

**Academic & Administrative Audit : 2020-21**  
**Format-II (Institutional Data Cum Academic Advisor's Grading)**

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
<b>I-CURRICULAR ASPECTS</b>						
<b>A</b>	<b>Curricular Planning and Implementation</b>					
1	Curriculum Design and Development ( For Autonomous Colleges)	1. Departmental meeting Minutes 2. BoS Minutes 3. Academic Council Minutes 4. Copies of course wise curriculum	Grade A, if 60% and above modification in syllabi of all courses offered;  Grade B, if 40%-60% of modification in syllabi of all courses offered;  Grade C, if less than 40% modification in syllabi of all courses offered;	NA	NA	
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary	Grade A, if all the four records match with one another  Grade B, if two records match with one another  Grade C, if any two records match with each other	A	A	Good
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports	Grade A, if all the two records are maintained  Grade B, if any four records are maintained  Grade C, if any two records are maintained	A	B	Advised to maintain records NAAC format
4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	C	C	Recommended to the start the new certificate courses by all departments in NAAC format
<b>B</b>	<b>Academic Flexibility &amp; Curriculaum Enrichment</b>					

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5	Institution's contribution to enrichment of curriculum	1. Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum	Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports	B	C	Advised to strat certificate courses
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	C	C	Advised to conduct the online courses by all departments
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Grade A, if 90% and above syllabus is covered by the Departments  Grade B, if 60% - 90% syllabus is covered by the Departments  Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	A	A	Good
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	Grade A, if 2 or more programmes are introduced  Grade B, if only one programme is introduced  Grade C, if no programme is introduced	C	C	Advised to introduce the new UG courses and initiate PG program also
C	<b>Feedback on curriculum</b>					
9	Collection , Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ; 2. Analysis 3. Action Taken Reports (BoS Minutes to be compared and verified in the case of Autonomous Colleges)	Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	B	B	Advised to take Feedback from parents and allumini and do consolidation and to take necessary action

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	Overall Grade			A	B	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>						
<b>Student Enrolment and Profile</b>						
1	Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office Consolidated Report from the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	B	B	Advised to improve the enrolment ratio
2	Demand Ratio (Group wise) <b>(No.of applications received/ Sanctioned Seats) (Overall ratio)</b>	Year wise report of the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	B	B	Advised to increase the demand ratio
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) <b>(Seats earmarked / Seats filled)</b>	Year wise, Category wise report of the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	Good
4	Socio-economic status of students enroled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	Good
<b>Catering to Student Diversity</b>						
5	Institutional mechanism for assessing the learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	B	B	Advised to group students as slow and advanced learners by all departments
6	Details of special programmes organized by the departments for advanced learners and slow learners	Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to Strengthen measurese to improve slow learners
7	Student - full time teacher ratio for the last 2 years <b>Total no. of students enrolled in the institution/ Total no. of full time teachers</b>	Consolidated Report validated by IQAC and verified by Principal	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	B	B	Advised to Maintain report
<b>Teaching Learning Process</b>						
8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to adopt Student Centric methods by all departments

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9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to implement ICT enabled teaching by all department
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted	Reports by Committees concerned	Grade A, if all activites conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	B	B	Advised to conduct these programmes by all departments
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to conduct Brige course and remedial course by all departments
12	Ratio of Final year students undertaking field trip or project or internships (No.of students attending field trip or project/ Total No. of Final year students)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to conduct more field visits
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	Good
14	Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.) Lesson plans should reflect ICT based planning in teaching	Department wise ICT usage reports	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to use by ICT enabled teaching by all Departments
15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	C	Advised to make use of virtual class room by all Depts of main logbook

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16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	C	B	Advised to contribute CCE LMS by all the faculty
17	No. of Teachers completed courses on MOOCs platform/ARPIT, MIT, Coursera etc.,	Course completion certificates by Departments	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	C	C	Advised all faculty members join in MOOCs
18	Co-Curricular Activities (Academic) ( Student Seminars/Quizzes, debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	A	A	Good
19	Academic, Cultural & Sports events organized (International/ National/ State/ District/ Inter Collegiate/ College Level	Reports by Departments and Committees validated by IQAC	Grade A, if International and National events are organized (at least 5) Grade B, if State level events are organized (at least 5) Grade C, if District and College level events are organized ( at least 5)	A	B	Advised to conduct cultural sports and academic events at National level
20	The number of classes (per week) engaged by the Principal	Lesson Plans and Teaching Diary by Principals	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only classes are engaged	NA	NA	NA
<b>D</b> <b>Teacher Profile Quality</b>						
21	Staff Attendance	Staff Attendance Registers & TLP Records (Current Year)	Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	A	A	Good
22	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest )	Consolidated Report from the Principal	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	A	A	Good

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23	Full time teachers with Ph.D	Consolidated Report from the Principal	Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D	C	C	Advised other faculty to complete Ph.D
24	National/ International/ Regional Seminars/conferences/workshops organised in the last two years	Reports by Departments validated by IQAC	Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5 per year) Grade C, if District and College level events are organized (at least 5 per year)	C	C	Advised to conduct academic events at National level
25	Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5 per year) Grade C, if District and College level events are attended (at least 5 per year)	B	B	Advised to staff to attend seminars
<b>E</b> <b>Evaluation Process and Reforms</b>						
26	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	B	B	Advised to improve Mechanism of transparent and accurate internal assessment

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27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	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	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	Good
28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% Students pass percentage is achieved	B	A	Good
29	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports	Grade A, if 100% Teachers maintain all records Grade B, if 75% Teachers maintain all records Grade C, if <75% Teachers maintain all records	B	B	Advised to maintain mentoring reports by all staff
<b>F Student Performance and Learning Outcomes</b>						
30	Announcement of Programme Outcomes and Course Outcomes by the Departments	1. Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students	Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records	A	B	Advised to maintain programme outcomes and course outcomes by all Depts
31	Evaluation of attainment of Programme Outcomes and Course Outcomes	Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability	Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated	B	B	Advised to evaluate PO& CO by all Depts
<b>G Student Satisfaction Survey</b>						
32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	A	B	Advised to take feedback, analyse and take necessary action by all Depts

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33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated	A	B	Advised to increase the no.of students in SSS
	Overall Grade			A	B	
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>						
<b>Promotion of Research and Facilities</b>						
1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	C	C	Advised to apply for research centre
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	C	C	Advised the faculty to apply for Research guideship
3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	A	C	NA
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Grade A, if MRP submitted Grade B, if MRPs pending Grade C, if there is no Research Project	C	C	Advise to all faculty apply for MRPs
<b>Resource Mobilization for Research Purpose</b>						
5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 3 Lkh Grade B, if <3lkh Grade C, If there is no funding	C	C	Advise the college to tap research grants from UGC
6	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops etc to foster research culture.	Report by Research Committee Coordinator, verified by the Principal	Grade A, if completely extended Grade B, if partially extended Grade C, if there is no funding	C	C	NA
7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneuers Hub)	Report by Research Committee Coordinator, verified by the Principal	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established Grade C if no such centre is established till now.	C	C	Advised to start activities under incubation centres

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C	<b>Research Publication and Awards</b>					
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars )	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	C	C	Advise all faculty to present Research papers at National & International Conferences
9	Books Published for the last two years ( Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	C	C	Advise the faculty to publicized books
10	No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science, ICI ) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	C	C	Advise the faculty to present Research papers in UGC-Care Journals
11	No.of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A if more than h-index is 2; Grade B if it is upto1; C if it is zero.	C	C	Advised to increase indexed publications
12	No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book/ Chapter Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter	C	C	Advised faculty to contribute chapters/papers to edited books
13	Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	advised faculty to make efforts for awards and recognised in research
D	<b>Extension Activities</b>					
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	C	C	Advised to increase the extension activites

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15	Number of extension programmes conducted in collaboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WEC etc.,	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	B	B	Advised to increase the extension activites
16	No. of Awards and Recognitions received for Extension activities from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	Advised the institusion to make efforts for awards in the extension activites
17	Average percentage of students and their details participating in extension activities with Government/ Non-Government Organisations above mentioned (Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately)	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	Advised the faculty to increase the percentage of students in extension activites
<b>E</b>						
18	Areas of Consultancy offered and Amount generated (during the last 2 years)	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Audited Statements	Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy	C	C	Advised the departments to start consultancy service in the concerned
19	Details of collaborations/linkages for					
	A. Faculty Exchange		Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged	B	B	Advised to faculty exachang programme
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	B	B	Advised to Student exachang programme
	C. Internship	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Grade A, if more than 10 Students attended Grade B, If 10 Students attended Grade C, if 5 Students attended	C	C	Advised to increase the no.of students doing internship

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	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A	B	Advised all the departments to organised field trips
	E. OJT's		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	C	C	Advised to OJT's
20	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional MOUs	C	B	Advised to all department to obtain MOU's
21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Report validated by IQAC and verified by Principal	Grade A, if 2 workshops/seminars are conducted Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	C	B	Advised to conduct workshop on IPR and to start industry academia innovative practices
Overall Grade				C	C	

#### IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)

A	Details of Library as a Learning Resource					
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	C	B	Advised to make efforts for library automation
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal	Grade A, if All the Teachers and Students make use of the e- resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	C	C	Advised to Subscription and use E-resources

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3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal	Grade A, if more than 60% Teachers and Students make use of Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	B	B	Advised to improve Daily usage of library
<b>B</b>						
4	Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex)	1. Infrastructure procurement and maintenance policy approved by the Principal 2. Report showing the expenditure towards repairs, maintenance and upgradation	Grade A, if Policy and Report are maintained Grade B, if only Policy or Report is maintained Grade C, if nothing is available	C	B	Advised for better Maintenance and utilization of physical and academic support facilities.
5	Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component	1. Finance Committee Meeting Minutes 2. Report validated by IQAC and verified by Principal	Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available	C	C	Advised to Maintain minutes of meetings
<b>Overall Grade</b>				B	B	
<b>V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)</b>						
<b>Student Support</b>						
1	Percentage of Students benefited by scholarships & free ships for the last two years	Office Report validated by IQAC and verified by Principal	Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies			
a)	Government					
b)	Institution					
c)	Non - Governmental bodies			A	A	Good
d)	Industries					
e)	Individuals					
f)	Philanthropists					

