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

District: Dr. B.R.Ambedkar Konseema

Zone: 11	
Name of the College and Address	Govt Degree College Ravulapalem
Name of the Lecturer	N.Yuvaraju
Name of the Subject	Physical Education
Date of Joining in Degree	22-02-2022.

Date of Retirement

S.No	Key Indicator	List of filed documents to be kept ready, as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1;	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curriculum for various Games & Sports	Syllabus for Various Games&Sports taught	Records for the Academic Year	20	50	A	150	A 150	1)Any two key indicators =2 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicators =1 Grade points/C
		Lesson plans for Teaching/Coaching	Records for support	20					
		Time Table/Schedules	Records for support	10					
2	Teaching/Coaching Diary	Day wise or Session wise 1.Track &Field 2.Games 3.Yoga or any others Event	Class /course wise Validation by IQAC and verified by Principal	30	30	A	@90	A 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 points/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	A	150	A 150	1)All five key indicators =5 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade pcint/C
4	Being invited to give coaching for teams	1. University level teams 2.State teams 3.National	Letter of appointment and attendance certificates	5	5				1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade 3)Any one key indicators =1 Grade
			Letter of appointment and attendance certificates	10	20	B	40	B 40	
5	Being nominated as Manager for teams/Member of the selection Committee	1 University 2.State teams 3.National	Letter of appointment and Attendance certificates	10	10	B	40	B 40	1)All three key indicators =3 Grade 2)Any two key indicators =2 Grade points/A 3)Any one key indicator =1 Grade points/C

No	Criteria	Indicators	Documentation	Marks	Total			Grading Criteria
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures /certificate courses in Yoga ,Fitness etc organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition(Stat/National level) 4. Participation in Short term/ Orientation /Refresher courses/ FDPs 5. Aditional Qualifications acquired during the academic year	Reports and Certificates Validation by IQAC and verified by Principal	50	50	B	100	B 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
7	Participation in External competitions Institution /Students	Invitation tournaments — 10 Inter-Collegiate tournaments — 10 Inter University tournaments — 10 National level tournaments, — 10 International level tournaments — 10	Course wise/year wise reports Records Validation by IQAC and verified by Principal	50	50	B	100	B 100	1)All four key indicator or Metrics - 3 Grade points/A 2)Metrics 1 ,2, 4 =2 Grade points/b 3)Metrics 1 ,2,3 =1 Grade point C 4) Below two=0/D
8	Utilization of Sports and Physical Infrastructure by students	1 Play Courts/Fields/ Equipment — 10 2 Indoor facilities — 10 3 Gymnasium — 10 4 Yoga Hall — 10	Log Books related to Usage Validation by IQAC and verified by Principal	40	40	B	40	B 40	1)All four key indicators - 3 Grade points/A 2)Any three key indicators - 2 Grade points/B 3)Any two key indicators -2 Grade points/B 4) No Indicator-0/D
9	Research Publications and Awards	1 Papers Published in Journals /Chapters published in edited volumes — 10 2 Books published as single author — 15 3 Books published as Co-Author — 10 4 Papers/Chapters published as Co-Author — 5 (Note: A maximum of 1 publication in Scopus or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5 Research Guideship — 10 6 Awards in recognition of research work — 10	Reports and Certificates Validation by IQAC and verified by Principal	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
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	7			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

No.	Description		Validation	Points				Grade Criteria
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 f Maintenance of Departmental Library	Reports and Documents Validation by IQAC and verified by Principal	60	60	B	60	B 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
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	B	60	B 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/Mentoring 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	B	40	B 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	B	40	B 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**			B 870 B(870)	

Name & Signature of the Principal

Dr.v. SriniwasRao

Name & Signatures of the Academic advisors

1) B- Naoth Baby 12/02/2025
2) 13/3/25
3)

Government of Andhra Pradesh. Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

Format - III A (To be Filled by Faculty and handed over to Academic Advisor)   2024-25

Zone:II

Name of the College and Address	Government Degree College,Ravulapalem.	District:Dr.B R Ambedkar Konaseema		
Name of the Lecturer				
Name of the Subject	Dr. B.P. Nagga Reddy	Date of Retirement:		
Date of Joining in Degree College/Date	Lect. in commerce 04-08-2023	30.06.2036		

I-CURRICULAR ASPECTS

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 Aspects Score s	Predetermine d Weightage (WI) for Key Indicator (A =3; B=2; C=1; D=0)	Key Indicator Grade Points (KIGP)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X WI	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2. Course Objectives & Outcomes / Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	3	3x30 90 A	90	1)All five key indicators =3 Grade points/A 2)Any four key indicators = 2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans / Course wise/Sem wise Records for the Academic Year	2 x 5 = 10					
		5. Active Participation in BOS / Invitaion Letter & Attendance	10					
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum a)Course wise/Sem wise additional inputs Reports	10	20	3	3x20 2x30 60 B	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(Analytical Skills)	2 x 5 =10					
		c)Any Online courses like MOOCs						
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken / Course wise/Sem wise a)Reports of Feedback b) Analysis Reports c) Action taken Report	10	10 ,	3 x30	90 A	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

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II-TEACHING, LEARNING & EVALUATION

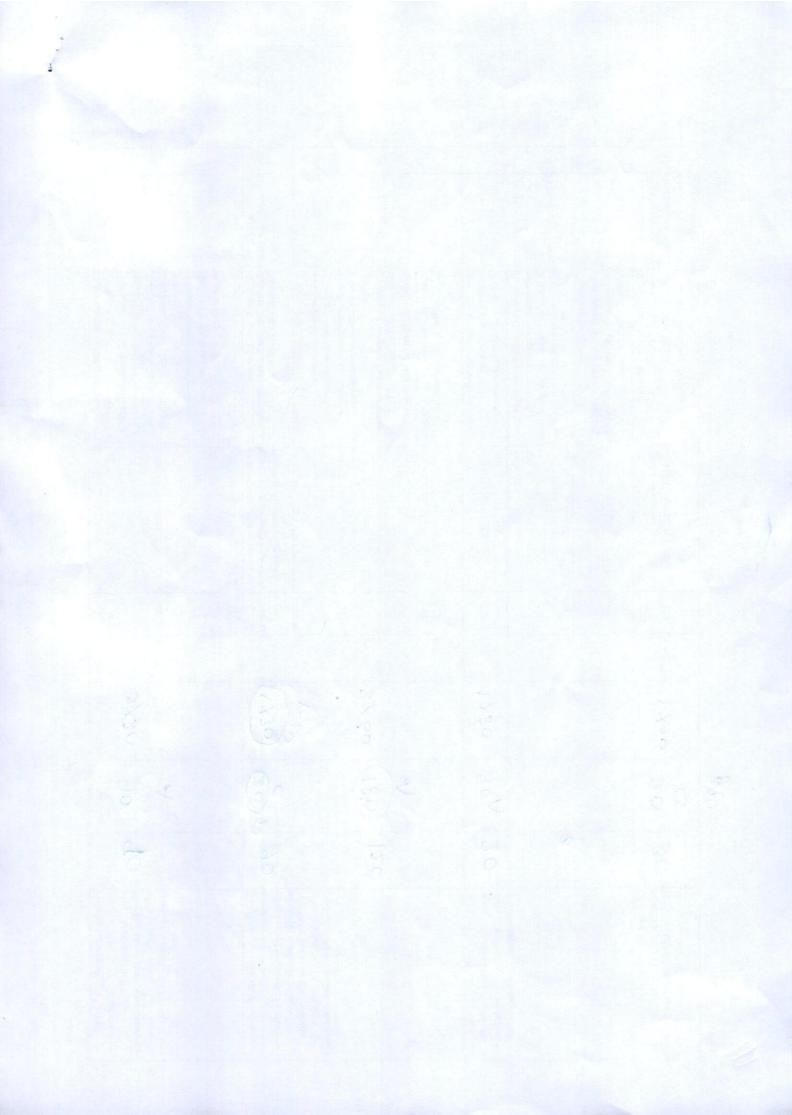| #	Category	Key Indicators	Evidence / Documents							Grading Criteria
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem w... Reports (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	2+20	60 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
			2,5=10						
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2.Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	3x50 5x30	150	150	A	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	3x30	90	60	A	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	1. 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 5 5	30	3x30	90	90	A	1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

