Format-II (Institutional Data Cum Academic Advisor's Grading)

S.No.	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*)
			I-CURRICULAR ASPECTS			
A			**Curricular Planning and Implementation**			
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 cources offered; Grade B, if 40%-60% of modification in syllabi of all cources offered; Grade C, if less than 40% modification in syllabi of all cources 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	
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 A	
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	A	B	Suggested to Conduct More certificate courses.
B			**Academic Flexibility & Curriculaum Enrichment**			
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	A	B A	
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	Suggested to enroll all the faculties in MOOCS

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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	
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	Need to improve
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	A	A .	
	Overall Grade			A	B A	
			II-TEACHING, LEARNING & EVALUATION			
A			**Student Enrolment and Profile**			
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	A	A .	
2	Demand Ratio (Group wise) **(No.of applications received/ Sanctioned Seats)** (Overall ratio)	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	A	B A	
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) (Seats earmarked / Seats filled)	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	
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	
B			**Catering to Student Diversity**			
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	A	B	Suggested to take efficient methods measures to slow learner

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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	A	A	
7	Student - full time teacher ratio for the last 2 years **Total no. of students enrolled in the institution/ Total no. of full time teachers**	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	A	A	
C			**Teaching Learning Process**			
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	A	A	
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	A	A	
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	A	A	
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	A	A	
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	A	B A	
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	
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	A	A	

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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	A	B	
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	Suggested to contribute CCE LMS
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 to enroll into 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	
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)	C	C	Advised To Conduct more Cultural & Sports events
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	C	—	
D			**Teacher Profile Quality**			
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	
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	
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	Suggested 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 5per year) Grade C, if District and College level events are organized (at least 5per year)	C	C	Suggested to conduct more Seminars Workshops

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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 5per year) Grade C, if District and College level events are attended (at least 5per year)		C	Suggested to attend more national / International Seminars.

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E			Evaluation Process and Reforms			
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	A	A	
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	
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% fStudents pass percentage is achieved	A	A	
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	
F			Student Performance and Learning Outcomes			
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	Suggested Prepar PO/C in prescri NAAC for
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	C	C	//

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G			**Student Satisfaction Survey**			
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	A	
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	Need to improve
	Overall Grade				A	
			III-RESEARCH, INNOVATIONS AND EXTENSION			
A			**Promotion of Research and Facilities**			
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	Suggested apply research cent
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	Need to improve
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	C	C	Need t
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	improve Suggested apply for research project
B			**Resource Mobilization for Research Purpose**			
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	
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	1/

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7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entreprenuership 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.	B	B	Suggeste to register Under innov Portal
C			**Research Publicaton and Awards**			
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	Need to improve
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	Need to improve
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	Need to improve
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	Need n improv
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	Need t improe
13	Awards and Achievments 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	Need L improv
D			**Extension Activities**			
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	B	B	.

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15	Number of extension programmes conducted in colloboration 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	A	A	
16	No. of Awards and Recognitions rceived 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	.
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	Suggested increase student Participa...

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E			**Consultancy and Collaboration**			
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	
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	A	A	
	B. Student Exchange		Grade A, if more than 5 Students exchanged Grade B, if 2 Student exchanged Grade C, if no Student exchanged	A	A	
	C. CSP & Internship	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Grade A, if more than 100% Students attended Grade B, if 70% Students attended Grade C, if 50% Students attended	A	A	
	D. Field trips		Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A	A	
	E. OJTs		Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	C	C	
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			
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	A	A C	Advised to conduct 2nd and workshops
	Overall Grade				C	Need improve

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	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	A	A	
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resourses 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	B	B	
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	
B			IT Infrastructure			
4	Details of procedures for maintianing 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	B	B	
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	
	Overall Grade				B	

