



S.A.S. GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM, WEST GODAVARI DISTRICT-534406
(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)

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ASAR & AADPI REPORT

2018-19

Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE TEACHERS
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

| | |
|---|--|
| ASAR Score for the Academic Year | 1 st June, 2018 to 30 th April, 2019 (Academic Year 2018-19) |
| Name of the College | |
| Name of the Lecturer with Employee ID No. | |
| Subject | |

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

CATEGORY-I: TEACHING (includes Lectures, Practicals, Tutorials and other teaching related Activities)

| S.No. | Subject / Paper Taught | Method Adopted | Date / Semester | No. of Classes Assigned | No. of Classes Taught | Grading as per Self Evaluation | Grading as per the Principal Evaluation |
|--|------------------------|----------------|-----------------|-------------------------|-----------------------|---|---|
| | | | | | | (Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100 | (Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |
| Grading Obtained (Good / Satisfactory / Not satisfactory) | | | | | | | |

Grading Criteria: (a) **Good** : 80% & Above, (b) **Satisfactory** : Below 80% but 70% & Above and (c) **Not satisfactory**: Less than 70%

Note: The Principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as an evidence for No. of classes taught).

CATEGORY II: ACTIVITIES (Involvement in the College Students related Activities/Research Activities)

| S.No. | Name of the Activity / Contribution (all activities/ contributions shall be considered in the present academic year only) | Date / Period | Self Evaluation (Yes / No) | Principal Evaluation (Yes / No) |
|---|--|---------------|-------------------------------|------------------------------------|
| 1 | Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc. | | | |
| 2 | Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation. | | | |
| 3 | Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services. | | | |
| 4 | Organising Seminars/ Conferences/ Workshops/ other College Activities. | | | |
| 5 | Evidence of actively involved in guiding Ph.D students. | | | |
| 6 | Conducting Minor or Major Research Project sponsored by National or International Agencies. | | | |
| 7 | At least one single or joint Publication in peer- reviewed or UGC list of Journals. | | | |
| Total No. of Activities / Contributions involved in (No. of Yes) | | | | |
| Grading Obtained (Good / Satisfactory / Not satisfactory) | | | | |

Grading Criteria:

- (a) **Good:** Involved in at least 3 activities
- (b) **Satisfactory:** 1-2 activities
- (c) **Not-satisfactory:** Not involved / undertaken any of the activities.

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

| S.No. | Category | Grading Obtained (Good / Satisfactory / Not satisfactory) | |
|--|-----------------|--|---------------------------------|
| | | As per Self Evaluation | As per the Principal Evaluation |
| 1 | I - Teaching | | |
| 2 | II - Activities | | |
| Overall Grading Obtained (Good / Satisfactory / Not satisfactory) | | | |

Overall Grading Criteria:

- (a) **Good:** Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)
- (b) **Satisfactory:** Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Category - I and Category - II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for calculation of grade due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down as per the Acts, Statutes and Ordinances of the parent institution.

CATEGORY-III: ACADEMIC / RESEARCH ACTIVITIES:

Methodology for College Teachers for calculating Academic / Research Score: Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,

A. Research Papers in Peer Reviewed /UGC listed Journals (Faculty of Sciences -08/ Faculty of Other Disciplines – 10 per publication): The Score for joint publications shall be calculated in the following manner: (a) Two authors: 70% of total value of publication for each author. (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. Paper presented as part of edited book or proceeding then it can be claimed only once.

| The Research score for research papers in Peer Reviewed /Referred /UGC listed journals: | | | | | | |
|---|------------|-------------|-----------------|-----------------|------------------|-----------|
| Impact Factor (IF) | Without IF | Less than 1 | Between 1 and 2 | Between 2 and 5 | Between 5 and 10 | Above 10 |
| Score | 5 Points | 10 Points | 15 Points | 20 Points | 25 Points | 30 Points |

B. Publications (Other Than Research Papers)

| (a) Books authored which are published by; | | | | | (b) Translation works in Indian and Foreign Languages by qualified faculties | |
|--|----------------------------|-------------------------------|--|---|--|-------------|
| 12 per International Publishers | 10 per National Publishers | 05 per Chapter in Edited Book | 10 per Editor of Book by International Publisher | 08 per Editor of Book by National Publisher | 03 per Chapter or Research paper | 08 per Book |

| S.No. | Title of the Book | Name of the Publisher | ISSN/ISBN No. | International/ National | Date / Period | Single Author/ Chapter | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|--------------|-------------------|-----------------------|---------------|-------------------------|---------------|------------------------|----------------------------------|---------------------------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total | | | | | | | | |