III-RESEARCH, INNOVATIONS AND EXTENSION

#	Category	Sub-items	Criteria / Format	Marks						Rubric
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	3x30	90	A	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
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	(1x30) / 17x20	30 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
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 5.Research Guideship 6.Awards in recognition of research work		10 / 15 / 10 / 5 ... 10 / 10	60	3x60	(180) A	120		1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	5+5 / 10	20	1x30 / 30A	30	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =0/D
12	Functional MoU's /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	1x20	20 / 13	80			1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key 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	2×30 3×20	60 A	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	50	5×50	A	150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3×30	90 A	90	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

VI- ROLE IN INSTITUTIONAL GOVERNANCE

16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4×10	40	4×30 1×40	120 A	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	1×20	20 B	20	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 | 450 | 1980 |

Name & Signature of the Principal

Dr.V. Srinivasarao

Signature & Lecturer
N ———
13/03/2025

Name & Signatures of the Academic advisors

1) Naveen Babu 13/03/25 1290
2) 13/03/25
3)

1980

Government of Andhra Pradesh, Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

Format - III A (To be Filled by Faculty and handed over to Academic Advisor)   (2023-24)

Zone:11			District:Dr.B R Ambedkar Konaseema							
Name of the College and Address	Government Degree College,Ravulapalem.									
Name of the Lecturer	Dr.B.P. NARASA REDDY. Lecturer									
Name of the Subject	COMMERCE		Date of Retirement:							
Date of Joining in Degree College/Date	04-08-2023							30-06-2036		

I-CURRICULAR ASPECTS

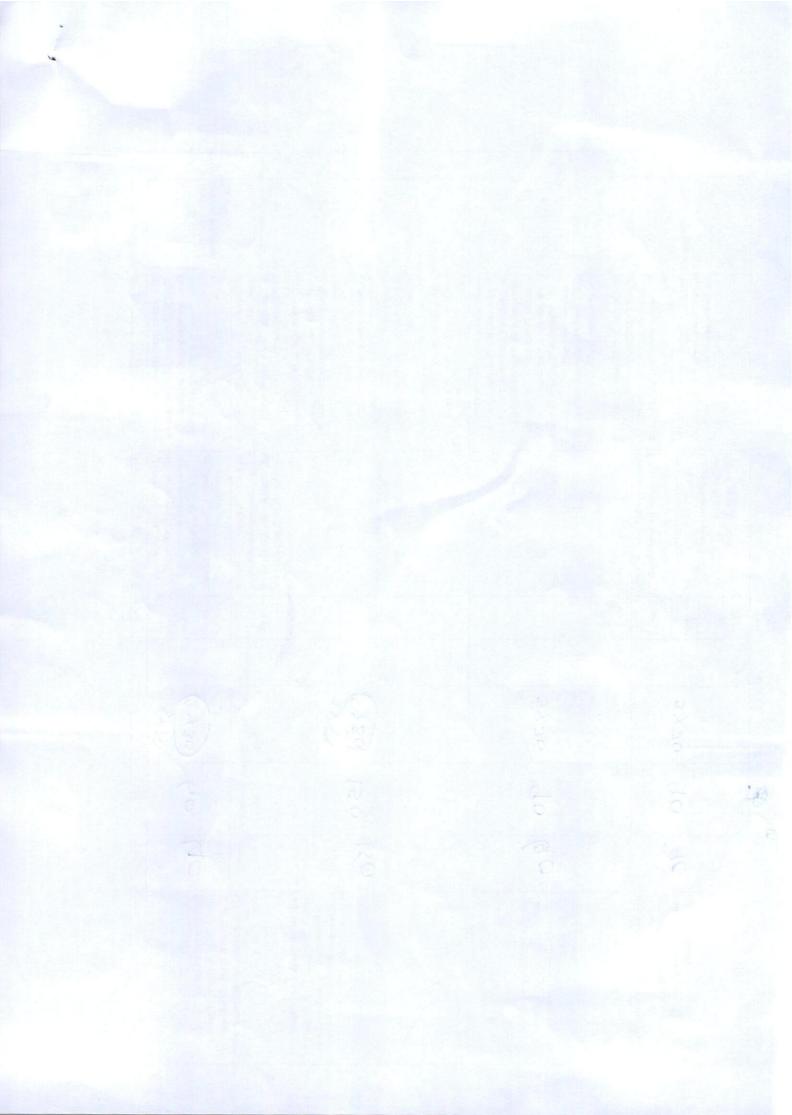| S.No	Key Indicator			Key Aspect Score	Predetermined Key indicator Weightage (WI) for Key indicator (A $\sum$ B=2; C=3; D=4)	Key indicator Wise Points (KIGP)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X WI	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	3	90	A	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10			90	A	Grade points/B 3)Any two key indicators =1 Grade points/C 4)No indicator=0/D
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/ Enrichment	1. Additional Inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	1	2x30 60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator=1 Grade point/C 4)No indicator=0/D
		2.Value added courses offered(& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	a)Report on Certificate/ Diploma(Analytical Skills) c)Any Online courses like MOOCs	2 x 5 =10			80	C	80
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c)Action taken	Course wise/Sem wise a)Reports of Feedback b) Analysis Reports c)Action taken Report	10	10	3 x30	90	A	1)All three key indicators =2 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No indicator=0/D

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VANASA NAGA REDDY, Lecturer
Commerce
30-06-2022

II-TEACHING, LEARNING & EVALUATION

No.	Category	Indicators	Data Requirements	Marks				Grading Criteria
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 ...se Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	2x5=10 10	20	3x20 (2x30)	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
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted 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	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted Course wise/ Sem wise Reports	10 50	50	3x5 5x30	150	150	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years.	Reports and Certificates	30	30	3x30	90	90	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 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	3x30	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

No.	Criteria	Sub-items	Document/Evidence	Marks	Marks	Score	Score	Grade Criteria
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	3×30	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
						A	90	

III-RESEARCH, INNOVATIONS AND EXTENSION

No.	Criteria	Sub-items	Document/Evidence	Marks	Marks	Score	Score	Grade Criteria
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	(1×30) (1×20)	(30) C	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
							20	
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 in recognition of research work. 5.Research Guideship 6.Awards		10 / 15 / 10 / 5 / 10 / 10	60	3×60	180 A	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/A 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
							180	
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 / 5+5	10 / 20	(1×30) 3×20	(30) A 60 B 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 Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	1×20	20 B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
							80	

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IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Category	Description	Evidence	Max		Calculation	Grade	Final	Grading Criteria
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	3×20 (2×30)	60 A	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

No.	Category	Description	Evidence	Max		Calculation	Grade	Final	Grading Criteria
14	Student Support	1. Counseling of students as Mentor/ Class teacher. b. Student Profile Collection Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3×50 5×50 (250)	150 250 A	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	30	3×30 =90	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

No.	Category	Description	Evidence	Max		Calculation	Grade	Final	Grading Criteria
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	3×40 4×30	120 A	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

No.	Category	Description	Evidence	Max		Calculation	Grade	Final	Grading Criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	1×20 =20	20	80	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 | 1450 | 1450 | 1360 |

Name & Signature of the Principal

Signature of the Lecturer

Dr.V. Srinivasa Rao

13/03/2025

Name & Signatures of the Academic advisors

1) Nazeer Babu
2) 43/03/2025
3)