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			V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)			
A			**Student Support**			
1	Percentage of Students benefited by scholarships & free ships for the last two years			B	β	
	a) Government	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			
	b) Institution					
	c) Non - Governmental bodies					
	d) Industries					
	e) Individuals					
	f) Philanthropists					
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years			A	A	
	a) Soft Skills	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) Language and Communication Skills					
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)					
3	d) ICT/ Computer Skills 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	Need to improve
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	A	

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5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research plaforms 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	Need to improve
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 harrassment 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	
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	C	C	need to iv
B			**Student Progression**			
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 avilable Grade C, if no record is maintained	A	A	
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 avilable Grade C, if no record is maintained	A	A	
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 avilable Grade C, if no record is maintained	C	C	
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 avilable Grade C, if no record is maintained	C	C	Suggest To focu on coach for comp
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	

S.No.	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*)
C			**Student Participation and Activities**			
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			
	a) University Level			B	B	
	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	A	B	
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	C	C	Advised increase,
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	C	C	
D			**Alumni Engagement**			
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	A	
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	

S.No.	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*)
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	A	A	
	Overall Grade				B	
**VI-GOVERNANCE AND LEADERSHIP**						
A	**Institutional Vision and Leadership**						
1	Mechanism of achieving the Vision and Mission of the Insitution (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	
2	Explain the Insitutional Practices like de-centralization 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	
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	
4	Implementation of OTLP	Grade report	Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Insitution achieves Grade A ocassionally Grade C, if the Instituion achieves B & C grades	A	A	
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 applicatons are not disposed within the stipulated time Grade C, if record is not properly maintained	A	A	
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only heirarchy is presented Grade C, if Organogram is not prepared	A	A	
B	**Institutional e - governance**						
7	Implementation of e - governance in a) Administration b) Finance and Accounts c) Student Admissions and support d) Examinations	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	

S.No.	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*)
C			**Faculty Empowerment Strategies**			
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	
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	A	A	
10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Develelopment 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	
11	Details of performance appraisal system designed by instituion for Teaching and non- teaching staff	ASAR reports	Grade A, if more than 75% teachers are accreditated at "Good" grade Grade B, if more than 50 % teachers are accreditated at "Good" grade Grade C, if less than 50% teachers are accreditated at "Good" grade	A	A	
D			**Financial Management and Resource Mobilization**			
12	Institutional mechanism for internal and external financial audits	1. Internal AuditCommittee 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	
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Princpal	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	Suggested to put effort for more fund from Andhra Commanday.

S.No.	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*)
E			**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	
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	B	B	
	Overall Grade				B	
			VII-INSTITUTIONAL VALUES AND BEST PRACTICES			
A			**Activities that teach values of the Institution**			
1	Details of Activities by the Institution for **A) Promotion of gender equality and sensitiztion** 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	A	A	
	B) Environmental consciousness and sustainability 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	B	

S.No.	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*)
	C) Waste Management 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	Need to imp
	D) Water Conservation 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	
	E) Green campus initiatives 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	B	B	
	F) Divyangan friendly barrier - free environment 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	
B	Initiatives for inculcating values					
2	Cross cutting issues and value initiatives 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	A	A	
	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	
	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	

S.No	Item	Records to be verified	Bench Marks	by the Institution	Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	h/Suggestions by Academic Advisors (AA*)
	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	
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	
C	Best Practices	Record of two best/innovative practices by the institution		A	A B	
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	B	
ii.						
D			**Institutional Distinctiveness**			
	Explain how disctinct 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	
	Overall Grade				B	

College Grade - B.