C. Creation of ICT mediated Teaching Learning Pedagogy and content development of new and innovative courses and curricula

| Particulars | | Score |
|---|---|-------|
| a. Development of Innovative pedagogy (Pedagogical strategies (P1 to Px) adopted in the class room) | | 05 |
| b. Design of new curricula and courses (per Curricula / Course) | | 02 |
| c. MOOCs | Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/ credit) | 20 |
| | MOOCs (developed in 4 quadrant) per module/lecture | 05 |
| | Content writer/subject matter expert for each module of MOOCs (at least one quadrant) | 02 |
| | Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) | 08 |
| d. e-Content (LMS) | Development of e-Content in 4 quadrants for a complete course/e-book | 12 |
| | e-Content (developed in 4 quadrants) per module | 05 |
| | Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) | 02 |
| | Editor of e-content for complete course/ paper /e-book | 10 |

| S.No. | Subject / Paper | e-learning Module | Date / Period | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|--------------|-----------------|-------------------|---------------|-------------------------------------|---|
| | | | | | |
| | | | | | |
| | | | | | |
| Total | | | | | |

D. Research Guidance/ Projects

i. Research Guidance:

- i. M.Phil. Degree awarded : 02 per candidate
- ii. Ph.D. Thesis submitted : 05 per candidate
- iii. Ph.D. Degree awarded : 10 per candidate

| S.No. | Research Guidance | No. of Candidates (Awarded/ Submitted) | Date / Period | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|--------------|-------------------|---|---------------|-------------------------------------|---|
| 1 | M.Phil. (Awarded) | | | | |
| 2 | Ph.D. (Submitted) | | | | |
| 3 | Ph.D. (Awarded) | | | | |
| Total | | | | | |

Note: For Joint Supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor, both shall get 70% each.

ii. Research Projects Completed:

| Faculty of any Discipline | Score |
|--|----------------|
| Grant Mobilised more than Rs. 10 lakhs | 10 per Project |
| Grant Mobilised less than Rs. 10 lakhs | 05 per Project |

| S.No. | Title | Funding Agency | Grant Mobilised in Rs. | Date and Period | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|--------------|-------|----------------|------------------------|-----------------|----------------------------------|---------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

iii. Research Projects Ongoing:

| Faculty of any Discipline | Score |
|--|----------------|
| Grant Mobilised more than Rs. 10 lakhs | 05 per Project |
| Grant Mobilised less than Rs. 10 lakhs | 02 per Project |

| S.No. | Title | Funding Agency | Grant Mobilised in Rs. | Date and Period | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|--------------|-------|----------------|------------------------|-----------------|----------------------------------|---------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

iv. Consultancy Projects: 03 per each Project:

| S.No. | Category (Completed / Ongoing) | Title | Funding Agency | Grant Mobilised in Rs. | Date and Period | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|--------------|--------------------------------------|-------|-------------------|------------------------------|--------------------|-------------------------------------|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |

Note: Joint Projects: Principal Investigator and Co-investigator would get 50% each.

E. Patents, Policy Documents and Awards/Fellowship:

i. Patents:

| Faculty of any Discipline | Score |
|---------------------------|---------------|
| International | 10 per Patent |
| National | 07 per Patent |

| S.No. | Title | Agency | Status (International / National) | Date and Period | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|--------------|-------|--------|---|--------------------|-------------------------------------|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

ii. *Policy Documents: Submitted to an International Body/Organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government.

| Faculty of any Discipline | Score |
|---------------------------|-----------------|
| International | 10 per Document |
| National | 07 per Document |
| State | 04 per Document |

| S.No. | Title | Agency | Status (International / National/State) | Date and Period | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|--------------|-------|--------|---|-----------------|----------------------------------|---------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

iii. Fellowship/ Awards:

| Faculty of any Discipline | Score |
|---------------------------|--------------------------|
| International | 07 per Award/ Fellowship |
| National | 05 per Award/ Fellowship |

| S.No. | Title | Agency | Status (International / National) | Date and Period | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|--------------|-------|--------|-----------------------------------|-----------------|----------------------------------|---------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

F. *Invited Lectures Delivered in Conferences / Seminars:

Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

| Faculty of any Discipline | Score |
|--------------------------------|-------|
| International (Abroad) | 07 |
| International (within country) | 05 |
| National | 03 |
| State / University | 02 |

| S.No. | Title of the Paper | Organised By | International/ National/ State/ University level | Date / Period | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|--------------|--------------------|--------------|--|---------------|----------------------------------|---------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

Note: 1. *For the purpose of calculating research score of the teacher, the combined research score from the categories of E.ii. Policy Document and F. Invited Lectures/ Resource Person/ Paper presentation shall have an upper capping of thirty per cent of the total Research Score of the teacher concerned.

