

Government of Andhra Pradesh Commissionerate of Collegiate Education
Academic & Administrative Audit of Degree Colleges (2023-24)
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 Government Degree College, Valmikipuram (Vayalpad) | | | | | | | |
| Name of the Lecturer | | Dr. Asfah Hussain Shah | | | | | | | |
| Name of the Subject | | Urdu | | | | | | | |
| Date of Joining in Degree College/Date | | 03-08-2021 | | | | Date of Retirement: | | 30-06-2023 | |
| 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 Colleges - Efforts for Curriculum Desing 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 | 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 |
| 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 | 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 |
| 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 | 1. Course wise/Sem wise Reports on Bridge Courses conducted 2. Course wise/Sem wise Report on Remedial coaching conducted | 2x5=10 | | 1 | 20 | 20 | |

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|------|---|---|--|-------------------|--|--|---|--|--|
| 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 | 3 | 150 | 150 | 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 | 2 | 60 | 60 | 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) | 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 | 30 | 2 | 60 | 60 | 1) All four key indicator 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 |
| | | 2. Assignments-Critical, Innovative, text book and Internet based | | 10 | | | | | |
| | | 3. Involvement in Summative evaluation | | 5 | | | | | |
| | | 4. Maintaining Marks Register & Result Analysis register. | | 5 | | | | | |
| 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 discussion/ 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 | 60 | 1) All five key indicators =3 Grade points/A 2) First K1 Metric and any three other =2 Grade points/B 3) First K1 Metric and any two other =1 Grade point/C 4) Below two=0/D |



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|---|--|---|--|---------------------------------|---|--|---|--|--|
| 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 intimation and award letters (For Current Year only Either Ongoing OR Completed) | 5 10 5 | 20 | 0 | 0 | 6 | 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. 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 Guideship 6. Awards in recognition of research work | | 10 15 10 5 10 10 | 60 | 2 | 120 | 120 | 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 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 (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc) | Reports in the NAAC format Reports in the NAAC format | 10 5+5 | 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 |
| 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 | 0 | 0 | 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 |
| 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 | 1 | 20 | 20 | 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 |


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|---|--|---|---|----------------------|--|--|---|--|---|
| V- ROLE IN STUDENT SUPPORT AND PROGRESSION | | | | | | | | | |
| 14 | Student Support | 1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings | 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 b)Employment c)Entrepreneurship | 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 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 | 3 | 120 | 120 | 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 | 3 | 60 | 60 | 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 | | | 1080 | |

Name & Signature of the Principal


PRINCIPAL
NTR GOVT. DEGREE COLLEGE
ALMikipuram - ANNAMAYYA Dist

Name & Signatures of the Academic advisors

1) 
2) 
3)


Dr. Arfat Hussain Shah
Lectures in Urdu