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2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	Report by JKC and Physical Education Department validated by IQAC and verified by Principal	Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered	B	C	Advised to increase Activities relating to Capacity building and skill enhancement
	a) Soft Skills					
	b) Language and Communication Skills					
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)					
	d) ICT/ Computer Skills					
3	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1. Records by the JKC and Departments 2. Proof of employment	Grade A, if more than 50% of students placed Grade B, if 30% of students placed Grade C, if less than 30% of students placed	C	C	Advised to give coaching to students for competitive Exams
4	Student grievances Redressal mechanism , No. of grievances received & Redressed during last 2 years	1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal	Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy	A	B	Advised to resolve all the grievances intime
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms out side the parent institution.	1. Department wise reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	C	C	Advised the faculty to encourage more students for participating and presented papers

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
6	The Institution has a transparent mechanism for timely redressal of: A.Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harassment 2. Committee(s) Report(s) about grievance redressal 3. Proofs and Meeting Minutes	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A	A	Good
7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A	A	Good
<b>Student Progression</b>						
8	Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	Good
9	Students' Progression to Employment	1. Department wise Reports with proof of Joining 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	B	C	Advised to give coaching to students to get employment
10	Students' Progression to Entrepreneurship	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	B	C	Advised to encourage the students to become Entrepreneurs
11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100)	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	C	C	Advised the faculty to encourage students to appear for net exams
12	Feed back from Employees on Online Web Job Portal, APSSDC( AP State Skill Development Corporation),SSC ( Skill Sector Council)	Feed back consolidated Report from JKC	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	C	C	Advised to take feed back from recruiting companies

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
C	<b>Student Participation and Activities</b>					
13	No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)	Consolidated Reports by the Committees, validated by IQAC & verified by Principal	Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level	C	B	Advised to improve national level participation.
	a) University Level					
	b) State Level					
	c) National Level					
	d) International Level					
14	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1. Committees List 2. Student Council Report	Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists	B	B	Advised to start activities by student council
15	Number of sports and cultural activities / competitions organised in the Institution for the last 2 years	Committee reports validated by IQAC and verified by Principal	Grade A, if 5 events/ competitions organized at national level Grade B, if 5 events/ competitions organized at State level Grade C, if events at district level	A	A	Good
16	Percentage of Student participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100	Committee reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	B	B	Advised to increase Student participation in sports and cultural events
D	<b>Alumni Engagement</b>					
17	Is there registered Alumni Association for the institution? If yes, year of registration and number	Registration certificate to be verified	Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered	A	B	Advised to increase alumni meetings and to get more contributions.
18	Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated	Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	C	C	Advised to increase alumni meetings and to get more contributions.

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
19	Number of Alumni Association Chapters / meetings held during the last 2 years	1. Meeting minutes 2. Consolidated reports	Grade A, if 4 and above Grade B, if 2 and above Grade C, if one and below	B	B	Advised to increase alumni meetings and to get more contributions.
<b>Overall Grade</b>				B	B	
<b>VI-GOVERNANCE AND LEADERSHIP</b>						
<b>Institutional Vision and Leadership</b>						
1	Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words)	Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs	Grade A, if strategic plan is in action Grade B, if the mechanism is in planning stage Grade C, if nothing is available	A	A	Good
2	Explain the Institutional Practices like decentralization and participative management to show case effective leadership	1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only committees are constituted	A	A	Good
3	Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council	Grade A, if Staff Council meets regularly and implements resolutions through meetings Grade B, if Staff Council resolutions properly recorded Grade C, if Staff Council is formed	A	A	Good
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Institution achieves Grade A occasionally Grade C, if the Institution achieves B & C grades	A	A	Good
5	Number of RTI issues addressed	RTI file with applications, responses and registers	Grade A, if all the applications disposed within the stipulated time Grade B, if the applications are not disposed within the stipulated time Grade C, if record is not properly maintained	A	A	Good
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only hierarchy is presented Grade C, if Organogram is not prepared	B	C	Advised to maintain Organizational structure of the Institution
<b>Institutional e - governance</b>						
7	Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	A		
a)	Administration					
b)	Finance and Accounts				A	Good
c)	Student Admissions and support					
d)	Examinations					

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
<b>C</b>						
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	C	C	Advised the institution to extend financial support faculty.
9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized Grade C, if less than 3 programmes are organized	C	C	Advised the institution to Organize professional development / administrative training programs
10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	A	A	Good
11	Details of performance appraisal system designed by instituition for Teaching and non- teaching staff	ASAR reports	Grade A, if more than 75% teachers are accredited at "Good" grade Grade B, if more than 50 % teachers are accredited at "Good" grade Grade C, if less than 50% teachers are accredited at "Good" grade	A	A	Good
<b>D</b>						
12	Institutional mechanism for internal and external financial audits	1. Internal Audit Committee constitution Circular 2. Financial Audit Reports	Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained	B	B	Advised the institution to conduct internal and external financial audits regularly

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Principal	Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received	C	C	Advised to make efforts for getting more funds from NGO
E		<b>Internal Quality Assurance System</b>				
14	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by IQAC for promoting quality culture per year	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted	Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C, if any 3 records or below are maintained	A	A	Good
15	Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.	Grade A, if ranked Grade B, if participated Grade C, if not participated	A	B	Advised to make efforts for NIRF rank.
<b>Overall Grade</b>				A	A	
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>						
A	<b>Activities that teach values of the Institution</b>					
1	Details of Activities by the Institution for  <b>A) Promotion of gender equality and sensitization</b> a)Safety and security b)Counselling c)Common Rooms for women students d)Details about sensitization activities	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	B	B	Advised to improve safety and security measures

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
	<b>B) Environmental consciousness and sustainability</b> a)Solar energy, b)Sensor-based energy conservation, c)Use of LED bulbs/ power efficient equipment	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	B	C	Advised to make efforts to save Ergy
	<b>C) Waste Management</b> a)Solid waste management b)Liquid waste management c)Lab Waste management d)E-waste management	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	C	C	Advised to make efforts for Wate Management
	<b>D) Water Conservation</b> a)Rain water harvesting b)Borewell /Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	B	B	Advised to make efforts forWater Conservation
	<b>E) Green campus initiatives</b> a)Plastic free campus(Ban on the use of Plastics) b)Botanical garden c)Green house d)Green landscaping e)Green audit f)Battery vehicles	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	C	C	Advised to start Green campus initiatives
	<b>F) Divyangan friendly barrier - free environment</b> a)Ramps b)Railings c)Scribe for examination d)Provision of lift/Wheel chairs e) Alternative arrangements for Divyangan	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	B	B	Advised to Increase Dvyangan friendly Measours
B	<b>Initiatives for inculcating values</b>					

S.N.o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
2	<b>Cross cutting issues and value initiatives</b> a) Tolerance and harmony against several diversities i) Cultural ii) Regional iii) Linguistic iv) Communal v) Socio - Economic	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	B	B	Advised to increase more programmes on Cross cutting issues and value initiatives
	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	Good
	c) Code of conduct for students and teachers	Approved Policy & Report on implementation with details validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	Good
	d) Celebration of National and International commemorative days and festivals	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	Good
3	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a) Liberty, Equality, Fraternity, Justice b) Fundamental rights and duties c) Responsibilities of citizenship.	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	Good
C	<b>Best Practices</b>	Record of two best/innovative practices by the institution				
i.		i) Departmental Best Practices Report in the NAAC prescribed format ii) Institutional Best Practice Report in the NAAC prescribed format	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	B	A	Good
ii.						
D		<b>Institutional Distinctiveness</b>				
	Explain how distinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words	Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available	B	B	

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
	Overall Grade			B	B	
	College Grade -			A	B	

Name & Signature of the Principal : Dr.G.GIRI BABU

Name & Signature of the Vice-  
Principal :

B.VENKATESULU REDDY

*B Venkatesulu Reddy*  
PRINCIPAL  
SAS GOVT. DEGREE COLLEGE

Note: This format is to be filled by the Principal and submitted to the Academic Audit Team.

W.G.DT.-534407

Name & Signatures of the Academic Advisors

1

G.Giri 30/7/22

2

D.V.Q.Vari

3

N.Srinivas Reddy  
CDR - N.SRINIVASARAO

<p style="text-align: center;"><b>Academic &amp; Administrative Audit : 2020-21</b>  <b>Format-II (Institutional Data Cum Academic Advisor's Grading)</b></p>						
<b>S.N o.</b>	<b>Item</b>	<b>Records to be verified</b>	<b>Bench Marks</b>	<b>Self assessment by the Institution</b>	<b>Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))</b>	<b>Recommendation/Suggestions by Academic Advisors (AA*)</b>
<b>I-CURRICULAR ASPECTS</b>						
			<b>Curricular Planning and Implementation</b>			
1	Curriculum Design and Development ( For Autonomous Colleges)	1. Departmental meeting Minutes 2. BoS Minutes 3. Academic Council Minutes 4. Copies of course wise curriculum	Grade A, if 60% and above modification in syllabi of all courses offered;  Grade B, if 40%-60% of modification in syllabi of all courses offered;  Grade C, if less than 40% modification in syllabi of all courses offered;	NA	NA	
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary	Grade A, if all the four records match with one another  Grade B, if two records match with one another  Grade C, if any two records match with each other	A	A	Good
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports	Grade A, if all the two records are maintained  Grade B, if any four records are maintained  Grade C, if any two records are maintained	A	B	Advised to maintain records NAAC format
4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	C	C	Recommended to the start the new certificate courses by all departments in NAAC format
B	<b>Academic Flexibility &amp; Curriculaum Enrichment</b>					