Name & Signature of the Principal :

Name & Signature of the Vice- Principal :

(P. RAMA CHANDRUDU)

Name & Signatures of the Academic Advisors
1 P. Ramachandr
2 K.Nagabhushan Reddy. (NBR)
3

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

Zone:			District:							

the College and Address	SAS Government Degree College Narayanapuram								
the Lecturer	Dr. K. Ravi								
the Subject	Telugu								
Joining in Degree College/Date	24-08-2005						Date of Retirement:		

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 Acdemic Advisor's grading	Guidelines
I-CURRICULAR ASPECTS								
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	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	A	90	90	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		Course wise/Sem wise Records for the Academic Year	2x5= 10					
	5. Active Participation in BOS	Invitaion Letter & Attendance	10					
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	10	20	A	60	40	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
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	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
II-TEACHING, LEARNING & EVALUATION								
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	40	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		A	—	—	

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 Acdemic 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	100	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. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90	60	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 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	90	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 presentaion (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	60	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	Weightage (Wi) for Key Indicator	Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Weighted Grade Points (KIWWGP) = KIGP X Wi	per Acdemic Advisor's grading	Guidelines
		III-RESEARCH, INNOVATIONS AND EXTENSION							
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	—	—	—	1)All three key indicators =3 Grade points/ 2)Any two key indicators =2 Grade points/I 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)		10 15 10 5	60				1)Any three key indicators =3 Grade points/ 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		5.Research Guideship 6.Awards in recognition of research work		10 10		A	180	20	
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A	30	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		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	5+5		A	30		
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	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
		IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES							
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	60	1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/ 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D

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	Weightage (Wi) for Key Indicator	Grade Points (KIGP) (A=3; B=2; C=1; D=0)	Weighted Grade Points (KIWWGP) = KIGP X Wi	per Aedemic Advisor's grading	Guidelines
		V- ROLE IN STUDENT SUPPORT AND PROGRESSION							
4	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10 50		A	150	100	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	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN INSTITUTIONAL GOVERNANCE							
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		VII - BEST PRACTICES							
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20 20		A	60	40	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			3x500=1500	A	1050	(990)	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

1) P. Ramachand— 22/11/2023
2) K. Nagaldulshan Reddy. (st)
3)

Zone:				District:						
Name of the College and Address		SAS College SAS SDX								
Name of the Lecturer		MSK Krishna Jlott. P Bhaskar Rao								
Name of the Subject		HISTORY								
Date of Joining in Degree College/Date		9-5-23							Date of Retirement:	

S.No	Key Indicater	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 Acdemic Advisor's grading	Guidelines
		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	90	1)All five key indicators =3 Grade points/A 2)Any four key indicators 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	C	10	20	1)All three key indicators =3 Grade points/A 2)Any two key indicators 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	A	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators 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	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators 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	6	—	

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No.	Criterion	Key Indicators	Documents	Max Marks		Grade			Grading Scale
5	Teaching-Learning Process	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	100	100	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. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	B	60	60	1)Any five key indicators =3 Grade points/A 2)Any three key indicator Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10	30	A	90	60	1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		2. Assignments-Critical, Innovative, text book and Internet based		10					
		3 Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	60	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 Grade point/C 4) Below two=0/D
	III-RESEARCH, INNOVATIONS AND EXTENSION								
	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		—		—	1)All three key indicators =3 Grade points/A 2)Any two key indicators
		2 Major Research Projects		10					

#	Criteria	Indicators	Documents	Max	Max	Grade	Points	Points	Grading Scheme
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)		10 15 10 5	60	C	10	—	1)Any three key indicators =3 Grade points/A 2)Any two key indicators Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		5. Research Guideship 6. Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	—	—	—	1)All three key indicators =3 Grade points/A 2)Any two key indicators Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		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	5+5					
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	20	20	1)All three key indicators =3 Grade points/A 2)Any two key indicators Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d Use of Library e. Nlist usage f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	60	1)Any four key indicators =3 Grade points/A 2)Any three key indicators 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									