2. The research score shall be from the minimum of three categories out of six categories.

3. The self assessment score should be based on objectively verifiable records.

List of Enclosures:

- 1.
- 2.
- 3.

ABSTRACT OF GRADE / SCORE

| Criteria of Evaluation | Grade /Score Obtained (Self Evaluation) | Grade /Score given by the Principal | Remarks |
|--|---|-------------------------------------|---------|
| Category – I : Teaching (Good / Satisfactory / Not satisfactory) | | | |
| Category – II : Activities (Good / Satisfactory / Not satisfactory) | | | |
| Overall Grading Obtained (Good / Satisfactory / Not satisfactory) | | | |
| Category – III : Academic/Research Activities | | | |
| A. Research Papers Published in Journals | | | |
| B. Publications other than Journals (Books, chapters in Books) | | | |
| C. Creation of ICT | | | |
| D. i. Research Guidance | | | |
| D. ii. Research Projects Completed | | | |
| D. iii. Research Projects Ongoing | | | |
| D. iv. Consultancy | | | |
| E. i. Patents | | | |
| E. ii. Policy Document | | | |
| E. iii. Awards/Fellowship | | | |
| F. Invited Lectures in Conferences / Seminars | | | |
| Total (Category – III) | | | |

Signature of the Lecturer

Signature of the Dept. I/C

Signature of the IQAC Coordinator

Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Lecturer

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE LIBRARIANS
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

| | |
|---|--|
| ASAR Score for the Academic Year | 1 st June, 2018 to 30 th April, 2019 (Academic Year 2018-19) |
| Name of the College | |
| Name of the Lecturer with Employee ID No. | |
| Subject | |

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE LIBRARIANS

CATEGORY-I: Regularity of Attending Library

| S.No. | Activity | Total No. of Days | No. of Days Attended | Grading as per Self Evaluation | Grading as per Principal Evaluation |
|--|--|-------------------|----------------------|---|---|
| 1 | <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. <p>Assistance towards updating institutional website</p> | | | $\frac{(\text{No. of Days Attended} \div \text{Total No. Days}) \times 100}{X 100}$ | $\frac{(\text{No. of Days Attended} \div \text{Total No. Days}) \times 100}{X 100}$ |
| Grading Obtained (Good / Satisfactory / Not satisfactory) | | | | | |

Grading Criteria: (a) **Good** : 90% & Above, (b) **Satisfactory** : Below 90% but 80% & Above and (c) **Not satisfactory**: Less than 80%.

Note: The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

CATEGORY - II: Conduct of Seminars/ Workshops related to library activity or on specific books or genre of books.

| S.No. | Name of the Activity | Nature of the Activity (Seminar / Workshop) | Level of Activity (National / State / Institution) | Grading as per Self Evaluation | Grading as per Principal Evaluation |
|--|----------------------|---|--|--------------------------------|-------------------------------------|
| | | | | | |
| Grading Obtained (Good / Satisfactory / Not satisfactory) | | | | | |

Grading Criteria:

- (a) **Good** : 1 National level Seminar/ Workshop + 1 State/Institution level Workshop/ Seminar
- (b) **Satisfactory**: 1 National level Seminar/ Workshop or 1 state level Seminar/ Workshop +1 Institution level Seminar/ Workshop or 4 Institution Seminar/ Workshop.
- (c) **Not satisfactory** : Not falling in above two categories

CATEGORY - III: Computerisation of Library

| S.No. | Name of the Activity | Grading Criteria | Grading as per Self Evaluation | Grading as per Principal Evaluation |
|-------|--|---|--------------------------------|-------------------------------------|
| 1 | If library has a computerized database then | <ul style="list-style-type: none"> (a) Good: 100% of physical books and journals in computerized database. (b) Satisfactory: At least 99% of physical books and journals in computerized database. (c) Not satisfactory: Not falling under good or satisfactory | | |
| 2 | If library does not have a computerized database | <ul style="list-style-type: none"> (a) Good: 100% Catalogue database made up to date (b) Satisfactory: 90% catalogue database made up to date (c) Not satisfactory: Catalogue database not up to mark. | | |