1410
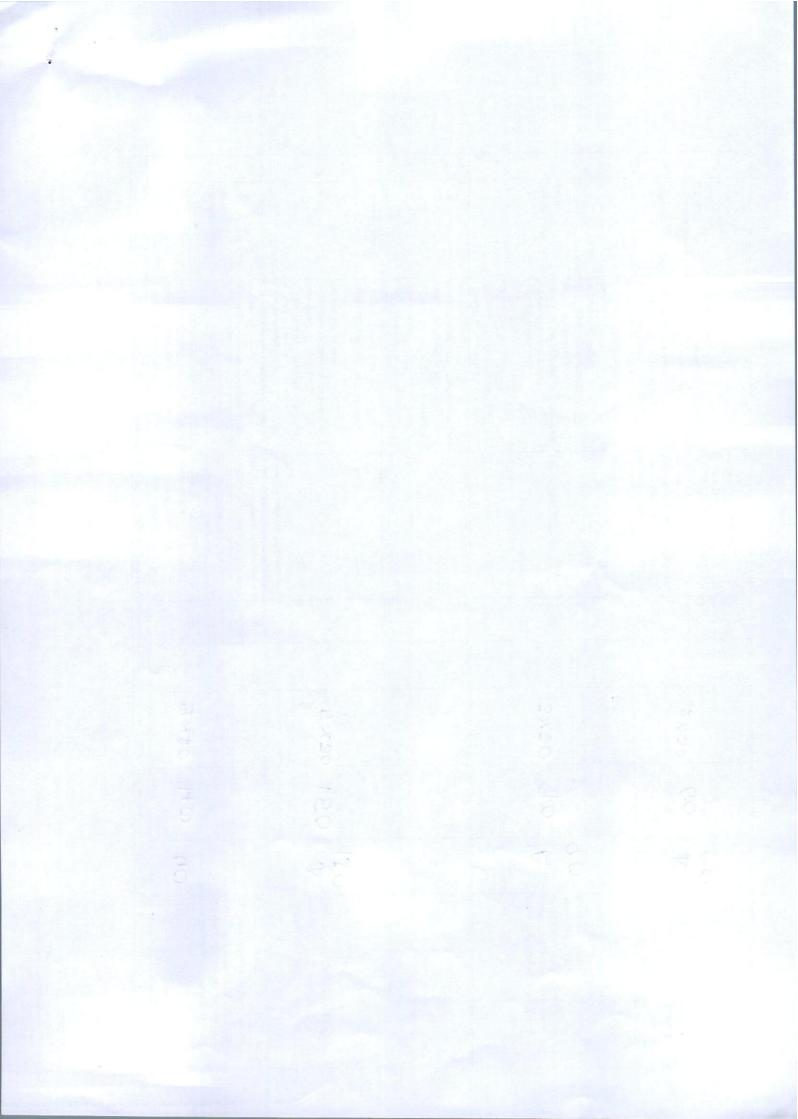1360

Government of Andhra Pradesh. Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone:II						
Name of the College and Address	Government Degree College,Ravulapalem.					
	District:Dr.B R Ambedkar Konaseema					
Name of the Lecturer	M.SRINIVASARAO					
Name of the Subject	COMMERCE					
Date of Joining In Degree College/Date	25-09-2003		Date of Retirement:			

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key indicator	Key Aspect & Score	Predeter mined Weightag e (Wf) for Key Indicator	Key Indicato r Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wf	Key Indicator per Academic Advisor's grading	Guidelines
		Information in support of the key indicator				KIWWGP as		

I-CURRICULAR ASPECTS

S.No	Key Indicator		Information in support of the key indicator	Key Aspect & Score	Wf	KIGP	KIWWGP	grading	Guidelines
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	3	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10					
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/ Enrichment	1. Additional Inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	1	20	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Value added courses offerred (& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	a)Report on Certificate/ Diploma(Analytical Skills) c)Any Online courses like MOOCs	2 x 5 =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	3	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

II-TEACHING, LEARNING & EVALUATION

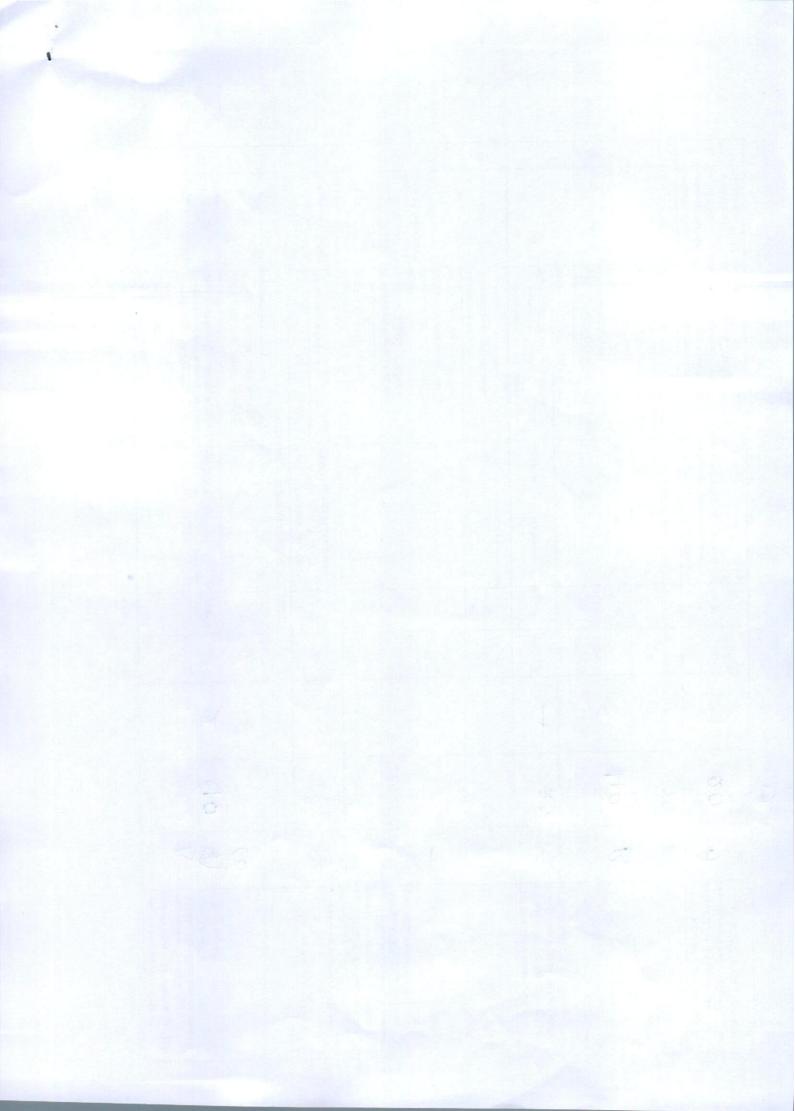| No.	Criteria	Indicators	Evidence	Marks	Marks			Grading
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem...se Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10 2x5=10	20	2x20	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
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	5x30	150 150 A	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	3x30	A 90	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 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 5 5	30	2x30	60 AB 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

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III-RESEARCH, INNOVATIONS AND EXTENSION

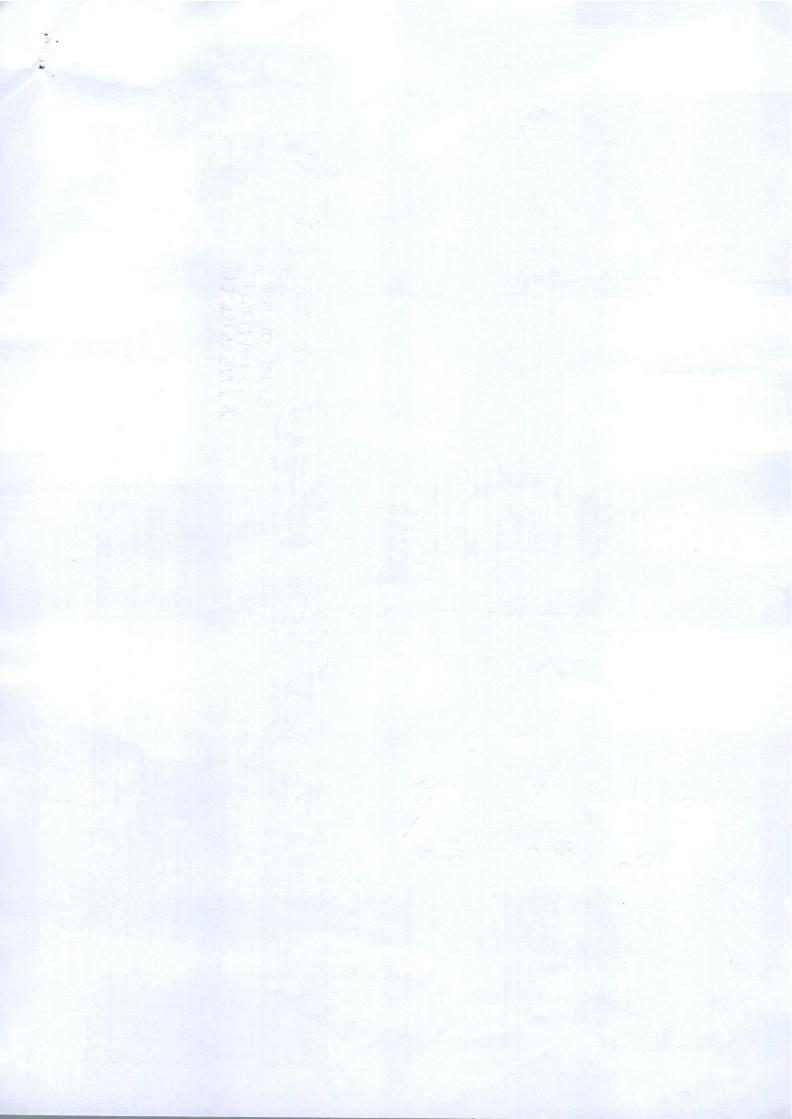| No.	Criteria	Indicators	Evidence	Marks	Total			Grade	Grading Scheme
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	2	90 / 60	B	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects [5] 2. Major Research Projects [10] 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5, 10, 5	20	—	—		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes [10] 2. Books published as single author [15] 3. Books published as Co-Author [10] 4. Papers/Chapters published as Co-Author [5] (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC - CARE Listed journals/Any book with...) 5.Research Guideship [10] 6.Awards in recognition of research work [10]			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
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) [10] 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	3	40	B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
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.	MoU's - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points		20	—	20	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Criterion	Details	Evidence					Grade point criteria
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	2	40 (60) 40	B B	1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4)Below two indicators=0/D