No	Criterion	Description	Evidence	Max	Score	Grade	Points	Awarded	Grading Scale
14	Student Support	a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	10 10 10 50		A	150	100	1)All Four key indicators =3 Grade points/A 2)Any Three key indicat =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	60	1)All three key indicators =3 Grade points/A 2)Any two key indicator Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN INSTITUTIONAL GOVERNANCE							
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	80	1)All Four key indicators =3 Grade points/A 2)Any Three key indicat =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		VII - BEST PRACTICES							
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20 20		A	60	40.	1)All Two key indicators =3 Grade points/A 2)Any one key indicator Grade points/B 3)No Indicator=0/D
		Total Grade points		500				(860)	

Name & Signature of the Principal

Name & Signatures of the Academic

1) P. Ramachar 22/11/23
2) K. Nagabhushan Reddy. (St)
3)

Zone:	II			District:						
Name of the College and Address		SAS GDC - Narayanapuram								
Name of the Lecturer		G.NIRMALA JYOTHI								
Name of the Subject		ECONOMICS								
Date of Joining in Degree College/Date		17.01.2002.						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 Acdemic Advisor's grading	Guidelines
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	90	1)All five key indicators =3 Grade points/A 2)Any four key indicators = 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	D	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators = 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	A	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators = 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	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators = 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	30	30	

#	Criteria	Key Indicators	Documents Required	Max Marks		Grade			Grading Scale
5	Teaching-Learning Process	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	100	100	points/A 2)Any three key indicators 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. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	B	60	60	1)Any five key indicators =3 Grade points/A 2)Any three key indicators Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10		B	60	60	1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		2. Assignments-Critical, Innovative, text book and Internet based		10	30				
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (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	60	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 Grade point/C 4) Below two=0/D
	III-RESEARCH, INNOVATIONS AND EXTENSION								
	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		D	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =
		2. Major Research Projects		10					

S.No	Criteria	Indicators	Documentation	Max Marks		Grade	Points		Grading Scale
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)		10 15 10 5	60			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
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10				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
		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	5+5	20	A	60	60	
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	20	20	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	60	1)Any four key indicators =3 Grade points/A 2)Any three key indicators = 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									

14	Student Support	a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	10 10 10 50	A	150	100	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	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		VI- ROLE IN INSTITUTIONAL GOVERNANCE						
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		VII - BEST PRACTICES						
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20 20	A	60	60	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
		Total Grade points		500		1050	940	

Name & Signature of the Principal

Name & Signatures of the Academic

1) P. Ramachu 29/11/2023

2) K. Nagabhushan Reddy. (Sr)

3)

Academic & Administrative Audit of Degree Colleges (2021-22)

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

Zone: 2	District: ELURU
Name of the College and Address	SAS Government Degree College, Narayanapuram.
Name of the Lecturer	UMMANEAR KUSUMA
Name of the Subject	Political Science
Date of Joining in Degree College/Date	20/07/2017

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
I-CURRICULAR ASPECTS									
1	Curricular Planning 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	60	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		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	A	30	—	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		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	A	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
II-TEACHING, LEARNING & EVALUATION									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	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
		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	60	60	

No.	Criteria	Key Indicators	Documents	Max	Obtained	Grade			Grading Scale
									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
5	Teaching-Learning Process	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	100	100	
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. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	B	60	60	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10		A	90	60	1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		2. Assignments-Critical, Innovative, text book and Internet based		10	30				
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (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	60	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								
	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2.Major Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10					1)All three key indicators =3 Grade points/A 2)Any two key indicators =2

#	Criteria	Indicators	Evidence	Max Score	Total	Grade			Grading Scale
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)		10 15 10 5	60	—	—	—	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A	60	40	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		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	5+5					
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	20	20	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES							
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	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
		V- ROLE IN STUDENT SUPPORT AND PROGRESSION							

14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10 50	A	150	100	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	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
VI- ROLE IN INSTITUTIONAL GOVERNANCE									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	120 240	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
VII - BEST PRACTICES									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20 20	A	60	40	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		1050	870	

Name & Signature of the Principal			Name & Signatures of the Academic
		1)	P. Ramachand 22/11/2028
		2)	K. Nagabhushan Reddy
		3)	

1050.