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
5	Institution's contribution to enrichment of curriculum	1. Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum	Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports	B	C	Advised to strat certificate courses
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	C	C	Advised to conduct the online courses by all departments
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Grade A, if 90% and above syllabus is covered by the Departments  Grade B, if 60% - 90% syllabus is covered by the Departments  Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	A	A	Good
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	Grade A, if 2 or more programmes are introduced  Grade B, if only one programme is introduced  Grade C, if no programme is introduced	C	C	Advised to introduce the new UG courses and initiate PG program also
C	Feedback on curriculum					
9	Collection, Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ; 2. Analysis 3. Action Taken Reports (BoS Minutes to be compared and verified in the case of Autonomous Colleges)	Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	B	B	Advised to take Feedback from parents and alumini and do consolidation and to take necessary action

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
	Overall Grade			A	B	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>						
<b>Student Enrolment and Profile</b>						
1	Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office Consolidated Report from the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	B	B	Advised to improve the enrolment ratio
2	Demand Ratio (Group wise) <b>(No.of applications received/ Sanctioned Seats) (Overall ratio)</b>	Year wise report of the Principal	Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	B	B	Advised to increase the demand ratio
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) <b>(Seats earmarked / Seats filled)</b>	Year wise, Category wise report of the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	Good
4	Socio-economic status of students enroled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal	Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	A	A	Good
<b>Catering to Student Diversity</b>						
5	Institutional mechanism for assessing the learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	B	B	Advised to group students as slow and advanced learners by all departments
6	Details of special programmes organized by the departments for advanced learners and slow learners	Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to Strengthen measures to improve slow learners
7	Student - full time teacher ratio for the last 2 years <b>Total no. of students enrolled in the institution/ Total no. of full time teachers</b>	Consolidated Report validated by IQAC and verified by Principal	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	B	B	Advised to Maintain report
<b>Teaching Learning Process</b>						
8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to adopt Student Centric methods by all departments

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to implement ICT enabled teaching by all department
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted	Reports by Committees concerned	Grade A, if all activites conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	B	B	Advised to conduct these programmes by all departments
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to conduct Brige course and remedial course by all departments
12	Ratio of Final year students undertaking field trip or project or internships (No.of students attending field trip or project/ Total No. of Final year students)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to conduct more field visits
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	Good
14	Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.) Lesson plans should reflect ICT based planning in teaching	Department wise ICT usage reports	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	Advised to use by ICT enabled teaching by all Departments
15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	C	Advised to make use of virtual class room by all Depts of main logbook

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	C	B	Advised to contribute CCE LMS by all the faculty
17	No. of Teachers completed courses on MOOCS platform/ARPIT, MIT, Coursera etc.	Course completion certificates by Departments	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	C	C	Advised all faculty members join in MOOCs
18	Co-Curricular Activities (Academic) ( Student Seminars/Quizzes, debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	A	A	Good
19	Academic, Cultural & Sports events organized (International/ National/ State/ District/ Inter Collegiate/ College Level	Reports by Departments and Committees validated by IQAC	Grade A, if International and National events are organized (at least 5) Grade B, if State level events are organized (at least 5) Grade C, if District and College level events are organized ( at least 5)	A	B	Advised to conduct cultural sports and academic events at National level
20	The number of classes (per week) engaged by the Principal	Lesson Plans and Teaching Diary by Principals	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only classes are engaged	NA	NA	NA
<b>D Teacher Profile Quality</b>						
21	Staff Attendance	Staff Attendance Registers & TLP Records (Current Year)	Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	A	A	Good
22	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest )	Consolidated Report from the Principal	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	A	A	Good

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
23	Full time teachers with Ph.D	Consolidated Report from the Principal	Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D	C	C	Advised other faculty to complete Ph.D
24	National/ International/ Regional Seminars/conferences/workshops organised in the last two years	Reports by Departments validated by IQAC	Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5 per year) Grade C, if District and College level events are organized (at least 5 per year)	C	C	Advised to conduct academic events at National level
25	Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5 per year) Grade C, if District and College level events are attended (at least 5 per year)	B	B	Advised to staff to attend seminars
<b>E</b> <span style="float: right;">Evaluation Process and Reforms</span>						
26	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	B	B	Advised to improve Mechanism of transparent and accurate internal assessment

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	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	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	Good
28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% Students pass percentage is achieved	B	A	Good
29	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports	Grade A, if 100% Teachers maintain all records Grade B, if 75% Teachers maintain all records Grade C, if <75% Teachers maintain all records	B	B	Advised to maintain mentoring reports by all staff
<b>F</b> <b>Student Performance and Learning Outcomes</b>						
30	Announcement of Programme Outcomes and Course Outcomes by the Departments	1. Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students	Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records	A	B	Advised to maintain programme outcomes and course outcomes by all Depts
31	Evaluation of attainment of Programme Outcomes and Course Outcomes	Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability	Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated	B	B	Advised to evaluate PO& CO by all Depts
<b>G</b> <b>Student Satisfaction Survey</b>						
32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	A	B	Advised to take feedback, analyse and take necessary action by all Depts

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated	A	B	Advised to increase the no.of students in SSS
	Overall Grade			A	B	
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>						
<b>A</b>	<b>Promotion of Research and Facilities</b>					
1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	C	C	Advised to apply for research centre
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	C	C	Advised the faculty to apply for Research guideship
3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	A	C	NA
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Grade A, if MRP submitted Grade B, if MRP is pending Grade C, if there is no Research Project	C	C	Advise to all faculty apply for MRPs
<b>B</b>	<b>Resource Mobilization for Research Purpose</b>					
5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 3 Lkh Grade B, if <3lkh Grade C, if there is no funding	C	C	Advise the college to tap research grants from UGC
6	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops etc to foster research culture.	Report by Research Committee Coordinator, verified by the Principal	Grade A, if completely extended Grade B, if partially extended Grade C, if there is no funding	C	C	NA
7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurship Hub)	Report by Research Committee Coordinator, verified by the Principal	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established Grade C if no such centre is established till now.	C	C	Advised to start activities under incubation centres

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
C	<b>Research Publication and Awards</b>					
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars )	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	C	C	Advise all faculty to present Research papers at National & International Conferences
9	Books Published for the last two years ( Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	C	C	Advise the faculty to publicized books
10	No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science, ICI ) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	C	C	Advise the faculty to present Research papers in UGC-Care Journals
11	No.of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A if more than h-index is 2; Grade B if it is upto1; C if it is zero.	C	C	Advised to increase indexed publications
12	No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A, if each Department publishes one book/ Chapter Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter	C	C	Advised faculty to contribute chapters/papers to edited books
13	Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	advised faculty to make efforts for awards and recognised in research
D	<b>Extension Activities</b>					
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	C	C	Advised to increase the extension activites

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
15	Number of extension programmes conducted in collaboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WEC etc.	Report on Activities validated by IQAC and verified by Principal	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	B	B	Advised to increase the extension activites
16	No. of Awards and Recognitions received for Extension activities from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	Advised the institusion to make efforts for awards in the extension activites
17	Average percentage of students and their details participating in extension activities with Government/ Non-Government Organisations above mentioned (Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately)	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	C	C	Advised the faculty to increase the percentage of students in extension activites
<b>E</b>						
18	Areas of Consultancy offered and Amount generated (during the last 2 years)	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Audited Statements	Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy	C	C	Advised the departments to start consultancy service in the concerned
19	Details of collaborations/linkages for					
	A. Faculty Exchange	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged	B	B	Advised to faculty exachang programme
	B. Student Exchange		Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	B	B	Advised to Student exachang programme
	C. Internship		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	C	C	Advised to increase the no.of students doing internship

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A	B	Advised all the departments to organised field trips
	E. OJT's		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	C	C	Advised to OJT's
20	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional MOUs	C	B	Advised to all department to obtain MOU's
21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Report validated by IQAC and verified by Principal	Grade A, if 2 workshops/seminars are conducted Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	C	B	Advised to conduct workshop on IPR and to start industry academia innovative practices
Overall Grade				C	C	

#### IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - I)

A	Details of Library as a Learning Resource					
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	C	B	Advised to make efforts for library automation
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal	Grade A, if All the Teachers and Students make use of the e- resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	C	C	Advised to Subscription and use E-resources

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal	Grade A, if more than 60% Teachers and Students make use of Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	B	B	Advised to improve Daily usage of library
<b>IT Infrastructure</b>						
4	Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex)	1. Infrastructure procurement and maintenance policy approved by the Principal 2. Report showing the expenditure towards repairs, maintenance and upgradation	Grade A, if Policy and Report are maintained Grade B, if only Policy or Report is maintained Grade C, if nothing is available	C	B	Advised for better Maintenance and utilization of physical and academic support facilities.
5	Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component	1. Finance Committee Meeting Minutes 2. Report validated by IQAC and verified by Principal	Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available	C	C	Advised to Maintain minutes of meetings
<b>Overall Grade</b>		<b>V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)</b>				
<b>Student Support</b>						
A	Percentage of Students benefited by scholarships & free ships for the last two years	Office Report validated by IQAC and verified by Principal	Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies			
	a) Government					
	b) Institution					
	c) Non - Governmental bodies			A	A	Good
	d) Industries					
	e) Individuals					
	f) Philanthropists					

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	Report by JKC and Physical Education Department validated by IQAC and verified by Principal	Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered	B	C	Advised to increase Activities relating to Capacity building and skill enhancement
	a) Soft Skills					
	b) Language and Communication Skills					
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)					
	d) ICT / Computer Skills					
3	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1. Records by the JKC and Departments 2. Proof of employment	Grade A, if more than 50% of students placed Grade B, if 30% of students placed Grade C, if less than 30% of students placed	C	C	Advised to give coaching to students for competitive Exams
4	Student grievances Redressal mechanism , No. of grievances received & Redressed during last 2 years	1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal	Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy	A	B	Advised to resolve all the grievances intime
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms out side the parent institution.	1. Department wise reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	C	C	Advised the faculty to encourage more students for participating and presented papers