V- ROLE IN STUDENT SUPPORT AND PROGRESSION

No.	Criterion	Details	Evidence					Grade point criteria
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	50	3	150 150	A A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10	30	2	60	B 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

No.	Criterion	Details	Evidence					Grade point criteria
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	3	120	A 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

No.	Criterion	Details	Evidence					Grade point criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	20	20	A 20	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	(1010) (990) 760		390

Name & Signature of the Principal

Dr.V. Ssinivanadao

Name & Signatures of the Academic advisors
1) B. Naeeh Bahn 13/03/25
2) 13/3/24
3) M. in commerce

Government of Andhra Pradesh, Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone:II

District:Dr.B R Ambedkar Konaseema

Name of the College and Address	Government Degree College,Ravulapalem.
Name of the Lecturer	
Name of the Subject	N. DURGADEVI COMMERCE
Date of Joining in Degree College/Date	28-10-2013	Date of Retirement:

I-CURRICULAR ASPECTS

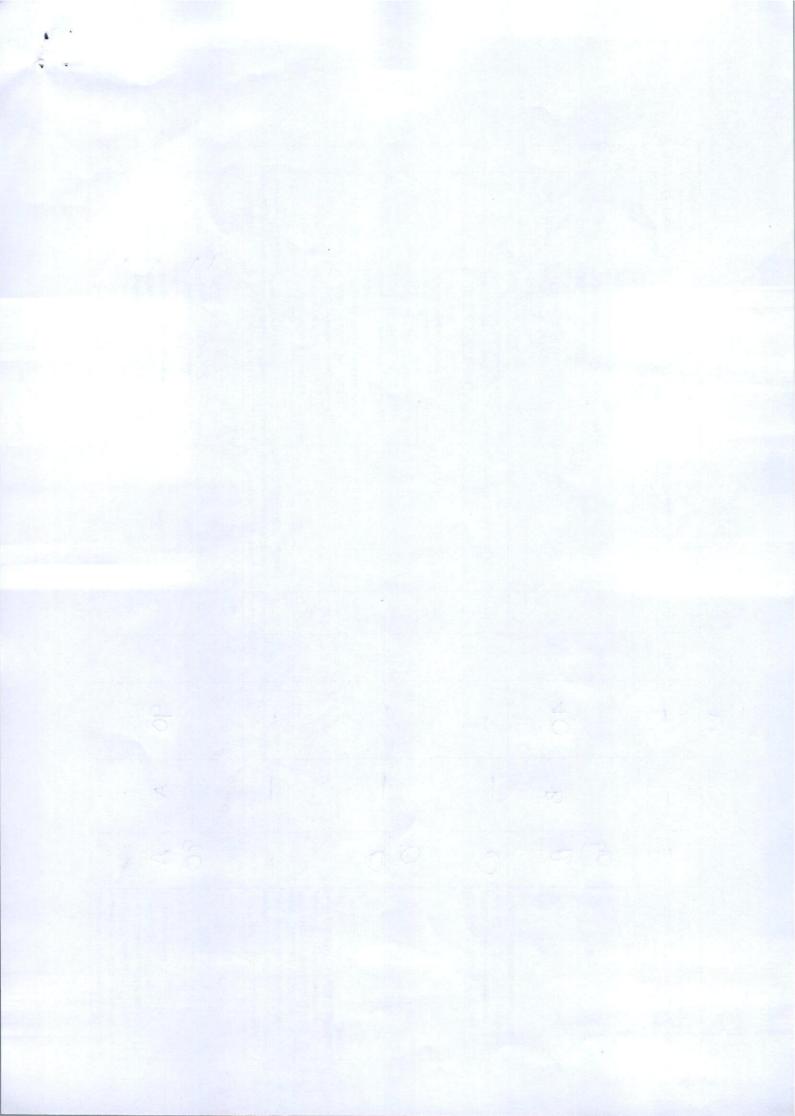| S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Key Aspects / Information in support of the key indicator	Key Aspects Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A=3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10/	30	3	40 / 40	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10					
		5. Active Participation in BOS ✗	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	1	20 / 20	C	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Value added courses offered(& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	a)Report on Certificate/ Diploma(Analytical Skills) c)Any Online courses like MOOCs	2 x 5 =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	3	00	D	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

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II-TEACHING, LEARNING & EVALUATION

#	Criteria	Indicators	Evidence/Documents	Max	Max	Score	Grade	Total	Grade Descriptors
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	60	A	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
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted 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	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted Course wise/ Sem wise Reports	2x5=10 50	50	150	A	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/FDP's 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	90 / 30 1	C	30	1)Any five key indicator Metrics =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=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 5	10 5	30 60	B	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

III-RESEARCH, INNOVATIONS AND EXTENSION

#	Criteria		Evidence	Max		Score	Grade	Grading Criteria
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	90 A	90 A 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
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	1	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1
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 5.Research Guideship 6.Awards (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC - CARE Listed journals/Any book with in recognition of research work		10 15 10 5 10 10		60	1	⓪	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 5+5		10 20	1 40 B	⓪ B 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
12	Functional MoU's /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 Cons-ltancy offered -10 Amount generated through Consultancy - 5 points	20		20	1	1	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.	Criteria	Sub-items	Evidence	Max	Marks	Score	Grade	Grade points criteria
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	60	A	A 60	1)Any four 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

No.	Criteria	Sub-items	Evidence	Max	Marks	Score	Grade	Grade points criteria
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	50		A	A 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	90	A	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

No.	Criteria	Sub-items	Evidence	Max	Marks	Score	Grade	Grade points criteria
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	120	A	A 180	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

No.	Criteria	Sub-items	Evidence	Max	Marks	Score	Grade	Grade points criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	40	B	B 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	980	B	730	

N. Durgadevi
(N. DURGADEVI)
Lecturer in Commerce.

Name & Signature of the Principal
Dr. V. Srinivasa Rao

1)
2)
3)

Name & Signatures of the Academic Advisors
B. Arosh Babu 13/03/80.25

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Academic & Administrative Audit of Degree Colleges

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

Zone:II

Name of the College and Address	Government Degree College,Ravulapalem.

