

Government of Andhra Pradesh Commissionerate of Collegiate Education  
Academic & Administrative Audit of Degree Colleges (2025-26)

Form: 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                   | A. HARI  |  |
| 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 | Predetermine d Weightage (Wt) for Key Indicator | Date of Retirement:                                     |   |            | Guidelines |
|------|---------------|---|---|-------------------|---|---|---|------------|------------|
|      |               |   |   |                   |   | Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0) | Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X WI | 28.02.2022 |            |





**I-CURRICULAR/ASPECTS**

|   |   |  |   |         |    |   |    |    |   |
|---|---|--|---|---------|----|---|----|----|---|
| 1 | Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered) | Preparation and Implementation of<br>1. Annual Academic Curriculum Plan/2 Course Objectives & Outcomes<br>3. Teaching Diary<br>4. Lesson Plans<br>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<br>2. Value added courses offered & completed a)Certificate<br>b)Diploma<br>c)Any Online courses like MOOCs X   | 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  | 2x5=10  |    |   |    |    |   |
|   |   |  | c)Any Online courses like MOOCs   |         |    |   |    |    |   |
| 3 | Feedback system   | Feedback on Curriculum by Students<br>a) Collected<br>b) Analyzed<br>c) Action taken   | Course wise/Sem wise a)Reports of Feedback<br>b)Analysis Reports<br>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<br>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)                                | 10     | 20 | 3/2 | 40 | 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   |
|   |                               |  | 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<br>2. Report on Course wise Remedial coaching conducted<br>1. Report on student centered methods implemented (Course wise)<br>2. Report on implementation of ICT in teaching and learning (Course wise)<br>or<br>Report on implementation of Computer/Internet assisted learning (Course wise)<br>3. Report on the Use of LMS tools (Course wise) X<br>4. Contribution for the development of LMS in the concerned subject<br>5. Report on innovative pedagogical Tools used X | 1. Course wise/Sem wise Reports on Bridge Courses conducted<br>2. Course wise/Sem wise Report on Remedial coaching conducted | 2x5=10 | 50 | 1/2 | 20 | 10 | 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<br>4) Below two=0/D |
|   |                               |  | Course wise/ Sem wise Reports  | 50     |    |     |    |    |   |

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|--|--|--|--|---------------------------------|--|---|---|--|--|
| 6  | Teacher Profile and Quality  | 1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized ✓<br>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks ✓<br>3. Awards and recognition ✓<br>4. Participation in Short term/ Orientation /Refresher courses/FDPs ✓<br>5. E- Content Development /MOOCs (Massive Open Online Courses) ✓<br>6. Additional Qualifications acquired during the last two years ✓ | Reports and Certificates   | 30                              | 30   | 2   | 60x   | 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<br>4) Below two=0/D                           |
| 7  | Evaluation Process and Reforms   | 1. Report on Formative Evaluation (CIE) ✓<br>2. Assignments-Critical, Innovative, text book and Internet based ✓<br>3. Involvement in Summative evaluation ✓<br>4. Maintaining Marks Register & Result Analysis register. ✓  | Department wise reports regarding<br>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment<br>2. Departmental Internal Marks Register for CIA verified by the Principal | 10<br>10<br>5<br>5              | 30   | 3   | 90  | 90                                       | 1) All four key indicator Metrics =3 Grade points/A<br>2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2, 3 =1 Grade point/C<br>4) Below two=0/D                                |
| 8  | Student Performance and Learning Outcomes                                    | 1. Announcement and Attainment of Course Outcomes ✓<br>2. Report on Student-seminars/ Student demonstrations (Course wise) ✓<br>3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) ✓<br>4. Report on Field trips (Course wise) ✓<br>5. Report on Student Study projects (Course wise) ✓  | Course wise Reports  | 5x6=30                          | 30   | 3   | 90  | 60                                       | 1) All five key indicators =3 Grade points/A 2) First KI Metric and any three other =2 Grade points/B<br>3) First KI Metric and any two other =1 Grade point/C<br>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<br>2. Major Research Projects<br>3. Consultancy Projects  | Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)   | 5<br>10<br>5                    | 20   | -   | -   | -  | 1) All three key indicators =3 Grade points/A<br>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<br>2. Books published as single author<br>3. Books published as Co-Author<br>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)<br>5. Research Guideship<br>6. Awards in recognition of research work                   | Reports in the NAAC format   | 10<br>15<br>10<br>5<br>10<br>10 | 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<br>4) No Indicator=0/D                         |
| 11   | Extension Activities   | Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)<br>Involvement in activities related to community service<br>a. Sensitising the students about the value of Community Service<br>b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODP/Swachh Bharat/UBA etc)   | Reports in the NAAC format   | 10<br>5+5                       | 20   | 15  | 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<br>2. Consultancy offered<br>3. Amount generated through Consultancy  | MoUs - 5 points Consultancy offered -10<br>Amount generated through Consultancy - 5 points   | 20                              | 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                            |