CATEGORY - IV: Checking inventory and extent missing books

| S.No. | Name of the Activity | Grading Criteria | Grading as per Self Evaluation | Grading as per Principal Evaluation |
|-------|---|---|--------------------------------|-------------------------------------|
| 1 | Checking inventory and extent missing books | <ul style="list-style-type: none"> (a) Good : Checked inventory and missing book less than 0.5% (b) Satisfactory: Checked inventory and missing books less than 1% (c) Not satisfactory: Did not check inventory/ Checked inventory and mission books 1% or more. | | |

CATEGORY - V: Other Activities

| S.No. | Name of the Activity | Self Evaluation (Yes / No) | Principal Evaluation (Yes / No) |
|--|---|-------------------------------|------------------------------------|
| 1 | Digitisation of books database in institution having no computerized database. | | |
| 2 | Promotion of library network. | | |
| 3 | Systems in place for dissemination of information relating to books and other resources. | | |
| 4 | Assistance in college administration and governance related work including work extracurricular activities. | | |
| 5 | Design and offer short-term courses for users. | | |
| 6 | Publications of at least one research paper in UGC approved journals. | | |
| Total No. of Activities involved in (No. of Yes) | | | |
| Grading Obtained (Good / Satisfactory / Not satisfactory) | | | |

Grading Criteria:

- (a) **Good**: Involved in any 2 activities
- (b) **Satisfactory**: At least one Activity
- (c) **Not-satisfactory**: Not involved / undertaken any of the activities.

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

| S.No. | Category | Grading Obtained (Good / Satisfactory / Not satisfactory) | |
|--|--|--|-----------------------------|
| | | As per Self Evaluation | As per Principal Evaluation |
| 1 | I - Regularity of Attending Library | | |
| 2 | II - Conduct of Seminars/ Workshops | | |
| 3 | III - Computerisation of Library | | |
| 4 | IV - Checking inventory and extent missing books | | |
| 5 | V - Other Activities | | |
| Overall Grading Obtained (Good / Satisfactory / Not satisfactory) | | | |

Overall Grading Criteria:

- (a) **Good:** Good in Category-I and Good / Satisfactory in any two other Categories including Category - IV
- (b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any two other Categories including Category - IV
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

Note:

- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
- 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Signature of the Librarian

Signature of the IQAC Coordinator

Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Librarian

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE DIRECTORS OF PHYSICAL EDUCATION
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

| | |
|---|--|
| ASAR Score for the Academic Year | 1 st June, 2018 to 30 th April, 2019 (Academic Year 2018-19) |
| Name of the College | |
| Name of the Lecturer with Employee ID No. | |
| Subject | |

ASSESSMENT CRITERIA AND METHODOLOGY FOR THE DIRECTORS OF PHYSICAL EDUCATION

CATEGORY-I: Attendance

| S.No. | Activity | Total No. of Days | No. of Days Attended | Grading as per Self Evaluation | Grading as per Principal Evaluation |
|--|---|-------------------|----------------------|---|---|
| 1 | Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. | | | (No. of Days Attended ÷ Total No. Days) X 100 | (No. of Days Attended ÷ Total No. Days) X 100 |
| Grading Obtained (Good / Satisfactory / Not satisfactory) | | | | | |

Grading Criteria: (a) ***Good*** : 90% & Above, (b) ***Satisfactory*** : Below 90% but 80% & Above and (c) ***Not satisfactory***: Less than 80%

Note: The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

CATEGORY - II: Organizing Intra College Competition.

| S.No. | Name of the Competition | Grading Criteria | Self Evaluation (Yes/No) | Principal Evaluation (Yes/No) |
|---|-------------------------|---|-----------------------------|----------------------------------|
| | | (a) Good: Intra college competition in more than 5 disciplines. (b) Satisfactory: Intra college competition in 3-5 disciplines. (c) Not satisfactory: Neither good nor satisfactory. | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Grading Obtained (Good / Satisfactory / Not satisfactory) | | | | |

CATEGORY - III: Institution Participating in External Competitions

| S.No. | Name of the Activity | Status (National/ State/ District) | Self Evaluation (Yes/No) | Principal Evaluation (Yes/No) |
|---|----------------------|--|-----------------------------|----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Grading Obtained (Good / Satisfactory / Not satisfactory) | | | | |

Grading Criteria:

- (a) **Good:** National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.
- (b) **Satisfactory:** State level competition in at least one discipline plus District level competition in at least 3 disciplines.
Or District level competition in at least 5 disciplines.
- (c) **Non satisfactory:** Neither good nor satisfactory.