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
6	The Institution has a transparent mechanism for timely redressal of: A.Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harassment 2. Committee(s) Report(s) about grievance redressal 3. Proofs and Meeting Minutes	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A	A	Good
7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A	A	Good
<b>B</b>						
	<b>Student Progression</b>					
8	Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	Good
9	Students' Progression to Employment	1. Department wise Reports with proof of Joining 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	B	C	Advised to give coaching to students to get employment
10	Students' Progression to Entrepreneurship	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, If reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	B	C	Advised to encourage the students to become Entrepreneurs
11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100)	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	C	C	Advised the faculty to encourage students to appear for net exams
12	Feed back from Employees on Online Web Job Portal, APSSDC( AP State Skill Development Corporation),SSC ( Skill Sector Council)	Feed back consolidated Report from JKC	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	C	C	Advised to take feed back from recruiting companies

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
C	<b>Student Participation and Activities</b>					
13	No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)	Consolidated Reports by the Committees, validated by IQAC & verified by Principal	Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level	C	B	Advised to improve national level participation.
	a) University Level					
	b) State Level					
	c) National Level					
	d) International Level					
14	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1. Committees List 2. Student Council Report	Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists	B	B	Advised to start activities by student council
15	Number of sports and cultural activities / competitions organised in the Institution for the last 2 years	Committee reports validated by IQAC and verified by Principal	Grade A, if 5 events/ competitions organized at national level Grade B, if 5 events/ competitions organized at State level Grade C, if events at district level	A	A	Good
16	Percentage of Student participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100	Committee reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	B	B	Advised to increase Student participation in sports and cultural events
D	<b>Alumni Engagement</b>					
17	Is there registered Alumni Association for the institution? If yes, year of registration and number	Registration certificate to be verified	Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered	A	B	Advised to increase alumni meetings and to get more contributions.
18	Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated	Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	C	C	Advised to increase alumni meetings and to get more contributions.

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
19	Number of Alumni Association Chapters / meetings held during the last 2 years	1. Meeting minutes 2. Consolidated reports	Grade A, if 4 and above Grade B, if 2 and above Grade C, if one and below	B	B	Advised to increase alumni meetings and to get more contributions.
<b>Overall Grade</b>				B	B	
<b>VI-GOVERNANCE AND LEADERSHIP</b>						
<b>A</b>	<b>Institutional Vision and Leadership</b>					
1	Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words)	Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs	Grade A, if strategic plan is in action Grade B, if the mechanism is in planning stage Grade C, if nothing is available	A	A	Good
2	Explain the Institutional Practices like decentralization and participative management to show case effective leadership	1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only committees are constituted	A	A	Good
3	Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council	Grade A, if Staff Council meets regularly and implements resolutions through meetings Grade B, if Staff Council resolutions properly recorded Grade C, if Staff Council is formed	A	A	Good
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Institution achieves Grade A occasionally Grade C, if the Institution achieves B & C grades	A	A	Good
5	Number of RTI issues addressed	RTI file with applications, responses and registers	Grade A, if all the applications disposed within the stipulated time Grade B, if the applications are not disposed within the stipulated time Grade C, if record is not properly maintained	A	A	Good
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only hierarchy is presented Grade C, if Organogram is not prepared	B	C	Advised to maintain Organizational structure of the Institution
<b>B</b>	<b>Institutional e - governance</b>					
7	Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	A		
a)	Administration				A	Good
b)	Finance and Accounts					
c)	Student Admissions and support					
d)	Examinations					

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
C	<b>Faculty Empowerment Strategies</b>					
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	C	C	Advised the institution to extend financial support faculty.
9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized Grade C, if less than 3 programmes are organized	C	C	Advised the institution to Organize professional development / administrative training programs
10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	A	A	Good
11	Details of performance appraisal system designed by institution for Teaching and non- teaching staff	ASAR reports	Grade A, if more than 75% teachers are accredited at "Good" grade Grade B, if more than 50 % teachers are accredited at "Good" grade Grade C, if less than 50% teachers are accredited at "Good" grade	A	A	Good
D	<b>Financial Management and Resource Mobilization</b>					
12	Institutional mechanism for internal and external financial audits	1. Internal Audit Committee constitution Circular 2. Financial Audit Reports	Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained	B	B	Advised the institution to conduct internal and external financial audits regularly

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Principal	Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received	C	C	Advised to make efforts for getting more funds from NGO
<b>E</b> Internal Quality Assurance System						
14	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by IQAC for promoting quality culture per year	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted	Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C, if any 3 records or below are maintained	A	A	Good
15	Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.	Grade A, if ranked Grade B, if participated Grade C, if not participated	A	B	Advised to make efforts for NIRF rank.
<b>Overall Grade</b>						
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>						
Activities that teach values of the Institution						
A	Details of Activities by the Institution for	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	B	B	Advised improve safty and security measurers
	A) Promotion of gender equality and sensitization a)Safety and security b)Counselling c)Common Rooms for women students d)Details about sensitization activities					

S.N.o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
	<b>B) Environmental consciousness and sustainability</b> a)Solar energy, b)Sensor-based energy conservation, c)Use of LED bulbs/ power efficient equipment	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	B	C	Advised to make efforts to save Ergy
	<b>C) Waste Management</b> a)Solid waste management b)Liquid waste management c)Lab Waste management d)E-waste management	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	C	C	Advised to make efforts for Waste Management
	<b>D) Water Conservation</b> a)Rain water harvesting b)Borewell /Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	B	B	Advised to make efforts for Water Conservation
	<b>E) Green campus initiatives</b> a)Plastic free campus(Ban on the use of Plastics) b)Botanical garden c)Green house d)Green landscaping e)Green audit f)Battery vehicles	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	C	C	Advised to start Green campus initiatives
	<b>F) Divyangan friendly barrier - free environment</b> a)Ramps b)Railings c)Scribe for examination d)Provision of lift/Wheel chairs e) Alternative arrangements for Divyangan	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	B	B	Advised to Increase Divyangan friendly Measours
B	Initiatives for inculcating values					

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
2	<b>Cross cutting issues and value initiatives</b> a) Tolerance and harmony against several diversities i)Cultural ii) Regional iii)Linguistic iv) Communal v)Socio - Economic	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	B	B	Advised to increase more porgramms on Cross cutting issues and value initiatives
	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	Good
	c) Code of condct for students and teachers	Approved Policy & Report on implementation with details validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	Good
	d) Celebration of National and International commemorative days and festivals	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	A	A	Good
3	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a)Liberty, Equality, Fraternity, Justice b)Fundamental rights and duties c)Responsibilities of citizenship.	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	Good
C	<b>Best Practices</b>	Record of two best/innovative practices by the institution				
i.	i) Departmental Best Practices Reportin the NAAC prescribed format ii) Institutional Best Practice Report in the NAAC prescribed format	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	B	A	Good	
ii.						
D		<b>Institutional Distinctiveness</b>				
	Explain how distinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words	Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available	B	B	

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Sug gestions by Academic Advisors (AA*)
	Overall Grade			A	B	
	College Grade -			B		

Name & Signature of the Principal : Dr.G.GIRI BABU

Name & Signature of the Vice-Principal :

B.VENKATESULU REDDY

*B. Venkatesulu Reddy*  
PRINCIPAL  
SAS GOVT. DEGREE COLLEGE  
NARAYANAPURAM  
W.G.DT.-534407

Note: This format is to be filled by the Principal and submitted to the Academic Audit Team.

Name & Signatures of the Academic Advisors

1 *Giri* 30/08/22  
2 *DR. G. Vani* 30/08/22  
3 *N. Srinivasa Rao* 30/08/22  
DR. N. SRINIVASA RAO.

Academic & Administrative Audit of Degree Colleges (2020-21) Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )									
Zone: <u>II</u>		District: <u>Eluru</u>							
Name of the College and Address		S. S. Govt. Degree College, Narayangapuram.							
Name of the Lecturer		Dr. Konda. Ravi							
Name of the Subject		Telugu							
Date of Joining in Degree College/ Date		24/8/2008							
Date of Retirement:	30/6/2037								
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 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	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	$30 \times 3 = 90$	A	A	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	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		4. Lesson Plans	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught	a) Course wise/Sem wise additional inputs Reports	10	20	$20 \times 3 = 60$	A	A	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. Value added courses offered & completed	b) Report on Certificate/ Diploma	2x5=10					
		a) Certificate b) Diploma c) Any Online courses like MOOCs	c) Any Online courses like MOOCs						
3	Feedback system	Feedback on Curriculum by Students	Course wise/Sem wise	10	10	$10 \times 3 = 30$	A	A	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
		a) Collected b) Analyzed c) Action taken	a) Reports of Feedback b) Analysis Reports c) Action taken Report						
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>									
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	$20 \times 3 = 60$	A	A	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					
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	$50 \times 2 = 150$	A	A	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

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
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	$30 \times 3 = 90$	A	A	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) 2. Assignments-Critical, Innovative, text book and internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	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 10 5 5	30	$30 \times 3 = 90$	A	A	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
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	$30 \times 3 = 90$	A	A	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
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
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	$20 \times 3 = 60$	B	B	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 Guidance 6. Awards in recognition of research work		10 15 10 5 10 10	60	$35 \times 2 = 70$	B	B	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 CDR/ Consult. Report/ ITRA etc.)	Reports in the NAAC format Reports in the NAAC format	10 5+5	20	$20 \times 3 = 60$	A	A	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

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 (KWWGP) = KIGP X Wi	KWWGP as per Academic Advisor's grading	Guidelines
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	$20 \times 3 = 60$	A	A	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>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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. Nist usage f. Maintenance of Departmental Library	Log books related to usage	20	20	$20 \times 3 = 60$	A	A	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
<b>V - ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
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. Offering merit Scholarships 4. Organizing/ Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	$50 \times 3 = 150$	A	A	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	$20 \times 2 = 40$	B	B	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 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	$40 \times 3 = 120$	A	A	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	Reports in the NAAC format	20	20	$20 \times 3 = 60$	A	A	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      1340									