District:Dr.,B R Ambedkar Konaseema

Name of the Lecturer	N. DURGADEVI
Name of the Subject	COMMERCE
Date of Joining in Degree College/Date	28-10-2013	Date of Retirement:

CURRICULAR ASPECTS

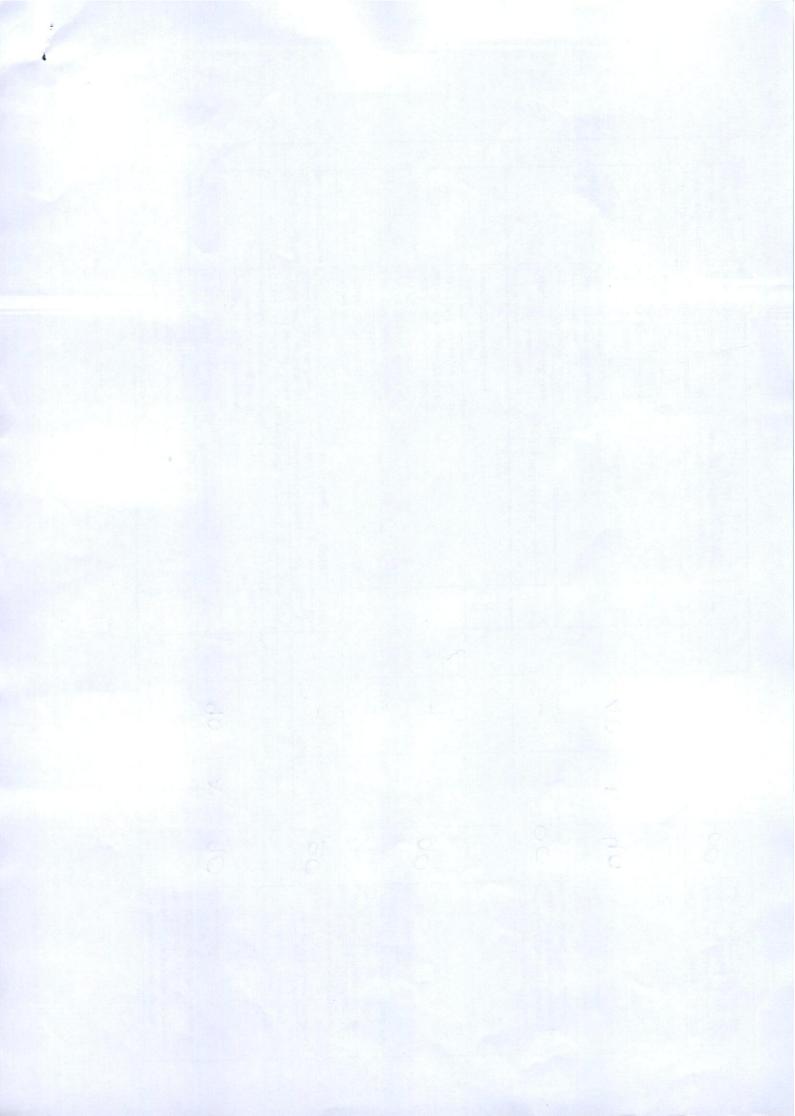| S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspec t Score s	Predeter mine d Weightag r for Key indicator (W)	Key Indicato r Grade Points (KIGP) (A ≤5; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X W	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	3	40	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10			40	CO	
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	1	10	C	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No indicator=0/D
		2.Value added courses offered(& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b) Report on Certificate/ Diploma(Analytical Skills)	2 x 5 =10			10		
			c)Any Online courses like MOOCs	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	3	--	80	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

No.	Criteria	Indicators	Evidence	Marks		Max	Score	Grade	Obtained	Grade Criteria
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 ...se 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	60	A	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10						
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50		50	150	A	150	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30		30	90	A	90	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 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	10	10	30	60	B	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
			1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	5	10					
			2. Departmental Internal Marks Register for CIA verified by the Principal	5	5					

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II-RESEARCH, INNOVATIONS AND EXTENSION

No	Criteria	Indicators	Documentation	Max Marks	Marks	Grade		Grading Scheme
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	90	A	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
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	—		00	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC-CARE Listed journals/Any book with 5.Research Guideship 6.Awards in recognition of research work		10 / 15 / 10 / 5 / 10 / 10	60	—		00	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	—		00	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
		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	40	B	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
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	—		00	1)All three key indicators =3 Grade points/B 3)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. Nfist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	60	A	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 b. a. Student Profile Collection 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	150	A	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	30	90	A	90	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

VI- ROLE IN INSTITUTIONAL GOVERNANCE

16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	120	A	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	40	B	40	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade point/B 3)No Indicator=0/D
	Total Grade points			500	1000	40	B	40	

740

480

N.Durgadevi
(N. DURGADEVI)
Lecturer in Commerce.

Name & Signature of the Principal

Dr.V.Srinivasa Rao

Name & Signatures of the Academic advisors

B. Aadsh Babu 13/03/2025   13/03/2025

1)
2)
3)

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone:	II		District:Dr.B.R.Ambedkar Konaseema			
Name of the College and Address	GOVERNMENT DEGREE COLLEGE, RAVULAPAEM					
Name of the Lecturer	G.SONI					
Name of the Subject	ENGLISH					
Date of Joining in Degree College/Date	03-05-2010			Date of Retirement:		30-06-2039

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	Key Indicator Weighted Grade Points per Acdemic Advisor's grading KIWWGP	Guidelines

I-CURRICULAR ASPECTS

S.No	Key Indicator	Sub-items	Information in support	Key Aspect Scores	Predetermined Weightage	KIGP	KIWWGP	Advisor's grading	Guidelines
1	Curricular Planing and Preperation and Implemention of Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5=10	30	A	3+30 90	90	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5=10					
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum a)Course wise/Sem wise additional inputs Reports	a)Course wise/Sem wise additional inputs Reports	10	20	C	2x10 20	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
		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		B	2x10 20		
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	3x10 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

#	Category	Indicators	Evidence	Max	Grade	Calculation	Grading Criteria
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 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	A		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
5	Teaching-Learning Process	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	3×20 60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on 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	20	A		
				50	A	3×50 150	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4)Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation/Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Department wise reports regarding 1. Report on Formative Evaluation (CIE)	50	A	3×50 150	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	30	A	3×30 90	1)Any four key indicator Metrics 1,2,3,4 =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
			1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	10			
				5			
				5			
				30	A	3×30 90	90

No.	Category	Sub-indicators	Evidence/Document	Points	Max	Grade	Grading Criteria
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	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

No.	Category	Sub-indicators	Evidence/Document	Points	Max	Grade	Grading Criteria
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	—	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 points/B 3)Any one key indicator =1
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 recognition of research work 5.Research Guideship 6.Awards		10 15 10 5 10 10	60	B	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 =1 Grade point/C 4)No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	10 5+5	20	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	C	1)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	3×20 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	3×50 150	150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicator =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	B	2×20 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

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	3×40 120	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	3×20 60	60	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade point/B 3)No Indicator=0/D
		Total Grade points			500		1108		

Name & Signature of the Principal

Dr.V. Srinivasa Rao

Name & Signatures of the Academic advisors
1) B. ASEESH BABU B. Aseesh Babu 13/02/25 1108
2)
3)

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2023-24)

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

District:Dr.B.R.Ambedkar Konaseema

Field	Value
Zone:	II
Name of the College and Address	GOVERNMENT DEGREE COLLEGE, RAVULAPAEM
Name of the Lecturer	G.SONI
Name of the Subject	ENGLISH
Date of Joining in Degree College/Date	03-05-2010
Date of Retirement:	30-06-2039

I-CURRICULAR ASPECTS

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 Key Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Key Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planing and Implementation of Efforts for Curriculum (for Autonomous Colleges - Desing and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	A	3X30 90	A 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 point/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	B	1X10 10	B 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
		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	3X10 30	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