CATEGORY - IV: Up-gradation of Sports

| S.No. | Name of the Activity | Grading Criteria | Grading as per Self Evaluation | Grading as per Principal Evaluation |
|-------|--|--|--------------------------------|-------------------------------------|
| 1 | (a) Up-gradation of sports and physical training infrastructure with scientific and technological inputs. (b) Development and maintenance of playfields and sports and physical Education facilities. | Good/ Satisfactory/ Not-Satisfactory to be assessed by the Principal | | |

CATEGORY - V: Other Activities

| S.No. | Name of the Activity | Self Evaluation (Yes / No) | Principal Evaluation (Yes / No) |
|--|---|----------------------------|---------------------------------|
| 1 | At least one student of the institution participating in National/ State/ University/ (for College levels only) teams. Organizing State/National/ Inter University/ Inter College level competition | | |
| 2 | Being invited for coaching at State/National level. | | |
| 3 | Organizing at least three workshops in a year. | | |
| 4 | Publications of at least one research paper in UGC approved journal. | | |
| 5 | Assistance in College administration and governance related work including work done during Admissions, Examinations and Extracurricular College Activities. | | |
| Total No. of Activities involved in (No. of Yes) | | | |
| Grading Obtained (Good / Satisfactory / Not satisfactory) | | | |

Grading Criteria:

- (a) **Good:** Involved in any 2 activities
- (b) **Satisfactory:** At least one Activity
- (c) **Not-satisfactory:** Not involved / undertaken any of the activities.

OVERALL GRADING:

| S.No. | Category | Grading Obtained (Good / Satisfactory / Not satisfactory) | |
|--|--|--|-----------------------------|
| | | As per Self Evaluation | As per Principal Evaluation |
| 1 | I - Attendance | | |
| 2 | II - Organizing Intra College Competition. | | |
| 3 | III - Institution Participating in External Competitions | | |
| 4 | IV - Up-gradation of Sports | | |
| 5 | V - Other Activities | | |
| Overall Grading Obtained (Good / Satisfactory / Not satisfactory) | | | |

Overall Grading Criteria:

- (a) **Good:** Good in Category-I and Good / Satisfactory in other Categories.
- (b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any other two Categories
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

Note:

- i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports.
- iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available.

Signature of the Librarian

Signature of the IQAC Coordinator

Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Physical Director

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

ASAR Scores based on Principal's Score

| Generate id | Name of the College | DISTRICT | College Type | Name of the Employee | Subject | Cat-I Grade:Pr incipal | Cat-II Grade:Pr incipal | Cat-III Grade (For Librarians /Physical Directors) | Cat-IV Grade:Pr incipal [OR] Overall Grade (For Lecturers/ Readers) | Cat-V Grade:Pr incipal | Overall Grade (For Librarians /Physical Directors) :Principal | Cat-III Total (For Lecturers/Reader s) Principal |
|----------------|----------------------------|------------------|-----------------|--------------------------|-----------------------|------------------------------|-------------------------------|---|---|------------------------------|---|--|
| | | | | | | | | | | | | |
| 220956 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | B.VENKATESWARA RAO | Botany | Good | Good | Good | 0 | 0 | 0 | 0 |
| 220976 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | DR. VEERA DURGA PRAVEENA | Chemistry | Good | Good | Good | 0 | 0 | 8 | 8 |
| 220980 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | ABDUL RASHEED | Chemistry | Good | Good | Good | 0 | 0 | 0 | 0 |
| 220954 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | YADAVALLI RADHA KRISHNA | Commerce | Satisfactory | Satisfactory | Satisfactory | 0 | 0 | 0 | 2 |
| 220955 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | M.RAMBABU | Economics | Good | Good | Good | 0 | 0 | 12 | 18 |
| 220957 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | CHAKALI CHANDRA SEKHAR | English | Good | Good | Good | 0 | 0 | 0 | 3 |
| 220958 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | DR S NATHANIEL | Physical Education | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory | |
| 220953 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | DR B V TIRUPANYAM | Physics | Good | Good | Good | 5 | 0 | 315 | 324 |
| 223600 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | Dr B V TIRUPANYAM | Physics | Good | Good | Good | 5 | | 190 | 200 |