Name & Signature of the Principal

Name & Signatures of the Academic advisors

1) N. Srinivas Rao (DR. N. SRINIVASA RAO),  
2) Ganesh 29/7/22  
3) Ganesh 29/7/22

Zone:

District: Eluru

Name of the College and Address

SAS Govt. Degree College, Narayanapuram

Name of the Lecturer

P. BHASKARA RAO

Name of the Subject

HISTORY

Date of Joining in Degree College/Date

10.10.2006 — 06.08.2018

Date of Retirement:

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 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	A=3	90	A	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 b) Report on Certificate/ Diploma c) Any Online courses like MOOCs	10 2x5=10	20	A=3	30	A	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					
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>									
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	A=3	30	A	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					

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
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	B=2	100	B	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	B=2	60	B	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) ✓ 2. Assignments-Critical, Innovative, text book and Internet based ✓ 3. Involvement in Summative evaluation ✓ 4. Maintaining Marks Register & Result Analysis register. ✓	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 10 5 5	30	A=3	90	A	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
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	A=3	90	A	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 4) Below two=0/D

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 (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
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	—			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
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 Guidance 6. Awards in recognition of research work		10 15 10 5  10 10	60	A=3	30	C	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	10					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	B=2	40	B	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>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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	A=3	60	A	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
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									

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
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. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A=3 A=3 A=3 B=2	60 30 30 20	A	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	B=2	40	B	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 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	A=3	120	A	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	Reports in the NAAC format	20	20	B=2	40	B	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 1060 1050									

Name & Signature of the Principal

P. Bhaskara Rao (P. BHASKARA RAO) 29/08/2022  
Name & Signature of the faculty with date

B. Venkateswaran Advisor

Name & Signatures of the Academic advisors

1) N. Srinivas Rao (DR. N. SRINIVASA RAO),  
2)  
3) Gajala 29/08/22

Zone:

District:

Name of the College and Address

SAS GOVT DEGREE COLLEGE NARAYANA PURAM WEST GONAVARI

Name of the Lecturer

G NIRMALA TYOTHI

Name of the Subject

ECONOMICS

Date of Joining in Degree College/Date

17-1-2009

Date of Retirement: 31.12.2027

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 Design and Development to be considered)	Preperation and Implementaion 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	3	90	A	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/Earichment	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	2x5=10	20 10	3	30	A	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	A	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 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	3	30	A	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		3	30	A	

210

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
5	Teaching-Learning Process	<ul style="list-style-type: none"> <li>1. Report on student centered methods implemented (Course wise)</li> <li>2. Report on implementation of ICT in teaching and learning (Course wise)</li> <li>or</li> <li>Report on implementation of Computer/Internet assisted learning (Course wise)</li> <li>3. Report on the Use of LMS tools (Course wise)</li> <li>4. Contribution for the development of LMS in the concerned subject</li> <li>5. Report on innovative pedagogical Tools used</li> </ul>	Course wise/ Sem wise Reports	50	50	2	100	B	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	<ul style="list-style-type: none"> <li>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</li> <li>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</li> <li>3. Awards and recognition</li> <li>4. Participation in Short term/ Orientation /Refresher courses/FDPs</li> <li>5. E- Content Development /MOOCs (Massive Open Online Courses)</li> <li>6. Additional Qualifications acquired during the last two years</li> </ul>	Reports and Certificates	30	30	2	60	B	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	<ul style="list-style-type: none"> <li>1. Report on Formative Evaluation (CIE)</li> <li>2. Assignments-Critical, Innovative, text book and Internet based</li> <li>3. Involvement in Summative evaluation</li> <li>4. Maintaining Marks Register &amp; Result Analysis register.</li> </ul>	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 10 5 5	30	3	90	A	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
8	Student Performance and Learning Outcomes	<ul style="list-style-type: none"> <li>1. Announcement and Attainment of Course Outcomes</li> <li>2. Report on Student seminars/ Student demonstrations (Course wise)</li> <li>3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise)</li> <li>4. Report on Field trips (Course wise)</li> <li>5. Report on Student Study projects (Course wise)</li> </ul>	Course wise Reports	5x6=30	30	3	90 60	A AB	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/ 4) Below two=0/D

### III-RESEARCH, INNOVATIONS AND EXTENSION

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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
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Many Research Projects 2. Many Research Projects 3. Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	20	20	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
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 Guidance 6. Awards in recognition of research work		10 15 10 5 10 10	60	20	20	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
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) 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	10	20	20	20	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
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	1	40	B	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>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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. Nist usage f. Maintenance of Departmental Library	Log books related to usage	20	20	3	60	A	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
<b>V - ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									

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
14	Student Support	<ul style="list-style-type: none"> <li>1. Counseling of students as Mentor/ Class teacher</li> <li>a. Student Profile Collection      b. Semester wise updation and maintenance.</li> <li>2. Any other Study Material / Guidance</li> <li>a) Academic guidance for the advanced learner (offering suggestions/reference books)</li> <li>b) Handholding the slow learners (offering study material/ question banks)</li> <li>3. Offering merit Scholarships</li> <li>4. Organizing/Participation in Parent Teacher Meetings</li> </ul>	Reports in the NAAC format	20 10 10 10	✓ 50	3	150	A	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 2	60	B	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 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	2	120	A	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	Reports in the NAAC format	20	20	2	40	B	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									

Name & Signature of the Principal

B. Venkateswaran Rao, IIC

G. Nirmala, Jothi

Name & Signatures of the Academic advisor's

N. Srinivas Rao (Dr. N. SRINIVASA RAO)

Gd/ 29/2/22

Zone:	District:								
Name of the College and Address	SAS Government Degree College, Narsayampetram, ELURUDT, AP.								
Name of the Lecturer	K. Latha Sankar								
Name of the Subject	Political Science								
Date of Joining in Degree College/Date	20.06.2017.								
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 Designing and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan 2. Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	60	B	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 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a) Course wise/Sem wise additional inputs Reports	10	20	B	20	B	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. Value added courses offered & completed a) Certificate b) Diploma c) Any Online courses like MOOCs	b) Report on Certificate/ Diploma c) Any Online courses like MOOCs	2x5=10					
		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					
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>									
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	A	30	A	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					

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
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	A	150	A	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	C	10	C	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) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	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 10 5 5	30	A	90	A	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
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	A	90	A	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 4) Below two=0/D

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 (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
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	D	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
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 Guidance 6. Awards in recognition of research work		10 15 10 5 10 10	60	D	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
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	10	20	A	70	A	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	B	20	B	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>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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	A	60	A	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
<b>V. ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									

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
14	Student Support	1. Counseling of students as Mentor/ Class teacher 2. Student Profile Collection a. Semester wise updatation and maintenance. b. Semester wise 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. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	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	B	40	B	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 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	A	120	A	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>									
7	Best Practices	Identification and Contribution to	Reports in the NAAC format	20	20	A	60	A	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									

Name & Signature of the Principal

K. G. Sankar  
Lec. in Pd. Science

Name & Signatures of the Academic advisors

1) N. Srinivas Rao (DY. N. SRINIVASARAO)  
 2)  
 3)  
Gajalakshmi 29/8/22

Zone: 2

District: ELURU

Name of the College and Address

SAS GDC, Narayanaapuram

Name of the Lecturer

B PARVATHI

Name of the Subject

COMMERCE

Date of Joining in Degree College/Date

2016 2017

Date of Retirement:

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
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I-CURRICULAR ASPECTS

1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B = 2	60	B	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 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	a)Course wise/Sem wise additional inputs Reports	10	20	B = 2	40	B	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.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
		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					

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	A = 3	30	A	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					

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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	B=2	120	B	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	C=1	30	C	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) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	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 10 5 5	30	A = 3	90	A	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
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	A = 3	90	A	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

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>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
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	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
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 Guidance 6. Awards in recognition of research work		10 15 10 5 10 10	60	0	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
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	10	20	0	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
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	C = 1	20	C	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
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	A = 3	60	A	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

Name & Signature of the Principal

Name & Signatures of the Academic advisors

1) N.Srinivas - (DR.N.SRINIVASARAO)

2)  
3) GdW 29/3/22

Zone: II

District: Eluru

Name of the College and Address

SASJ GDC Narayanapuram

Name of the Lecturer

T. Lavanya

Name of the Subject

Commerce

Date of Joining in Degree College/Date

19.06.2021

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 Implementaion 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 Invitaion Letter & Attendance	2x5= 10 2x5= 10 10	30x2	B.	60	B	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	20x3	A	60	A	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	10x3	A	30	A	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 2. Course wise activities designed for Slow, Moderate and Advanced learners 1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	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 1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	10 2x5=10	20x3 10x3	A A	60 30	A A	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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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
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	B	40x2 80	B	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	0	0	D	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) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	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 10 5 5	30x3	A	90	A	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
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	30x3	A	90	A	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 4) Below two=0/D

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
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	○ ○	○ ○	D 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
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 Guidance 6. Awards in recognition of research work		10 15 10 5 10 10	60	○ ○	○ ○	D 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
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	○ ○	○ ○	D 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
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	20X3	A	60	A	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>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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	20X3	20	A	60	A	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**

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
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. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50X3	A	150	A	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	30X2	B	60	B	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 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	40X3	A	40X3 120	A	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	Reports in the NAAC format	20X3	20X3	A	60	A	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									
1,010									