II-TEACHING, LEARNING & EVALUATION

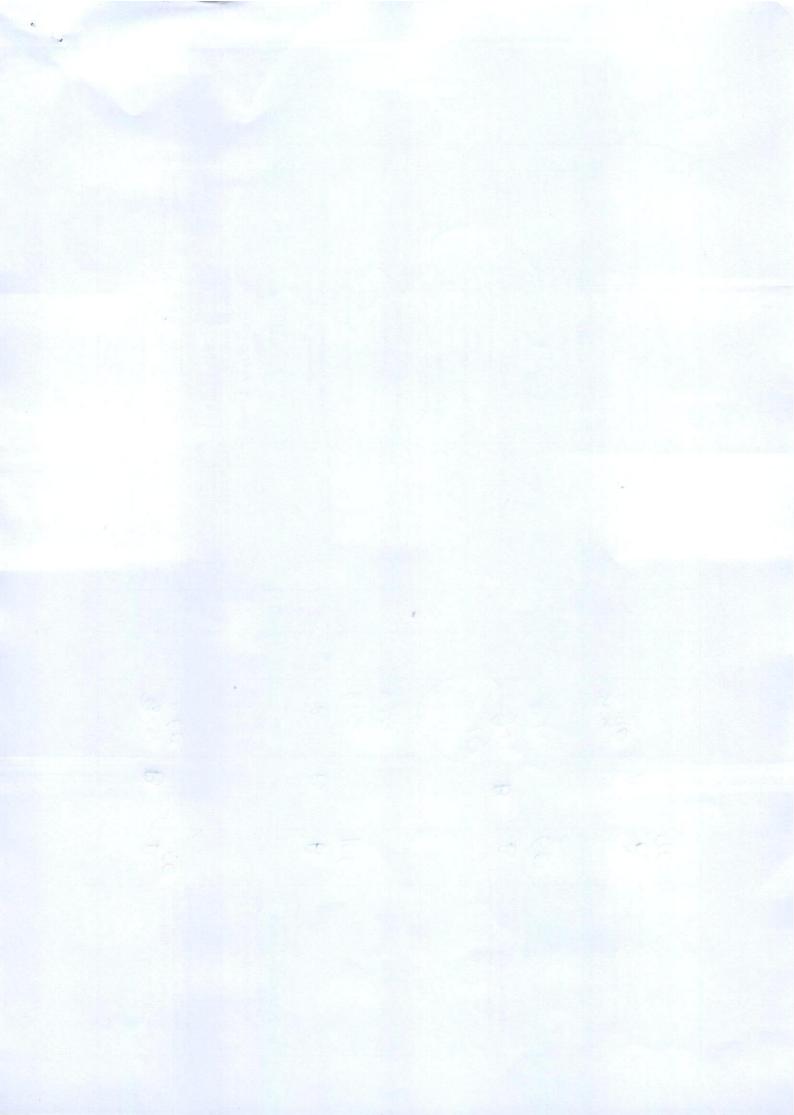| No.	Criteria	Indicators	Documents			Grade			Grading Criteria
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	8x20 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
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted 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	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted Course wise/ Sem Sem wise Reports	2x5=10		B			
				50	50	A	30x5 150	150	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4)Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	3x30 90	90	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 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 Register verified by the Principal	10 10 5 5	30	A	3x30 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

III-RESEARCH, INNOVATIONS AND EXTENSION

No.	Criterion	Sub-indicators	Evidence / Format	Points	Total	Grade	Rubric
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on 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 *(2x25 50 50)*	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
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only)	5	20	—	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 points/A 3)Any one key indicator =1
		2. Major Research Projects		10			
		3.Consultancy Projects	Either Ongoing OR Completed	5			
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes		10	60	B *(2x20 40 40)*	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		2. Books published as single author		15			
		3. Books published as Co-Author		10			
		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 in recognition of research work.		5			
		5.Research Guideship		10			
		6.Awards		10			
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A *(3x20 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
		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 *(5)*	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

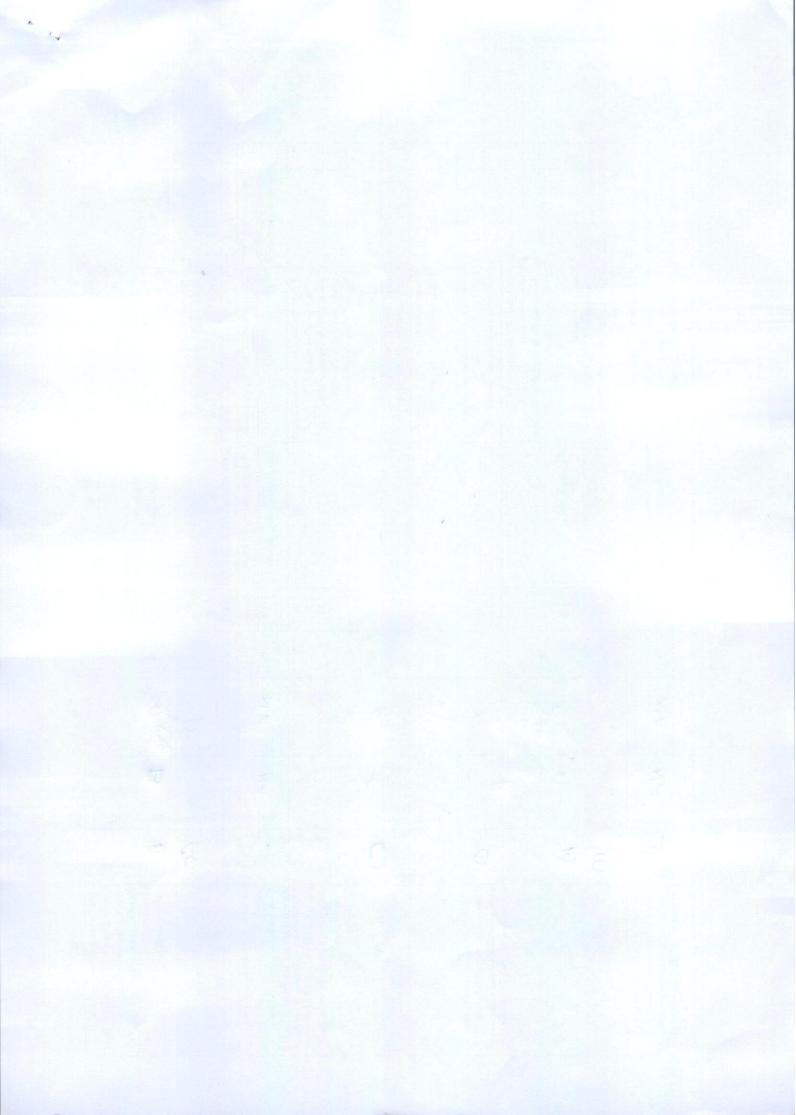# IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Category	Description		Max	Grade	Points	Grade Criteria
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	A	3X20 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

No.	Category	Description		Max	Grade	Points	Grade Criteria
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	A	3X50 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	B	2x20 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

VI- ROLE IN INSTITUTIONAL GOVERNANCE

No.	Category	Description		Max	Grade	Points	Grade Criteria
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	A	3X40 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

No.	Category	Description		Max	Grade	Points	Grade Criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	A	3x20 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**		**1105**	

Name & Signature of the Principal

Dr.V. Srinivasa Rao

Name & Signatures of the Academic advisers

1)
2)
3)

B.ASEESH BABU   B. Aseesh Babu   12/03/25

Government of Andhra Pradesh, Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone:II

Name of the College and Address	Government Degree College,Ravulapalem.

District:Dr.B R Ambedkar Konaseema

Name of the Lecturer	Dr. E. Harib...	
Name of the Subject	Telugu	
Date of Joining in Degree College/Date	30-12-2013	Date of Retirement:

I-CURRICULAR ASPECTS

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 Aspects Scores	Predetermined Weightage (Wi) for Key Indicator	Indicator Grade Points (KIGP) (A=3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	Key Indicator per Academic Advisor's grading	KIWWGP as	Guidelines
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	A=3	A			1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two 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	2 x 5 = 10		3×30 =ØD	60			
		5. Active Participation in BOS	Invitation Letter & Attendance	10						
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	B=2	B			1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Value added courses offered (& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b) Report on Certificate/ Diploma(Analytical Skills) c) Any Online courses like MOOCs	2 x 5 =10		2x5 = 10	10			
3	Feedback system	a) Feedback on Curriculum by Students b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b) Analysis Reports c)Action taken Report	10	10	A=3	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

