

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2025-26)

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

Zone: IV

District: Annamayya

Name of the College and Address: NTR Govt. Degree College, Valmikipuram (Vayalpad), Annamayya Dist.

Name of the Lecturer: B. Nirmala

Name of the Subject: Guest Faculty in Commerce

Date of Joining in Degree College/Date: 01.07.2007

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 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	2x5= 10	30	2	60	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
			Course wise/Sem wise Records for the Academic Year	2x5= 10					
			Invitation Letter & Attendance	10					
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	10	20	1	20	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)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	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	2	40	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
			1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	2x5=10					
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	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

5.No	Key Indicator	1	2	3	4	5	6	7	8	9	10	11	12
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	List of flow documents to be kept ready as a proof of Key Indicator	1 Report on Seminars/Conferences/Workshops/Guest Lectures organized 2 Report on Participation in Seminars/Conferences/Workshop/Guest Lectures/Invited talks 3 Awards and recognition 4 Participation in short term Orientation/Refreshers courses/FDPs 5 E-Content Development/MOOCs (Massive Open Online Courses) 6 Additional Qualifications acquired during the last two years	1 Report on Formative Evaluation (CE) 2 Assignments-Critical, Innovative, text book and Internet based 3 Involvement in Summative evaluation 4 Maintaining Marks Register & Result Analysis register 5 Internal Assessment 6 Departmental Internal Marks Register for CIA verified by the Principal	1 Announcement and Attainment of Course Outcomes 2 Report on Student seminars/Student demonstrations 3 Report on Student like Quiz/Group discussion/Poster presentation (Course wise) 4 Report on Field trips (Course wise) 5 Report on Student Study projects (Course wise)	1 Minor Research Projects 2 Major Research Projects Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed) 3 Consultancy Projects 4 Papers/Published in Journals / Chapters published in edited volumes 5 Books published as Co-author 6 Papers/Chapters published as Co-author (Note: A maximum of 3 publications in Scopus/Web of Science/ICJ or UGC - CARE Listed Journals/Any book with ISBN shall be considered) 7 Research Guidelines	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/ICJ or UGC - CARE Listed Journals/Any book with ISBN shall be considered) 5 Research Guidelines 6 Awards in recognition of research work	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 like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format 5+5 10	Reports in the NAAC format 10	20	60	20	20
	Information in support of the key indicator												
	Key Aspect for Key Indicator	1	2	3	4	5	6	7	8	9	10	11	12
	Preference of Grade Point (D=0)												
	Key Indicator	1) All four 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	1) All five key indicators =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	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	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) 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	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) 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) 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) 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) 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) 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) 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
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III-RESEARCH, INNOVATIONS AND EXTENSION

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 (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
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	40	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 <input checked="" type="checkbox"/> b. Semester wise update and maintenance. <input checked="" type="checkbox"/> 2. Any other Study Material /Guidance <input checked="" type="checkbox"/> a) Academic guidance for the advanced learner (offering suggestions/reference books) <input checked="" type="checkbox"/> b) Handholding the slow learners (offering study material/question banks) <input checked="" type="checkbox"/> 3. Guiding/Monitoring Students for CSP/Internship <input checked="" type="checkbox"/> 4. Organizing/Participation in Parent Teacher Meetings <input checked="" type="checkbox"/>	Reports in the NAAC format	20 10 10 10	50	3	150	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 <input checked="" type="checkbox"/> b) Employment <input checked="" type="checkbox"/> c) Entrepreneurship <input checked="" type="checkbox"/>	Reports in the NAAC format	10 10 10	30	3	90	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
VI- ROLE IN INSTITUTIONAL GOVERNANCE									
16	Participation in Institutional Governance and Leadership	a) Contribution to Departmental Vision & Mission and Departmental Action Plan <input checked="" type="checkbox"/> b) Participation in different institutional committees and preparation of committee reports <input checked="" type="checkbox"/> c) Participation in different institutional activities that focus on value based education <input checked="" type="checkbox"/> d) Contribution to IQAC/quality initiatives <input checked="" type="checkbox"/>	Reports in the NAAC format	4x10	40	2	80	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
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	2	40	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		990	990	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

Hajin-GP
PRINCIPAL (FAC)
NTR GOVT. DEGREE COLLEGE
VALMIKIPURAM - ANNAMAYYA Dist

1) *[Signature]*
2) *[Signature]*
3) *[Signature]*

B. Nirmala
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