Name & Signature of the Principal

Name & Signatures of the Academic advisors

1) DR. N. Srinivas Rao (DR. N. SRINIVAS RAO),  
2)  
3) Golu /29/2022

Zone: II

District: ELURU

Name of the College and Address	SAS Govt Degree college Nizamabad								
Name of the Lecturer	R. Mounika								
Name of the Subject	COMMERCE								
Date of Joining in Degree College/Date	03-12-2021				Date of Retirement:				
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 Design and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan 2. Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5=10	30X2	82 82	60	B+	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 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5=10					
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a) Course wise/Sem wise additional inputs Reports	10	20 X 3			A	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. Value added courses offered & completed a) Certificate b) Diploma c) Any Online courses like MOOCs	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 X 3	13	40	B+	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 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 X 3	13	30	A	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		10 X 3	13		

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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
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	B2	40X2 80	B	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	0	0	D	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) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	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 10 5 5	30 X3	A=3 30	90	A	1) All four key indicator Metrics =3 Grade point 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
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	30X3	A30	90	A	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 4) Below two=0/D

III-RESEARCH, INNOVATIONS AND EXTENSION

260

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
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 Ongoing OR Completed )	5 10 5	20	0	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
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 Guidance 6. Awards in recognition of research work		10 15 10 5 10 10	60	0	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
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	10	20	10	10	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
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 X 3	0=1	20	A	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
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 X 3	20	20 A=3	60	A	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

120

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
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise update 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. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	$50 \times 3$	50 $A = 3$	150	A	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	$30 \times 2$	$B = 2$ $(30)$ $20$	60 $(30)$ $20$	B	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 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	$40 \times 3$	$A = 3$ $40$	120 $40$	A	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	Reports in the NAAC format	20	$20 \times 3$	$A = 3$ <del>20</del>	60	A	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>									

Name & Signature of the Principal

Name & Signatures of the Academic advisors  
 1) N. Srinivas Rao (Dr. N. SRINIVASA RAO) 10/10  
 2)  
 3) Gopal 29/2/22

Zone: II

District:

Name of the College and Address

SAS GDC, Narayana Puram

Name of the Lecturer

S. Santhi Swarupa Rani

Name of the Subject

Mathematics

Date of Joining in Degree College/Date

7-08-17

Date of Retirement:

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
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#### I-CURRICULAR ASPECTS

1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	60	B	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 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	a)Course wise/Sem wise additional inputs Reports	10	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
		2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
		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		A	30	A	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	A	30	A	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					
						B	10	B	

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
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	A	150	A	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	—	—	D	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) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	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 10 5 5	30	A	90	A	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
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	A	90	A	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

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 (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
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 Ongoing OR Completed )	5 10 5	20	—	—	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
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	—	—	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
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) 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	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
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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	A B	60 40	B	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
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									

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
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. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	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	B	60	B	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 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	B	80	B	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	Reports in the NAAC format	20	20	A	60 (40)	A	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		930		

Name & Signature of the Principal

S.S.S. Rani

lec. in mathematics

B. Chubetan Patnaik

Name & Signatures of the Academic advisors

1) 2) 3) 6/29/22

Zone:

District:

Name of the College and Address

SAC Govt. Degree College, Narayanapuram,  
B. VENKATESULU REDDY

Name of the Lecturer

Name of the Subject

Date of Joining in Degree College/Date

15/07/2021

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 Implementaion 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 Invitaion Letter & Attendance	2x5= 10 2x5= 10 10	30	A	90	A	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	B	40	B	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	A	30	A	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 2. Course wise activities designed for Slow, Moderate and Advanced learners 1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	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 1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	10 2x5=10	20	A	60	A	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

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
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	A	150	A	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	A	90 60	B	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) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	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 10 5 5	30	A	90	A	1) All four key indicator Metrics =3 Grade points 2) Metrics 1, 2, 4=2 Grade points/B 3) Metrics 1, 2, 3 =1 Grade point/C 4) Below two=0/D
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	A	90	A	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 4) Below two=0/D

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 (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
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 Ongoing OR Completed )	5 10 5	20	D	O	O	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
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 Guidance 6. Awards in recognition of research work		10 15 10 5 10 10	60	D	O	O	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	A B	30 4D 20	A B	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	D	O	O	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>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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	A	60	A	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
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									

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
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. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	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	A	(90) 60	B	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 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	A	120	A	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	Reports in the NAAC format	20	20	ND	20	A	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	1130	1130	

Name & Signature of the Principal

B. Venkateswaran

The principal

B. Venkateswaran

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

Gd

1070  
1070

1070  
1070

Zone: II

District: West Godavari

Name of the College and Address	<u>SAST, GDC, NARAYANA PURAM</u>							
Name of the Lecturer	<u>SMT. GOVINDA HEPHIBAH</u>							
Name of the Subject	<u>CHEMISTRY</u>							
Date of Joining in Degree College/Date	<u>01.01.2003</u>			Date of Retirement:		<u>30.06.2036</u>		
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 Design and Development to be considered)	Preperation and Implementaion of	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	<u>A</u> 3	90	A	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
		1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS							
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20 10	3	30	A	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.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	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	<u>3</u>	<u>30</u>	<u>A</u>	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	<u>3</u>	60 30	A	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					

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
5	Teaching-Learning Process	<ul style="list-style-type: none"> <li>1. Report on student centered methods implemented (Course wise)</li> <li>2. Report on implementation of ICT in teaching and learning (Course wise) or</li> <li>Report on implementation of Computer/Internet assisted learning (Course wise)</li> <li>3. Report on the Use of LMS tools (Course wise)</li> <li>4. Contribution for the development of LMS in the concerned subject</li> <li>5. Report on innovative pedagogical Tools used</li> </ul>	Course wise/ Sem wise Reports	50	50	2 3	100 150	A	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	<ul style="list-style-type: none"> <li>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</li> <li>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</li> <li>3. Awards and recognition</li> <li>4. Participation in Short term/ Orientation /Refresher courses/FDPs</li> <li>5. E- Content Development /MOOCs (Massive Open Online Courses)</li> <li>6. Additional Qualifications acquired during the last two years</li> </ul>	Reports and Certificates	30	30	2	60	B	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	<ul style="list-style-type: none"> <li>1. Report on Formative Evaluation (CIE)</li> <li>2. Assignments-Critical, Innovative, text book and Internet based</li> <li>3. Involvement in Summative evaluation</li> <li>4. Maintaining Marks Register &amp; Result Analysis register.</li> </ul>	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  10  5  5	30	3	90	A	1) All four key indicator Metrics =3 Grade points/ 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2, 3 =1 Grade point/C 4) Below two=0/D
8	Student Performance and Learning Outcomes	<ul style="list-style-type: none"> <li>1. Announcement and Attainment of Course Outcomes</li> <li>2. Report on Student seminars/ Student demonstrations (Course wise)</li> <li>3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise)</li> <li>4. Report on Field trips (Course wise)</li> <li>5. Report on Student Study projects (Course wise)</li> </ul>	Course wise Reports	5x6=30	30	2	60	B	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 4) Below two=0/D

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
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	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
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	0	0	0	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	0	10	10	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	10	5 20	5	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>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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	3	60	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 4) Below two Indicators=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									

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
14	Student Support	<ul style="list-style-type: none"> <li>1. Counseling of students as Mentor/ Class teacher</li> <li>2. Student Profile Collection</li> <li>b. Semester wise update and maintenance.</li> <li>3. Any other Study Material / Guidance</li> <li>a) Academic guidance for the advanced learner (offering suggestions/reference books)</li> <li>b) Handholding the slow learners (offering study material/ question banks)</li> <li>3. Offering merit Scholarships</li> <li>4. Organizing/Participation in Parent Teacher Meetings</li> </ul>	Reports in the NAAC format	20 10 10 10	50	3	150	A	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	2 3	60 90	B	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 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	2 3	120 80	A	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	Reports in the NAAC format	20	20	3	60	A	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		960	A	

Name & Signature of the Principal

Henzgash  
& Academic Advisor

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

Gaj/ 1035

Academic & Administrative Audit of Degree Colleges (2020-21)

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

Zone:

District:

Name of the College and Address

SAS GOVT. DEGREE COLLEGE, NARAYANA PURAM, WEST GODAVARI

Name of the Lecturer

CH. J. HANSI LAKSHMI

Name of the Subject

Channal English

Date of Joining in Degree College/Date

01-03-2003

Date of Retirement:

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
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I-CURRICULAR ASPECTS

1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implemenataion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	3	90	A	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 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	a)Course wise/Sem wise additional inputs Reports	10	20	10	30	A	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.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
		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	A

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	3	60	A	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					

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
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	B	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	B	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) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register	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 10 5 5	30	3	90	A	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
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	B	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

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
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5	20	0	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
		2. Major Research Projects		10					
		3. Consultancy Projects		5					
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes		10	60	0	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
		2. Books published as single author		15					
11	Extension Activities	3. Books published as Co-Author		10	20	0	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
		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					
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	5. Research Guide ship		10		0	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
		6. Awards in recognition of research work		10					
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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	5 30	C	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
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									

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
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise update 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. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150	A	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	2 3	60 90	B	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 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	2	80	B	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	Reports in the NAAC format	20	20	2	60 960	A	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		960	A	

Name & Signature of the Principal

**Name & Signatures of the Academic advisor:**

1  
2  
3

Gdu

935

Zone:

District:

SAS GAR Narayananpuram  
SHAIK. AATSLA  
Botany

Name of the College and Address

SAS GAR Narayananpuram  
SHAIK. AATSLA  
Botany

Name of the Lecturer

SAS GAR Narayananpuram  
SHAIK. AATSLA  
Botany

Name of the Subject

Date of Joining in Degree College/Date

14/07/2021

Date of Retirement:

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
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I-CURRICULAR ASPECTS

1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	A	90	A	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 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	a)Course wise/Sem wise additional inputs Reports	10	20	B	40	B	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.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
		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					
3	Feedback system			10	10	A	30	A	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	A	60	A	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					

Zone:

District:

Name of the College and Address

SAS GAR Narayanapuram

Name of the Lecturer

SHAIK. AATSHA

Name of the Subject

Batany

Date of Joining in Degree College/Date

14/07/2021

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 Implementaion 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 Invitaion Letter & Attendance	2x5= 10 2x5= 10 10	30	A	90	A	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	B	40	B	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	A	30	A	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 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	A	60	A	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		A			