II-TEACHING, LEARNING & EVALUATION
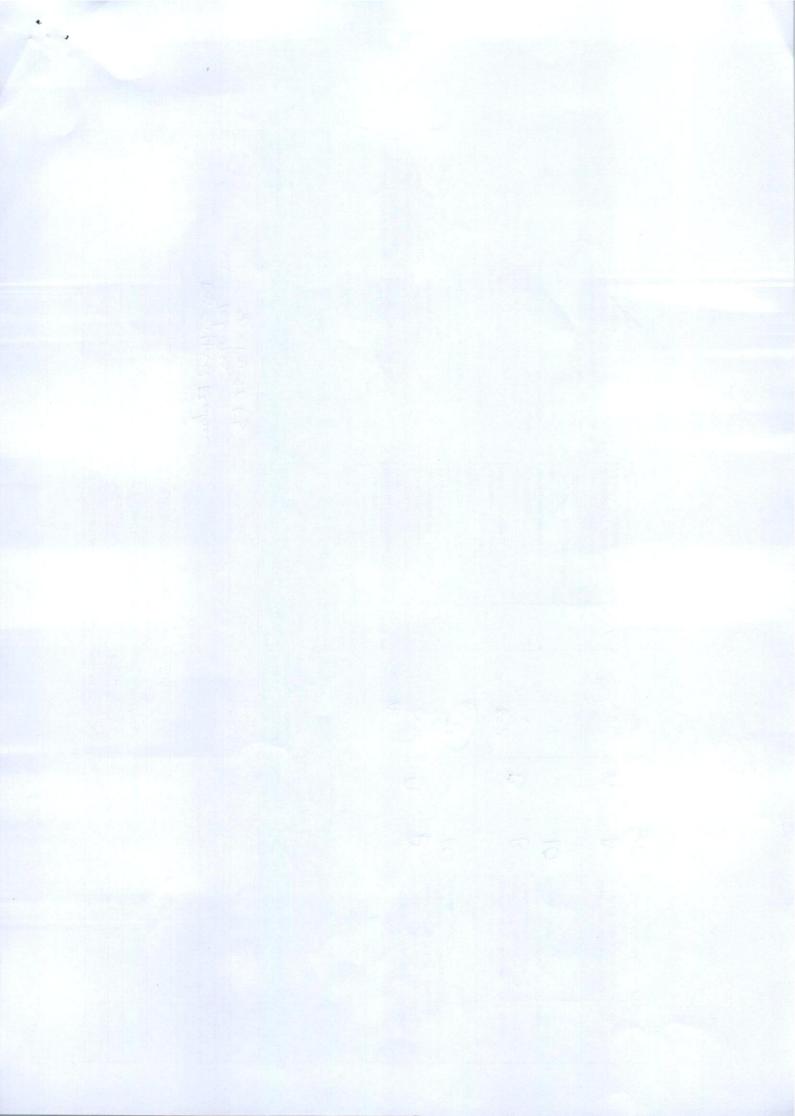
#	Category	Indicators	Evidence	Marks	Marks				Grade Criteria
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	3×20 =60	B	B 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
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted 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	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted Course wise/ Sem wise Reports	2x5=10	50	A		A	
					50	=100 2×50 =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	3×30 =90	A =60	B 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 5	5 30	3×30 =90 =A	A	A 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

III-RESEARCH, INNOVATIONS AND EXTENSION

No.	Criteria	Indicators	Evidence/Format	Marks	Max				Grading Scheme
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	2x30 =60	B	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
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	NA	NA	—	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1
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 ... 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5 10 10	60	C	C	O	1)Any three three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 5+5	20	0 2x20 =40 A	0 A	O A 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
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	NA	NA	2	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.	Category	Details	Evidence	Marks		Score	Score	Grade Criteria
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	= 40 A	A = 40	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

No.	Category	Details	Evidence	Marks	Score	Score	Grade Criteria
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	3×50 = 150 A	A 150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	3×10 =30 B 15	B 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

VI- ROLE IN INSTITUTIONAL GOVERNANCE

No.	Category	Details	Evidence	Marks	Score	Score	Grade Criteria
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	4×10	40	80 A	80 B	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

VII - BEST PRACTICES

No.	Category	Details	Evidence	Marks	Score	Score	Grade Criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	20 A	A 20	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 | | 800 |

Name & Signatures of the Academic advisors

1) B. ASEESH BABU, B. Asaeh Babu 13/02/25
2)
3)

Name & Signature of the Principal

Dr. V. Srinivasa Rao

PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAVULAPALEM

Government of Andhra Pradesh, Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone:II

Name of the College and Address	Government Degree College,Ravulapalem.		District:Dr.B R Ambedkar Konaseema		
Name of the Lecturer					
Name of the Subject	Dr. Gilleri Babu Telugu				
Date of Joining in Degree College/Date	30-12-2013		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 (A=3; B=2; C=1; D=b)	Key Indicator r Grade Points (KIGP)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
			I-CURRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30 A= 3	A	A 60	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicator =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10		3x30 90		
		5. Active Participation in BOS	Invitation Letter & Attendance	10				
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20 B=2	B	B 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
		2.Value added courses offered(& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b) Report on Certificate/ Diploma(Analytical Skills) c) Any Online courses like MOOCs	2 x 5 =10	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 3 2x10 =20	A	A 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

II-TEACHING, LEARNING & EVALUATION

#	Category	Key Indicators	Documents Required	Marks	Marks	Grade	Grade	Grade	Grading Criteria
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 2. Course wise activities designed for Slow, Moderate and Advanced learners conducted	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	$3\times20=60$ B	B	B 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
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted 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	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted Course wise/ Sem wise Reports	2x5=10 50	50	$2\times50=100$ A	A	A 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/FDP's 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired	Reports and Certificates	30	30	9+?=60 B	B	B 60	1)Any five 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=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) during the last two years 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 5	10 30	$3\times30=90$ A	A	A 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

III-RESEARCH, INNOVATIONS AND EXTENSION

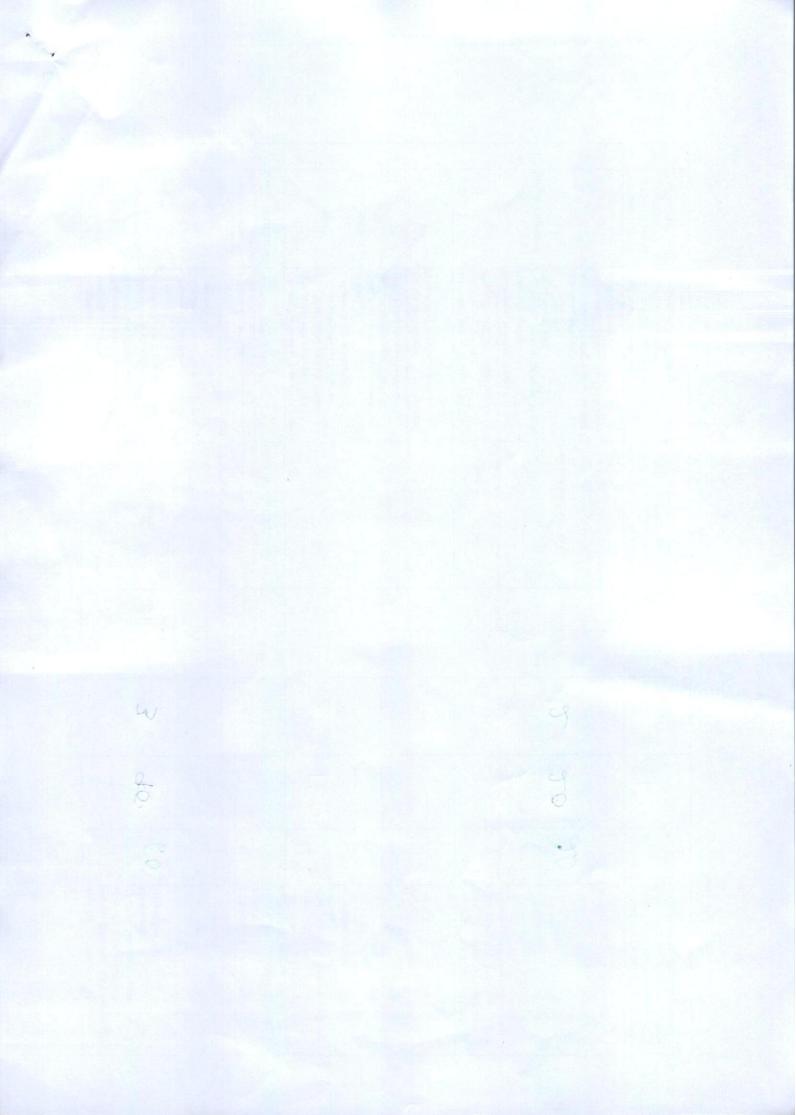| No.	Category	Items	Evidence	Marks	Total	Score	Score	Score/Grade	Criteria
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/Student demonstrations (Course wise) 3. Report on activities like Quiz/Group discussion/Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	2x30 =60 B	B	B 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
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	NA	NA	—	1)All three key indicators =3 Grade points/B 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1
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 5.Research Guideship 6.Awards in recognition of research work		10 15 5 10 10	60	0	0	0	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	10 5+5	20	2x20 =40 A	A	A 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
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.	MoU's - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	NA	NA	NA	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 | =40
A | A
A 40 | 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 | 3×50
=150
A
150 | A
A
150 | 1)All Four key indicators =3 Grade points/A 2)Any Three key indicator =1 Grade point/C 4)Below two=0/D |
| 15 | Student Progression | Report on Programme/Course wise students' progression to
a)Higher Education b)Employment
c)Entrepreneurship | Reports in the NAAC format | 10
10
10 | 30 | 2×10=20
B =30
B | B
B30 | 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 | 4×10 | 40 | 80
A | A
A 80 | 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 | 20
A | A
A 20 | 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 | | 810 | |