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|---|--|---|---|----------------------|---|---|---|--|--|------------|-----|
| <b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>                        |  |   |   |                      |   |   |   |  |  |            |     |
| 13  | Physical facilities                                      | Infrastructural facilities in the Department/Colleges -<br>a. Use of Digital Classrooms ✓<br>b. Use of Virtual Classrooms ✓<br>c. Use of Labs ✓<br>d. Use of Library ✓<br>e. Nlist usage. ✓<br>f. Maintenance of Departmental Library ✓   | Log books related to usage                  | 20                   | 20  | 2   | 40  | 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<br>4) Below two indicators=0/D |            |     |
| <b>V - ROLE IN STUDENT SUPPORT AND PROGRESSION</b>                                |  |   |   |                      |   |   |   |  |  |            |     |
| 14  | Student Support  | 1. Counseling of students as Mentor/ Class teacher ✓<br>a. Student Profile Collection ✓ b. Semester wise update and maintenance. ✓<br>2. Any other Study Material /Guidance X<br>a) Academic guidance for the advanced learner (offering suggestions/reference books) ✓<br>b) Handholding the slow learners (offering study material/question banks) ✓<br>3. Guiding/Monitoring Students for CSP/Internship ✓<br>4. Organizing/Participation in Parent Teacher Meetings ✓ | Reports in the NAAC format                  | 20<br>10<br>10<br>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<br>a) Higher Education ✓ b) Employment ✓ c) Entrepreneurship ✓   | Reports in the NAAC format                  | 10<br>10<br>10       | 30  | 2<br>2<br>2   | 90  | 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              |            |     |
| <b>VI - ROLE IN INSTITUTIONAL GOVERNANCE</b>                                      |  |   |   |                      |   |   |   |  |  |            |     |
| 16  | Participation in Institutional Governance and Leadership | a) Contribution to Departmental Vision & Mission and Departmental Action Plan ✓<br>b) Participation in different institutional committees and preparation of committee reports ✓<br>c) Participation in different institutional activities that focus on value based education ✓<br>d) Contribution to IQAC/quality initiatives X   | 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                |            |     |
| <b>VII - BEST PRACTICES</b>   |  |   |   |                      |   |   |   |  |  |            |     |
| 17  | Best Practices   | Identification and Contribution to a) The Departmental Best practices b) Institutional Best practices X   | Reports in the NAAC format                  | 20                   | 20  | 2   | 40  | 20                                       | 1) All Two key indicators =3 Grade points/A 2) Any one key indicator =2 Grade points/B 3) No Indicator=0/D   |            |     |
| Name & Signature of the Principal   |  |   |   |                      | Total Grade points  |   |   |  |  | 500        |     |
|  |  |   |   |                      | Name & Signatures of the Academic advisors<br>1) <br>2) <br>3)  |   |   |  |  | 1000       | 800 |
|   |  |   |   |                      |   |   |   |  |  | (A. Narsi) |     |