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
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	B	150	B	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	B	60	B	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) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register	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 10 5 5	30	A	60	A	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
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	A	60	A	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 4) Below two=0/D

### 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 (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
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5	20	D	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
		2. Major Research Projects		10					
		3. Consultancy Projects		5					
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 Guideanship 6.Awards in recognition of research work		10	60	D	0	0	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	10					
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	C	05 20	C	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>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classrooms c. Use of Labs d. Use of Library e. Nlist usage f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	A	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
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									

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
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise update 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. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	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	C	30	C	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 ✓ 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	C	40	B	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	Reports in the NAAC format	20	20	A	60	A	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	A	

Name & Signature of the Principal

B. Ankushwar Patel

Name & Signatures of the Academic advisors

1)  
2)  
3)  
Gad

925

Mr. Aish  
Lecturer in Botany

Zone:

District:

Name of the College and Address

SAS Govt. Degree College, Nizamabad

Name of the Lecturer

R. RAJU

Name of the Subject

Zoology

Date of Joining in Degree College/Date

8/9/2015

Date of Retirement:

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
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**I-CURRICULAR ASPECTS**

1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Designing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	A	90	A	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 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	a)Course wise/Sem wise additional inputs Reports	10	20	B	40	B	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.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
		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					

**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	A	60	A	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					

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
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	A	150	A	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	B	60	B	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) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register	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 10 5 5	30	A	90	A	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
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
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 (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
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	D	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
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 Guidance 6. Awards in recognition of research work		10 15 10 5 10 10	60	D	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
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	10					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	A	60	B	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
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	A	60	A	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

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
14	Student Support	1. Counseling of students as Mentor/ Class teacher 2. Student Profile Collection b. Semester wise update 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. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	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	B	60	B	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 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	A	120	A	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
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	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	A	1180	A	

Name & Signature of the Principal

B. Venkateswaran

Name & Signatures of the Academic advisors

1)  
2)  
3)

Golu 29/8/22 1150

Academic advisor

Government of Andhra Pradesh  
 Commissionerate of Collegiate Education  
 Academic & Administrative Audit of Degree Colleges (2020-21)  
 Format - III B (To be Filled by Faculty and handed over to Academic Advisor)

FORMAT - III(b) ACADEMIC AUDIT FORMAT FOR PHYSICAL DIRECTORS

Zone:

Name of the College and Address

Name of the Lecturer

Name of the Subject

Date of Joining in Degree

District:

SAS Govt. Degree college - Narayana Puram,  
 DR. D.S. Rao Harrison bau  
 Physical Education.  
 (2 - 10 - 21)

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;	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	Date of Retirement:	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curriculum for various Games & Sports	Syllabus for Various Games&Sports taught	Records for the Academic Year	20	50	B B A	150	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicators =1 Grade point/C	
		Lesson plans for Teaching/Coaching	Records for support	20						
		Time Table/Schedules	Records for support	10						
2	Teaching/Coaching Diary	Day wise or Session wise 1.Track &Field 2.Games 3.Yoga or any others Event	Class /course wise Validation by IQAC and verified by Principal	30	30	B	60	B	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	Reports of Various events conducted in the College	1.Intramural Competitions 2.Invitation tournaments 3.Inter-Collegiate tournaments 4.National Sports Day 5.International Day of Yoga	Registers and Records event wise Validation by IQAC and verified by Principal	50	50	A A A A	150	A	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	Being invited to give coaching for teams	1. University level teams	Letter of appointment and attendance certificates	5	20	5 5	20	B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B	
		2.State teams 3.National	Letter of appointment and attendance certificates	5 10						

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;	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
5	Being nominated as Manager for teams/Member of the selection Committee	1.University 2.State teams 3.National	Letter of appointment and Attendance certificates	10	10	A	30	A	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
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures /certificate courses in Yoga ,Fitness etc.organized. 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition(Stat/National level) 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. Additional Qualifications acquired during the academic year	Reports and Certificates Validation by IQAC and verified by Principal	50	50	50	150	A	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
7	Institution /students Participation in External competitions	Invition tournaments Inter-Collegiate tournaments Inter University tournaments National level tournaments, International level tournaments	Course wise/year wise reports /Records Validation by IQAC and verified by Principal	10 10 10 10 10	50	10 10 10 10 10	40X3	120 A	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
8	Utilization of Sports and Physical Infrastructure by students	1. Play Courts/Fields/ Equipment 2. Indoor facilities 3.Gymnasium 4.Yoga Hall	Log Books related to Usage Validation by IQAC and verified by Principal	10 10 10 10	40	10 10 10 10	- 120	A	1)All four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B

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;	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
9	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 1 publication in Scopus or UGC -CARE Listed journals/ Any book with ISBN shall be considered)	Reports and Certificates Validation by IQAC and verified by Principal	10 15 10 5  10 10	60  10  10	—  —  10	—  —  10	D  D  0	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
10	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University Sports Department/ Sports Industry/District Sports Authority or Any other Sports Agency 2.Fitness Clubs	Reports and Certificates Validation by IQAC and verified by Principal	10	10	10	D	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
11	Up - gradation of Sports and Physical training Infrastructure with scientific and technological inputs .	a. Up gradation of Infrastructural facilities in the Department/College b. Play Courts and fields&Equipment c. Gym &Fitness centre d. Yoga & Meditation Hall e. Indoor stadium f. Physio Fitness Labs g. Maintenance of Departmental Library	Reports and Documents Validation by IQAC and verified by Principal	60	60	60	44 71 44 120	A	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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12	Student Feedback	Feedback on Curriculum/Activities /Course wise students A) Collected B) Analyzed C) Action taken	Course wise /Sem wise a) Reports of feed back b) Analysis Report c) Action taken Report Validation by IQAC and verified by Principal	30	30	Yr - A Yr - A	90	-A	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
13	1.Assistance in College administration 2.Governance related work including work done during admissions, 3.Disciplinary aspects, 4.examinations and 5.extracurricular activities	Report on involvement in various administrative works /Assignments	Reports and Letters Validation by IQAC and verified by Principal	20	20	Yr A Yr A Yr A Yr 1	60	-A	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
14	Best Practices	Identification and Contribution to a)The Department b)The Institution c)Helping the Institution for developing discipline and values system	Reports and Log Books Validation by IQAC and verified by Principal	20	20	Yr. A	60	-A	1)All Three key indicators =3 Grade points/A 2)Any two key indicator =2 Grade points/B 3)Any one Indicator=1 Grade point/C

Total Grade points

500

Name & Signature of the Principal

DR. P.S. RAJA MARSiON BABU.  
Lr: in physical Education.

Name & Signatures of the Academic advisors

1)  
2)  
3) 6/29/22

B. Gurukulam Reddy

Zone:

Name of the College and Address

Name of the Lecturer

Name of the Subject

Date of Joining in Degree College/Date

Date of Retirement:

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
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I-CURRICULAR ASPECTS

1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	Preperation and Implemenataion 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	20 (A)			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
		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	Course wise/Sem wise additional inputs Reports b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5= 10		10 (B)			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	Curriculum Flexibility/Enrichment	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	10 (A)			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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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	10(A)			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		10(A)			

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
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	40 (A)			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	20 (A)			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) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	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 10 5 5	30	30 (A)			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
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	30 (A)			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

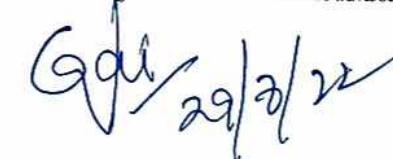
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A=3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
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 (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
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 Guidance 6. Awards in recognition of research work		10 15 10 5 10 10	60	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
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	10 (A) 5 (B)			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 (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
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
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	20 (A)			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
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									

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
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. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	50 (A)			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	30 (A)			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 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	30 (A)			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	Reports in the NAAC format	20	20	0 (D)			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									

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)



Government of Andhra Pradesh  
Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2020-21)

Format - IV : Action Taken Report (To be filled by the Principal)

Name of the College, Place, District: SAS GOVERNMENT DEGREE COLLEGE, NARAYANAPURAM, ELURU DISTRICT  
Date of Audit Conducted: 29-8-2022 & 30-8-2022

	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS	<p>B-Satisfactory</p> <p>The Institution is advised to take feedback from Alumni and Parents.</p> <p>The institution is advised to start PG courses and market oriented UG Courses</p>	<p>Feedback is collected from the said stakeholders and analysed</p> <p>Proposal Submitted to CCE</p>
II	TEACHING, LEARNING & EVALUATION	<p>B-Satisfactory</p> <p>The Institution is advised to improve student admissions</p> <p>The Institution is advised to represent to the Honorable CCE for sanctioning Principal post to the college .</p> <p>Advised all the Lecturers to enroll in MOOCS</p>	<p>Initiated</p> <p>Representation Submitted to CCE</p> <p>Initiated</p>
III	RESEARCH, INNOVATIONS AND EXTENSION	<p>C-</p> <p>The Institution is advised to focus on Research</p>	<p>Efforts are being made and some publications are brought out</p>
IV	INFRASTRUCTURE & LEARNING RESOURCES	<p>B-Satisfactory</p> <p>The Institution is advised to represent to the Honorable CCE for appointing the Librarian post to the college</p>	<p>APPO Engaged a guest faculty as the Librarian</p>
V	STUDENT SUPPORT AND PROGRESSION	<p>B-Satisfactory</p> <p>Advised to conduct more programmes involving alumni and to tap more resources from alumni</p> <p>Advised the JKC to conduct more Job fairs to increase the employability of students</p>	<p>Initiated</p> <p>conducted in association with CCE .</p>

