

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. M. Renuka   |   |                   |  |  |   |  |   |
| Name of the Subject                           |  | Chemistry   |   |                   |  |  |   |  |   |
| Date of Joining in Degree College/Date        |  | 06-04-2004 (Absorbed into Govt on Oct. 21)  |   |                   |  | Date of Retirement:                                    |   | 30-04-2040                               |   |
| 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  |
| <b>I-CURRICULAR ASPECTS</b>                   |  |   |   |                   |  |  |   |  |   |
| 1   | Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered) | Preperation and Implementation of<br>1. Annual Academic Curriculum Plan<br>2. Course Objectives & Outcomes  | Course wise/Sem wise Records for the Academic Year  | 2x5= 10           | 30   | 30x3   | 90  | 90                                       | 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 |
|   |  | 3. Teaching Diary<br>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<br>2. Value added courses offered & completed a) Certificate<br>b) Diploma<br>c) Any Online courses like MOOCs | a) Course wise/Sem wise additional inputs Reports<br>b) Report on Certificate/ Diploma<br>c) Any Online courses like MOOCs  | 10<br>2x5=10      | 20   | 20x2   | 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   |
|   |  |   |   |                   |  |  |   |  |   |
| 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   | 10x3   | 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   |
| <b>II-TEACHING, LEARNING &amp; EVALUATION</b> |  |   |   |                   |  |  |   |  |   |
| 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)<br>2. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners | 10                | 20   | 20x3   | 60  | 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<br>2. Report on Course wise Remedial coaching conducted   | 1. Course wise/Sem wise Reports on Bridge Courses conducted<br>2. Course wise/Sem wise Report on Remedial coaching conducted  | 2x5=10            |  |  |   |  |   |

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|------|---|---|--|-------------------|--|--|---|--|--|
| 5    | Teaching-Learning Process                 | 1. Report on student centered methods implemented (Course wise)<br>2. Report on implementation of ICT in teaching and learning (Course wise) or<br>Report on implementation of Computer/ Internet assisted learning (Course wise)<br>3. Report on the Use of LMS tools (Course wise)<br>4. Contribution for the development of LMS in the concerned subject<br>5. Report on innovative pedagogical Tools used   | Course wise/ Sem wise Reports  | 50                | 50   | 50x3   | 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<br>4) Below two=0/D                           |
| 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   | 30x3   | 90  | 90                                       | 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)   | 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                | 30   | 30x3   | 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                                |
|      |   | 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<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   | 30x3   | 90  | 90                                       | 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 |




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|---|--|---|--|--|--|---|--|--|
| III-RESEARCH, INNOVATIONS AND EXTENSION         |  |   |  |  |  |   |  |  |
| 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<br>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<br>(Note: A maximum of 3 publications in Scopus/ Web of Science/IC1 or UGC -CARE Listed journals/ Any book with ISBN shall be considered)<br>5. Research Guideship<br>6. Awards in recognition of research work |  | 10<br>15<br>10<br>5<br>10<br>10                | 60   | 60x3  | 180                                      | 180<br>1) Any 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<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<br>(A maximum of 5 Programmes resulting in Community Service like ODP/Swachh Bharat/UBA etc)  | Reports in the NAAC format<br>Reports in the NAAC format                                       | 10<br>5+5                                      | 20   | 20x3  | 60                                       | 60<br>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   | 20x2  | 40                                       | 40<br>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<br>a. Use of Digital Classrooms<br>b. Use of Virtual Classroom<br>c. Use of Labs d. Use of Library<br>e. Nlist usage.<br>f. Maintenance of Departmental Library   | Log books related to usage   | 20   | 20   | 20x3  | 60                                       | 60<br>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 |





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|---|--|---|---|----------------------|--|--|---|--|---|
| <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<br>b. Semester wise updation and maintenance.<br>2. Any other Study Material /Guidance<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   | 50x3   | 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   | 30x3   | 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 |
| <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   | Reports in the NAAC format                  | 4x10                 | 40   | 40x3   | 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   |
| <b>VII - BEST PRACTICES</b>                       |  |   |   |                      |  |  |   |  |   |
| 17  | Best Practices   | Identification and Contribution to<br>a)The Departmental Best practices<br>b)Institutional Best practices   | Reports in the NAAC format                  | 20                   | 20   | 20x3   | 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   |
| <b>Total Grade points</b>                         |  |   |   |                      | 500  |  | 1400  | 1400                                     |   |

Name & Signature of the Principal

  
**PRINCIPAL**  
 NTR GOVT. DEGREE COLLEGE  
 MIKIPURAM - ANNAMAYYA Dist

  
**Dr. M. Renuka**  
 M.Sc., M.Phil., Ph.D., B.Ed.,  
 H.O.D of Chemistry  
 NTR Govt. Degree College  
 VAYALPADU-517 299  
 Annamayya Dist., A.P.

Name & Signatures of the Academic advisors

1)   
 2)   
 3) 