Zone: I
District: ELURU

Name of the College and Address	SAS GDC Narayampuram
Name of the Lecturer	E. PARVATHI
Name of the Subject	Commerce
Date of Joining in Degree College/Date	06/08/2021

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
			I-CURRICULAR ASPECTS						
1	Curricular Planning 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	60	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		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					
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	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
			II-TEACHING, LEARNING & EVALUATION						
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30	—	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		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	30	60	

#	Criteria	Key Indicators	Documents Required	Max Marks		Grade		
5	Teaching-Learning Process	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	160	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. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90	60	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10	30	A	120	60	1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		2. Assignments-Critical, Innovative, text book and Internet based		10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (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	60	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								
	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				—	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2
		2.Major Research Projects		10					

					20				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)			10 15 10 5	60	—	—	—	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		5.Research Guideship 6.Awards in recognition of research work			10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	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
		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	5+5		20	A	60	60	
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	20	20	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES								
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	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
		V- ROLE IN STUDENT SUPPORT AND PROGRESSION								

Zone:

District:

Name of the College and Address	S.A.S. Government Degree College, Narayanapuram.
Name of the Lecturer	R. VENKATESULU REDDY
Name of the Subject	PHYSICS
Date of Joining in Degree College/Date	15.07.2021 , S.A.S. Government Degree College.

Date of Retirement: 30.06.2055

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 Acdemic Advisor's grading	Guidelines
			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	60	60	1)All five key indicators =3 Grade points/A 2)Any four key indicator 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	45	40	1)All three key indicators =3 Grad points/A 2)Any two key indicators 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	A	30	30	1)All three key indicators =3 Grad points/A 2)Any two key indicators 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	30	1)All three key indicators =3 Grad points/A 2)Any two key indicators 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	30	30	

#	Criteria	Key Indicators	Documents	Max		Grade			Grading Scheme
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	100	100	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. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	B	60	60	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10	30	A	90	60	1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		2. Assignments-Critical, Innovative, text book and Internet based		10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (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	60	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									
	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2.Major Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10		D	0	—	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2

	3.Consultancy Projects		5	20			—	Grade points/B 3)Any one key indicator =1 Grade point/C
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)		10 15 10 5	60	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
	5.Research Guideship 6.Awards in recognition of research work		10 10					
Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
	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	5+5		A	30	30	
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	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

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

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	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

V- ROLE IN STUDENT SUPPORT AND PROGRESSION

Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10 50	A	150	100	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =I Grade point/C 4)Below two=0/D
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	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =I Grade point/C 4)No Indicator=0/D
VI- ROLE IN INSTITUTIONAL GOVERNANCE							
Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
VII - BEST PRACTICES							
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	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			500×3=1500	A	1105	(910)	

& Signature of the Principal

Name & Signatures of the Academic

1) P. Ramachar~ 22/11/2023
2) K. Nagabhushan Reddy. (Sr.)
3)

Zone:	II		District: ELURU							
Name of the College and Address		SAS GOVERNMENT DEGREE COLLEGE, NARAYANAPURAM, ELURU DISTRICT								
Name of the Lecturer		GOVADA. HEPHZIBAH								
Name of the Subject		CHEMISTRY								
Date of Joining in Degree College/Date		09.10.2021						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 Acdemic Advisor's grading	Guidelines
			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	60	60	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		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	40	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		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	A	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
			II-TEACHING, LEARNING & EVALUATION						
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		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	30	30	

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#	Criterion	Key Indicators	Documents	Max Marks		Grade	Score	Handwritten	Grade Points
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	100	100	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	30	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 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	60	1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
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 presentaion (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	90	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

#	Criterion	Key Indicators	Documents	Max Marks		Grade	Score	Handwritten	Grade Points
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	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator

#	Criteria	Key Indicators	Documents	Points	Max	Grade	Marks	Self	Grading Scale
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 Guidesbip 6. Awards in recognition of research work		10 15 10 5 10 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. Sensitizing 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 A	30 30	30 30	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
12	Functional MoUs & Collaborations with Govt and Non Governmental Organisation	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	20	20	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
	IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES								
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage f. Maintenance of Departmental Library	Log books related to usage	20	20	A	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
	V - ROLE IN STUDENT SUPPORT AND PROGRESSION								
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance 2. Any other Study Material /Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learner (offering study material/ question banks) 3. Guiding/Mentoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	150	1) All Four key indicators =3 Grade points/A 2) Any Three key indicators =2 Grade points/B 3) Any Two key indicator =1 Grade point/C 4) Below two=0/D

15	Student Progression	Report on Programme/Course wise students progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

VI- ROLE IN INSTITUTIONAL GOVERNANCE									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

VII - BEST PRACTICES									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	60	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B
	Total Grade points				500		1080	1030	

Name & Signature of the Principal

Name & Signatures of the Academic

1) P. Ramachar~ 22/12/2023
2) K. Nagabhushan Reddy (St)
3)

Academic & Administrative Audit of Degree Colleges (2021-22)

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

Zone:		District:	
Name of the College and Address	SAS. GDC, Narayanapuram		
Name of the Lecturer	B. Ragu		
Name of the Subject	Zoology		
Date of Joining in Degree College/Date	02/09/2002	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 Acdemic Advisor's grading	Guidelines
			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	13	60	60	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		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	40	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		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	A	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
			II-TEACHING, LEARNING & EVALUATION						
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		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	30	30	

#	Criteria	Key Indicators	Documents/Evidence	Max		Grade			Grade Rubrics
5	Teaching-Learning Process	Report on academic 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	150	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90	30	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 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	120	120	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 presentaion (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	60	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

| Funding obtained for Research (Govt./Non-Governmental Bodies) | 1. Minor Research Projects
2.Major Research Projects | Letter of intimation and award letters (For Current Year only   Either Ongoing OR Completed) | 5
10 | | C | 0 | 0 | 1)All three key indicators =3 Grade points/A 2) Any two key indicators =2 |

No	Criterion	Key Indicators	Documentation	Marks	Total	Grade	Marks	Final	Grading Rubric
				20		C	0	0	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)		10 15 10 5	60	C	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
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	**Extension Activities**	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10				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
		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	5+5	20	A	60	60	
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	40	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

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No	Criterion	Key Indicators	Documentation	Marks	Total	Grade	Marks	Final	Grading Rubric
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	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

V- ROLE IN STUDENT SUPPORT AND PROGRESSION

Student Support	a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	10 10 10 50	A	150	150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
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	90	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

VI- ROLE IN INSTITUTIONAL GOVERNANCE

Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation 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	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

VII - BEST PRACTICES

Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	60	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D

| Total Grade points | | | | 500 | | 1220 | 1110 | |

| & Signature of the Principal | | | | | | | | |

Name & Signatures of the Academic

1) P Ramachar̄ 22/11/2019

2) K. Nagabhushan Reddy. (A P)

3)

Government of Andhra Pradesh

Academic & Administrative Audit of Degree Colleges (2021-22)

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

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

Zone:	2		District:	Elur(dt)					
Name of the College and Address	SAS Gvt Degree College								
Name of the Lecturer	DR. P. S. RAJA HARSSON BABU								
Name of the Subject	Physical Education								
Date of Joining in Degree	04-02-1993 — 12-10-2021					Date of	31.08.224		