VI	GOVERNANCE AND LEADERSHIP	A- GOOD The institution is advised to initiate Faculty Empowerment Strategies	Implemented more no of teachers attended various Trainings
VII	INSTITUTIONAL VALUES AND BEST PRACTICES	B-Satisfactory The institution is advised to Start Green Campus Initiatives and Waste management practices	Green campus initiatives are taken up and reduction of plastic usage implemented
VIII	2018-19 AAA RECOMMENDATIONS IS ACTION TAKEN AS PER THE RECOMMENDATIONS ? IF NOT, STATE THE REASONS ?	Reviewed the recommendations	
		Action taken and ATR was submitted to CCE	
		-	
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	Presently at B grade and preparation is started for 2 <sup>nd</sup> cycle of NAAC Assessment.	
X	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	Participated	
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE	Recommended to sanction the Principal post and to appoint librarian to further strengthen the college	
XII	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE	Recommended to sanction Principal post which is essential for obtaining better NAAC grade.	
XIII	SUGGESTIONS TO RESOLVE	to represent to the Honorable CCE for sanctioning Principal post to the college and to appoint Regular Librarian to the college	
XIV	FEED BACK	Satisfactory	

AA\* : Academic Advisor

Name & Signature of the Vice - Principal

Date:

*B. Chukkattu Reddy*  
PRINCIPAL  
SAS GOVT. DEGREE COLLEGE  
NARAYANAPURAM  
W.G.DT.-534407

Academic advisory

1. G. Gud 30/07/22 DR. G. VANI  
2. N. Srinivas Rao 30/08/22  
(DR. N. SRINIVASA RAO)

Government of Andhra Pradesh  
Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2020-21)

Format - IV : Action Taken Report (To be filled by the Principal)

Name of the College, Place, District: SAS GOVERNMENT DEGREE COLLEGE, NARAYANAPURAM, ELURU DISTRICT  
Date of Audit Conducted: 29-8-2022 & 30-8-2022

	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS	<p>B-Satisfactory</p> <p>The Institution is advised to take feedback from Alumni and Parents.</p> <p>The institution is advised to start PG courses and market oriented UG Courses</p>	
II	TEACHING, LEARNING & EVALUATION	<p>B-Satisfactory</p> <p>The Institution is advised to improve student admissions</p> <p>The Institution is advised to represent to the Honorable CCE for sanctioning Principal post to the college .</p> <p>Advised all the Lecturers to enroll in MOOCs</p>	
III	RESEARCH, INNOVATIONS AND EXTENSION	<p>C-</p> <p>The Institution is advised to focus on Research</p>	
IV	INFRASTRUCTURE & LEARNING RESOURCES	<p>B-Satisfactory</p> <p>The Institution is advised to represent to the Honorable CCE for appointing the Librarian post to the college</p>	
V	STUDENT SUPPORT AND PROGRESSION	<p>B-Satisfactory</p> <p>Advised to conduct more programmes involving alumni and to tap more resources from alumni</p>	

		Advised the JKC to conduct more Job fairs to increase the employability of students	
VI	GOVERNANCE AND LEADERSHIP	A- GOOD The institution is advised to initiate Faculty Empowerment Strategies	
VII	INSTITUTIONAL VALUES AND BEST PRACTICES	B-Satisfactory The institution is advised to Start Green Campus Initiatives and Waste management practices	
VIII	2018-19 AAA RECOMMENDATIONS IS ACTION TAKEN AS PER THE RECOMMENDATIONS ? IF NOT, STATE THE REASONS ?	Reviewed the recommendations Action taken and ATR was submitted to CCE -	
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	Presently at B grade and preparation is started for 2 <sup>nd</sup> cycle of NAAC Assessment.	
X	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	Participated	
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE	Recommended to sanction the Principal post and to appoint librarian to further strengthen the college	
XII	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE	Recommended to sanction Principal post which is essential for obtaining better NAAC grade.	
XIII	SUGGESTIONS TO RESOLVE	to represent to the Honorable CCE for sanctioning Principal post to the college and to appoint Regular Librarian to the college	
XIV	FEED BACK	Satisfactory	

AA\* : Academic Advisor

Name & Signature of the Vice - Principal

Date:

*B. Venkatesh Reddy*  
PRINCIPAL 30/09/2018  
SAS GOVT. DEGREE COLLEGE  
NARAYANAPURAM  
W.G.O.T. - 534407

Academic advisor  
1. *Ggi* Dr. G. Vani  
2. *DR. N. Srinivasa Rao*  
(Dr. N. Srinivasa Rao)

Government of Andhra Pradesh  
Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2020-21)

Format - IV : Action Taken Report (To be filled by the Principal)

Name of the College, Place, District: SAS GOVERMENT DEGREE COLLEGE, NARAYANAPURAM, ELURU DISTRICT

Date of Audit Conducted: 29-8-2022 & 30-8-2022

	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS	<p>B-Satisfactory</p> <p>The Institution is advised to take feedback from Alumni and Parents.</p> <p>The institution is advised to start PG courses and market oriented UG Courses</p>	
II	TEACHING, LEARNING & EVALUATION	<p>B-Satisfactory</p> <p>The Institution is advised to improve student admissions</p> <p>The Institution is advised to represent to the Honorable CCE for sanctioning Principal post to the college .</p> <p>Advised all the Lecturers to enroll in MOOCS</p>	
III	RESEARCH, INNOVATIONS AND EXTENSION	<p>C-</p> <p>The Institution is advised to focus on Research</p>	
IV	INFRASTRUCTURE & LEARNING RESOURCES	<p>B-Satisfactory</p> <p>The Institution is advised to represent to the Honorable CCE for appointing the Librarian post to the college</p>	
V	STUDENT SUPPORT AND PROGRESSION	<p>B-Satisfactory</p> <p>Advised to conduct more programmes involving alumni and to tap more resources from alumni</p> <p>Advised the JKC to conduct more Job fairs to increase the employability of students</p>	

VI	GOVERNANCE AND LEADERSHIP	A- GOOD The institution is advised to initiate Faculty Empowerment Strategies	
VII	INSTITUTIONAL VALUES AND BEST PRACTICES	B-Satisfactory The institution is advised to Start Green Campus Initiatives and Waste management practices	
VIII	2018-19 AAA RECOMMENDATIONS	Reviewed the recommendations	
	IS ACTION TAKEN AS PER THE RECOMMENDATIONS ?	Action taken and ATR was submitted to CCE	
	IF NOT, STATE THE REASONS ?	-	
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	Presently at B grade and preparation is started for 2 <sup>nd</sup> cycle of NAAC Assessment.	
X	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	Participated	
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE	Recommended to sanction the Principal post and to appoint librarian to further strengthen the college	
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XIII	SUGGESTIONS TO RESOLVE	to represent to the Hon arable CCE for sanctioning Principal post to the college and to appoint Regular Librarian to the college	
XIV	FEED BACK	Satisfactory	

AA\* : Academic Advisor

Name & Signature of the Vice - Principal

Date:

*B. Venkateswara Reddy*  
PRINCIPAL  
SAS GOVT. DEGREE COLLEGE (Autonomous)  
NARAYANAPURAM  
W.G.D.T.-534407

Academic advisor  
 1. G. Vani 30/8/22, DR. G. Vani  
 2. N. Srinivas Rao 30/08/22  
 DY. N. SRINIVASARAO.

**Government of Andhra Pradesh  
Commissionerate of Collegiate Education**

**Academic & Administrative Audit of Degree Colleges (2020-21)**

**Format - IV : Action Taken Report (To be filled by the Principal)**

Name of the College, Place, District: SAS GOVERNMENT DEGREE COLLEGE, NARAYANAPURAM, ELURU DISTRICT  
Date of Audit Conducted: 29-8-2022 & 30-8-2022

	<b>Criteria</b>	<b>Recommendations by AA*</b>	<b>Action Taken</b>
I	CURRICULAR ASPECTS	<p style="text-align: center;">B-Satisfactory</p> <p>The Institution is advised to take feedback from Alumni and Parents.</p> <p>The institution is advised to start PG courses and market oriented UG Courses</p>	
II	TEACHING, LEARNING & EVALUATION	<p style="text-align: center;">B-Satisfactory</p> <p>The Institution is advised to improve student admissions</p> <p>The Institution is advised to represent to the Honorable CCE for sanctioning Principal post to the college .</p> <p>Advised all the Lecturers to enroll in MOOCS</p>	
III	RESEARCH, INNOVATIONS AND EXTENSION	<p style="text-align: center;">C-</p> <p>The Institution is advised to focus on Research</p>	
IV	INFRASTRUCTURE & LEARNING RESOURCES	<p style="text-align: center;">B-Satisfactory</p> <p>The Institution is advised to represent to the Honorable CCE for appointing the Librarian post to the college</p>	
V	STUDENT SUPPORT AND PROGRESSION	<p style="text-align: center;">B-Satisfactory</p> <p>Advised to conduct more programmes involving alumni and to tap more resources from alumni</p> <p>Advised the JKC to conduct more Job fairs to increase the employability of students</p>	

VI	GOVERNANCE AND LEADERSHIP	A- GOOD The institution is advised to initiate Faculty Empowerment Strategies	
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VIII	2018-19 AAA RECOMMENDATIONS IS ACTION TAKEN AS PER THE RECOMMENDATIONS ? IF NOT, STATE THE REASONS ?	Reviewed the recommendations Action taken and ATR was submitted to CCE -	
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	Presently at B grade and preparation is started for 2 <sup>nd</sup> cycle of NAAC Assessment.	
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XIV	FEED BACK	Satisfactory	

AA\* : Academic Advisor

Name & Signature of the Vice - Principal

Date:

*B. Venkateswara Rao*  
PRINCIPAL  
SAS GOVT. DEGREE COLLEGE  
NARAYANAPURAM  
W.G.DT.-534407  
801811

Academic advisor & DVI  
1. *Gali* DR. G. Vani  
30/08/22  
2. *N. Srinivas Rao* 30/08/22  
DY. N. SRINIVASA RAO