| | | | | | | | | | | | | |
|------|----------------------------|---------------|------------|-------------------------|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|-----|
| 3314 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | T.Satyanaaryana Prasad | Commerce | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3315 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | P.V.V.Satyanaaryana | Commerce | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3316 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | M.Swamalatha | Economics | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3317 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | Dr. M.Kambalal | English | Good | Good | Good | 0 | 0 | 0 | 6 |
| 3318 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | U.Sambalal | Library Science | Good | Good | Good | Good | Good | Good | |
| 3319 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | R.K.Phanidhar | Mathematics | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3320 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | Dr.D.Chittibebu | Mathematics | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3321 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | Dr.Satti Bapi Reddy | Physical Education | Good | Good | Good | Good | Good | | |
| 3322 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | P.S.Brahmachary | Physics | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3323 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | K.V.Ganesh Kumar | Physics | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3324 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | K.Nelson | Physics | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3325 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | M.Vasantha Lakshmi | Zoology | Good | Good | Good | 0 | 0 | 5 | 7 |
| 3326 | GDC(DRG) TADEPALLIGUDAM | WEST GODAVARI | Government | K.Ratna Kumari | Zoology | Good | Good | Good | 0 | 0 | 5 | 5 |
| 3327 | GDC(RRDS) BHIMAVARAM | WEST GODAVARI | Government | C. RAVISANKER | Commerce | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3328 | GDC(RRDS) BHIMAVARAM | WEST GODAVARI | Government | K. SWARUPA RANI | Economics | Good | Good | Good | 53 | 7 | 0 | 60 |
| 3329 | GDC(RRDS) BHIMAVARAM | WEST GODAVARI | Government | T AKKIRAJU | English | Good | Good | Good | 53 | 9 | 0 | 62 |
| 3330 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | B.VENKATESWARA RAO | Botany | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3331 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | DR.VEERA DURGA PRAVEENA | Chemistry | Good | Good | Good | 0 | 0 | 8 | 8 |
| 3332 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | ABDUL RASHEED | Chemistry | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3333 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | YADAVALLI RADHA KRISHNA | Commerce | Satisfactory | Satisfactory | Satisfactory | 0 | 0 | 0 | 2 |
| 3334 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | M.RAMBABU | Economics | Good | Good | Good | 0 | 0 | 12 | 18 |
| 3335 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | CHAKALI CHANDRA SEKHAR | English | Good | Good | Good | 0 | 0 | 0 | 3 |
| 3336 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | DR.S.NATHANIEL | Physical Education | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory | |
| 3337 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | DR.B.V.TIRUPANYAM | Physics | Good | Good | Good | 5 | 0 | 315 | 324 |
| 3338 | GDC(SASJ) NARAYANAPURAM | WEST GODAVARI | Government | Dr B V TIRUPANYAM | Physics | Good | Good | Good | 05 | | 190 | 200 |
| 3339 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | N.INDRA DEO PRASAD | Botany | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3340 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | R.JALABABU | Chemistry | Good | Good | Good | 35 | 0 | 0 | 35 |
| 3341 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | C.G.S.N RAJAKUMAR | Chemistry | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3342 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | K.VENKATA RAO | Chemistry | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3343 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | A.MARUTHI DEVI CHOWDARY | Commerce | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3344 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | B.Lakshmi | Commerce | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3345 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | Mekala Rajini | Computer Science | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3346 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | B.RAVI KUMAR | Electronics | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3347 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | R.Ch.Nageswara Rao | English | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3348 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | T.P.V.Sagar | Library Science | Satisfactory | Good | Good | Good | Good | Satisfactory | |
| 3349 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | R.S.M.BHOOPAL | Mathematics | Good | Good | Good | 0 | 0 | 0 | 5 |
| 3350 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | THOKALA SONY | Microbiology | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3351 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | P.V.L.NARAYANA | Physics | Satisfactory | Good | Satisfactory | 0 | 0 | 0 | 0 |
| 3352 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | A.SESHGIRI RAO | Physics | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3353 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | B.DURGA LAKSHMI | Physics | Good | Good | Good | 0 | 0 | 9 | 9 |
| 3354 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | Chitturi Jagadambika | Telugu | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3355 | GDC(SCIM) TANUKU | WEST GODAVARI | Government | ML.Vasantha Kumari | Zoology | Good | Good | Good | 0 | 0 | 0 | 0 |
| 3356 | GDC(W) NIDADAVOLE | WEST GODAVARI | Government | G.TEJASWINI | Chemistry | Good | Good | Good | | 10 | | 15 |
| 3357 | GDC(W) NIDADAVOLE | WEST GODAVARI | Government | Dr.K.NAVEENA | Commerce | Good | Good | Good | | | | 0 |
| 3358 | GDC(W) NIDADAVOLE | WEST GODAVARI | Government | E.JYOTHI KIRANMAYI | Computer Science | Good | Good | Good | | | | 0 |
| 3359 | GDC(W) NIDADAVOLE | WEST GODAVARI | Government | M.SRILAKSHMI | English | Good | Good | Good | | | | 0 |
| 3360 | GDC(W) NIDADAVOLE | WEST GODAVARI | Government | K.S.RATNA KUMAR | English | Good | Good | Good | | | | 0 |
| 3361 | GDC(W) NIDADAVOLE | WEST GODAVARI | Government | CH.USHA RANI | Hindi | Good | Good | Good | | 12 | | 12 |
| 3362 | GDC(W) NIDADAVOLE | WEST GODAVARI | Government | A.UMA TARANGINI | History | Good | Good | Good | | | | 0 |
| 3363 | GDC(W) NIDADAVOLE | WEST GODAVARI | Government | TK.VISWESWARA RAO | Physics | Good | Good | Good | 30 | | | 30 |
| 3364 | GDC(W) NIDADAVOLE | WEST GODAVARI | Government | D.KANAKA MAHA LAKSHMI | Telugu | Good | Good | Good | | 12 | | 12 |
| 3365 | GDC(W)-DNR PALAKOL | WEST GODAVARI | Government | SAILAJA GADAMSETTI | Chemistry | Good | Good | Good | | | | |
| 3366 | GDC(W)-DNR PALAKOL | WEST GODAVARI | Government | S.LAKSHMI KANTAM | Commerce | Good | Good | Good | | | | 3 |
| 3367 | GDC(W)-DNR PALAKOL | WEST GODAVARI | Government | S.P.CHAND | Economics | Good | Good | Good | | | | |
| 3368 | GDC(W)-DNR PALAKOL | WEST GODAVARI | Government | D.V.S.LAKSHMI | Physical Education | Good | Good | Good | Good | Good | Good | |
| 3369 | GDC(W)-DNR PALAKOL | WEST GODAVARI | Government | CH.SUNDAR SINGH | Physics | Good | Good | Good | | 10 | | 24 |
| 3370 | GDC(W)-DNR PALAKOL | WEST GODAVARI | Government | P.KRISHNA | Physics | Good | Good | Good | | | | |