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 Acdemic Advisor's grading	Guidelines
1	Curriculum for various Games & Sports	Syllabus for Various Games&Sports taught	Records for the Academic Year	20	50	03	50	150	points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicators =1 Grade
		Lesson plans for Teaching/Coaching	Records for support	20					
		Time Table/Shedules	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	03	2x	90	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Reports of Various events conducted in the College	1.Intramural Cmpetitions 2.Invitation tournaments 3.Inter-Collegiate tournaments 4National Sports Day 5.International Day of Yoga	Registers and Records event wise Validation by IQAC and verified by Principal	50	50	0 2	30	100	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	01	5	10	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B
		2.State 3.National teams	Letter of appointment and attendance certificates	5 10		01	10	0	

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 Acdemic Advisor's grading	Guidelines
5	Being nominated as Manager for teams/Member of the selection Committee	1.University✓ 2.State 3.National teams	Letter of appointment and Attendance certificates	10	10	A	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
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	Reports and Certificates Validation by IQAC and verified by Principal	50	50	A	20	50	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	Invitaion 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	B		10.0	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 Infrastructre 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	2	20	80	1)All four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B
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 5.Research Guideship 6.Awards in recognition of research work	Reports and Certificates Validation by IQAC and verified by Principal	10 15 10 5 10 10	60	—	—	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
10	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University Sports Department/ Sports Industry/District Sports Athority or Any other Sports Agency 2.Fitness Clubs ✗	Reports and Certificates Validation by IQAC and verified by Principal	10	10	1	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

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 Acdemic Advisor's grading	Guidelines
11	Up - gradation of Sports and Physical training Infrastructure with scientific and technological inputs .	Up gradation of Infrastructural facilities in the Department/College a. Play Courts and fields&Equipment b. Gym &Fitness centre c. Yoga & Meditation Hall d. Indoor stadium e. Physio Fitness Labs	Reports and Documents Validation by IQAC and verified by Principal	60	60	2	40	120	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
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	2	15	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
13	**Assistance in College administration 1.**Governance related work including work done during admissions 2.Disciplinary aspects, 3.examinations and 4.extracurricular activities 5. Guiding/Monitoring Students for CSP/Internship	Report on involvement in various administrative works /Assignments	Reports and Letters Validation by IQAC and verified by Principal	20 (5x4)	20	2	08	40	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	1	10	40	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			880	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

1) P. Ramachand... 22/11/2023
2)
3) K Nagalakshmi Reddy

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Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2021-22)

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

Name of the College, Place, District:

Date of Audit conducted:

S.No.	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS	A CONDUCT MORE VALUE ADDED COURSES	
II	TEACHING, LEARNING & EVALUATION	A IMPROVE STUDENT ADMISSIONS	
III	RESEARCH, INNOVATIONS AND EXTENSION	C IMPROVE RESEARCH	
IV	INFRASTRUCTURE & LEARNING RESOURCES	B IMPROVE ACTIVE USAGE OF COMPUTERS	
V	STUDENT SUPPORT AND PROGRESSION	B FOCUS ON PG & COMPETITIVE EXAM GUIDANCE & Coaching	
VI	GOVERNANCE AND LEADERSHIP	B. INITIATE FACULTY EMPOWERMENT PROGRAM	
VII	INSTITUTIONAL VALUES AND BEST PRACTICES	B. TO START CLEANING & WASTE MANAGEMENT PRACTISESS	
VIII	2020-21 AAA RECOMMENDATIONS IS ACTION TAKEN AS PER THE RECOMMENDATIONS ? IF NOT, STATE THE REASONS ?	.	
IX	NAAC STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	AT PRESENT B GRADE. AND PREPARATIONS FOR SECOND CYCLE	
X	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	PARTICIPATED	
XI	SUGGESTIONS TO DEVELOP/STRENGTHEN THE COLLEGE	IMPROVE STUDENT ADMISSIONS	
XII	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE	PREPARE RECORDS AS PER NAAC FORMAT.	
XIII	SUGGESTIONS TO RESOLVE	—	
XIV	FEED BACK	SATISFACTORY	

AA* : Academic Advisor

Name & Signature of the Vice - Principal

Date:

P. Ramachand. 22/11/223.

22/11/23