A	90	<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 point/C</p> <p>4) No Indicator=0/D</p>
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>											

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	B	80	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
<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	60	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>				<b>500</b>			<b>1080</b>	

Name & Signature of the Principal

*[Signature]*  
20.6.22

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

*[Signature]*  
**PRINCIPAL**  
**GOVT. DEGREE COLLEGE,**  
**AVANGADDA, Krishna Dist.**