Annexure I

Commissionerate of Collegiate Education, A.P., Vijayawada
Academic, Administrative and Development Performance Indicators (AADPI) for
Principals of Govt. / Pvt. Aided Degree Colleges in the State for the
Academic Year 2021-22

| Criteria | Max Score | Self Assessment | Assessment by RJDCE |
|--|-----------|-----------------|---------------------|
| Academic Governance: (170 Marks) | | | |
| 1. Students enrolment during the academic year 2021-22. <ul style="list-style-type: none"> • 5 Marks for the enrolment to the extent of full intake capacity of the College • 5 Marks for progress (in comparison to previous year) towards full intake capacity. | 10 | | |
| 2. Preparation of institutional curricular plan and effective implementation of the same <ul style="list-style-type: none"> • 4 Marks for preparation of the plan • 6 Marks for effective implementation of the plan | 10 | | |
| 3. Students' pass percentage of the Institution where he served during the last year. (Half a mark (1/2) for every one percentage of increase over the preceding year Ex: 10% = 5marks) 1 st , 3 rd and 5 th Semesters | 10 | | |
| 4. Effective conduct of internal examinations: Record of marks and analysis of the teacher wise performance and initiating suitable activity to improve performance. | 5 | | |
| 5. Facilitating development and usage of innovative teaching and learning practices by the teachers. | 5 | | |
| 6. Conduct of academic activities such as seminars, symposia workshops etc., International -3, National level-2 , State level-1 (Max:10) | 10 | | |
| 7. Encouragement extended to the faculty for undertaking Research activity at institution. No. of papers published in recognized and reputed journals, Books authored and published by the teachers working under him/her during the last two years. (each Book-2, paper published-1, Max-20) | 20 | | |
| 8. No. of proposals submitted to the UGC for under taking MRP by the teaching staff during the last one year. (Each MRP Proposal-1, Max:10) | 10 | | |
| 9. Consultancy Services offered and income generated for the institution. 5 Marks for each consultancy service | 10 | | |

| Criteria | Max Score | Self Assessment | Assessment by RJDCE |
|--|-----------|-----------------|---------------------|
| 10. MOUs which facilitate students' growth and employment with industries (2 marks for each MOU, Max -10) | 10 | | |
| 11. Providing access to learning resources: i. Library timings off the college working hours ii. New books purchased iii. Average number of books issued to students iv. Access to e-learning resources v. Internet connectivity. (2 Marks for each) | 10 | | |
| 12. Organizing events related to Sports, Cultural Literary during the year 2021-22. (One mark for one event organized) | 10 | | |
| 13. Institutional-level mechanism for feedback from students and staff • Collection of Feedback (3 Marks) • Analysis (3 Marks) • Initiating action (4 Marks) | 10 | | |
| 14. Community extension services organized through N.S.S, N.C.C, Consumer Clubs, Red Ribbon Club, etc., (one mark for each event organized) | 10 | | |
| 15. Introduction of need based Certificate Courses during the year 2021-22. (5 Marks for one course) Minus marks for non implementation | 10 | | |
| 16. Effective implementation of Foundation Courses (10) during the year 2021-22 (1 Mark for each Course) | 10 | | |
| 17. Effective implementation of faculty forum. Regular conduct of activities on faculty forum (One mark for one programme) | 10 | | |

| Criteria | Max Score | Self Assessment | Assessment by RJDCE |
|--|-----------|-----------------|---------------------|
| II. Student Support Services (50 Marks) | | | |
| 1. Coaching for employment, Career Counselling and No. of students trained in Job skills and placed during the last two years. (2 Marks for conducting one related programme) | 10 | | |
| 2. Coaching conducted for helping students to appear for entrance examination to seek admission into P.G Courses (2 Marks for coaching in one subject) | 10 | | |
| 3. Mechanism established at college for facilitating students to apply for various welfare schemes like online scholarships, online admissions, Bus passes, etc. (5 Marks for each) | 10 | | |
| 4. Any other activity initiated and implemented for the benefit of the student community on the campus and off the campus | 10 | | |
| 5. Functioning of JKC: Conduct of training activity to provide employable skills to students. (5 Marks for one full batch of students) | 10 | | |
| III. Administration & Resource Mobilization (50 Marks) | | | |
| 1. Budget proposals submitted to various agencies i.e., UGC, State Government and Other funding agencies DST/CSIR/DBT/ICSSR/Min of social Justice, company affairs etc. (2 Marks for each proposal) | 10 | | |
| 2. Initiatives for generating resources for the development of the institution other than regular funding agencies Alumni, Philanthropists and other sources. (2 Marks for each resource) | 10 | | |
| 3. Percentage of utilization of Budget sanctioned under all sources. (1 mark for 10% of utilization Ex: 50% =5marks) | 10 | | |
| 4. Timely submission of information to ID College/RJDCE/ CCE | 10 | | |
| 5. Addressing student grievances through establishment of various platforms like WEC etc. Record of grievances (5 Marks) Redress of grievances (5 Marks) | 10 | | |

| Criteria | Max Score | Self Assessment | Assessment by RJDCE |
|--|-----------|-----------------|---------------------|
| IV. Quality Enhancement and Sustenance (20 Marks) | | | |
| 1. Assessment and Accreditation of the institution by NAAC under his/her leadership (Grade-A-10, B-7, C-5 and D-Nil) | 10 | | |
| 2. IQAC: Preparation of action plan (2 Marks), conduct of activities (2 Marks), Maintenance of records (2 Marks) and preparation and timely submission of annual IQAC Reports to NAAC (4 Marks). | 10 | | |

Note: All the information furnished above should be substantiated by documentary evidences.

List of Enclosures:

- 1.
- 2.
- 3.

Signature of the RJDCE

Signature of the Principal

Name:

College:

District:

Zone:

Abstract of Score:

| Criteria | Max Score | Self Assessment | Assessment by RJDCE |
|---|------------------|------------------------|----------------------------|
| I. Academic Governance | 170 | | |
| II. Student Support Services | 50 | | |
| III. Administration & Resource Mobilization | 50 | | |
| IV. Quality Enhancement and Sustenance | 20 | | |
| Total | 290 | | |

Declaration by the Principal:

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Principal

Certification by the RJDCE

I hereby certify that the substantiating evidence and information furnished by the incumbent and found true.

Signature of the RJDCE