Name & Signature of the Principal

Name & Signatures of the Academic advisors

Dr. V. Srinivasa Rao
PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAVULAPALEM

1)
2)
3)

1) B. ASESH BABU, B. Naresh Babu 13/03/25
2)
3)

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone:	II	
Name of the College and Address	GOVERNMENT DEGREE COLLEGE, RAVULAPALEM	District:Dr.B.R.Ambedkar Konaseema
Name of the Lecturer	S.RAJENDRA PRASAD	
Name of the Subject	POLITICAL SCIENCE	
Date of Joining in Degree College/Date		Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
			I-CURRICULAR ASPECTS						
1	Curricular Planing and Preperation and Implementation of Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	1. Annual Academic Curriculum Plan	Course wise/Sem wise Records for the Academic Year	2x5=10	30	2	60	60	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		2.Course Objectives & Outcomes							
		3. Teaching Diary	Course wise/Sem wise Records for the Academic Year	2x5=10					
		4. Lesson Plans							
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	1	26	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
		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	3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

II-TEACHING, LEARNING & EVALUATION

#	Criteria	Key Indicators	Documents	Marks	Marks	Score	Score	Score	Grade Points
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	2	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
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		1. Report on student centered methods implemented (Course wise) 2.Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	3	150	100	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
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	2	60	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 5 5	30	3	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

III-RESEARCH, INNOVATIONS AND EXTENSION

No.	Category	Indicators	Evidence	Max	Total	Score	Score	Score	Grade Criteria
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	3	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
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2.Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	\	—		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1
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 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5 10 10	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
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 5+5	20	2	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 1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	\			1)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.	Category	Items	Evidence	Max		Grade			Criteria
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	3	60	40	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

No.	Category	Items	Evidence	Max		Grade			Criteria
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150	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	2	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

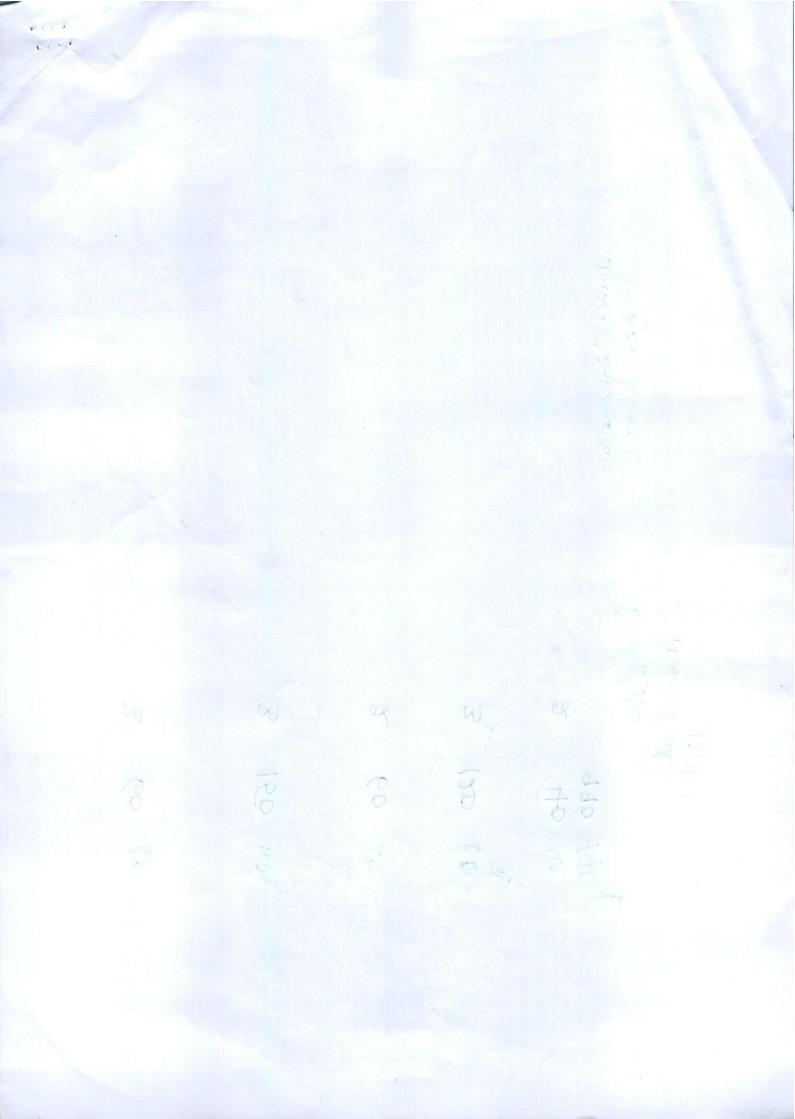| No.	Category	Items	Evidence	Max		Grade			Criteria
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	3 2	120	60	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

No.	Category	Items	Evidence	Max		Grade			Criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	2	40	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		970	40 =710	

Name & Signature of the Principal

Dr.V. Sninivana Rao

Name & Signatures of the Academic advisors

1)
2)
3) B. Noceh Babu
13/3/25

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2023-24)

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

Zone:	II
Name of the College and Address	GOVERNMENT DEGREE COLLEGE, RAVULAPALEM
Name of the Lecturer	S.RAJENDRA PRASAD
Name of the Subject	POLITICAL SCIENCE
	District:Dr.B.R.Ambedkar Konaseema
Date of Joining in Degree College/Date	
	Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2, C=1; D=0)	Key Indicator Wise Grade Points (KIWWGP) = KIGP X Wi	Key Indicator Weighted Grade Points as per Acedmic Advisor's grading KIWWGP	Guidelines
			I-CURRICULAR ASPECTS						
1	Curricular Planing and Preparation and Implementation of Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10					
					30	2	60	60	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4.Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
		1. Additional inputs related to Curriculum inputs Reports	a)Course wise/Sem wise additional inputs Reports	10					
2	Curriculum Flexibility/Enrichment	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	20	2	40	10	1)All three key indiators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

8
9
3

20
0.7
30

10
10

II-TEACHING, LEARNING & EVALUATION

No.	Criteria	Indicators	Documents	Max Marks	Score	Grade Point Criteria
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 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	2x5=10 10 / 20	2 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
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted 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	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted Course wise/ Sem wise Reports	50 / 50	3 150 100 2	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E-Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30 / 30	2 60 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 Register & Result verified by the Principal	10 10 5 5 / 30	3 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

#	Category	Details	Evidence / Metric	Points	Total	Score		Grading Criteria
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	3	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

#	Category	Details	Evidence / Metric	Points	Total	Score		Grading Criteria
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 / 10 / 5	20	—	—	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/A points/B 3)Any one key indicator =1
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 5.Research Guideship in recognition of research work 6.Awards		10 / 15 / 10 / 5 10 10	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
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	10 5+5	20	2	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=0/D
12	Functional MoU's /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	/	/	1)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

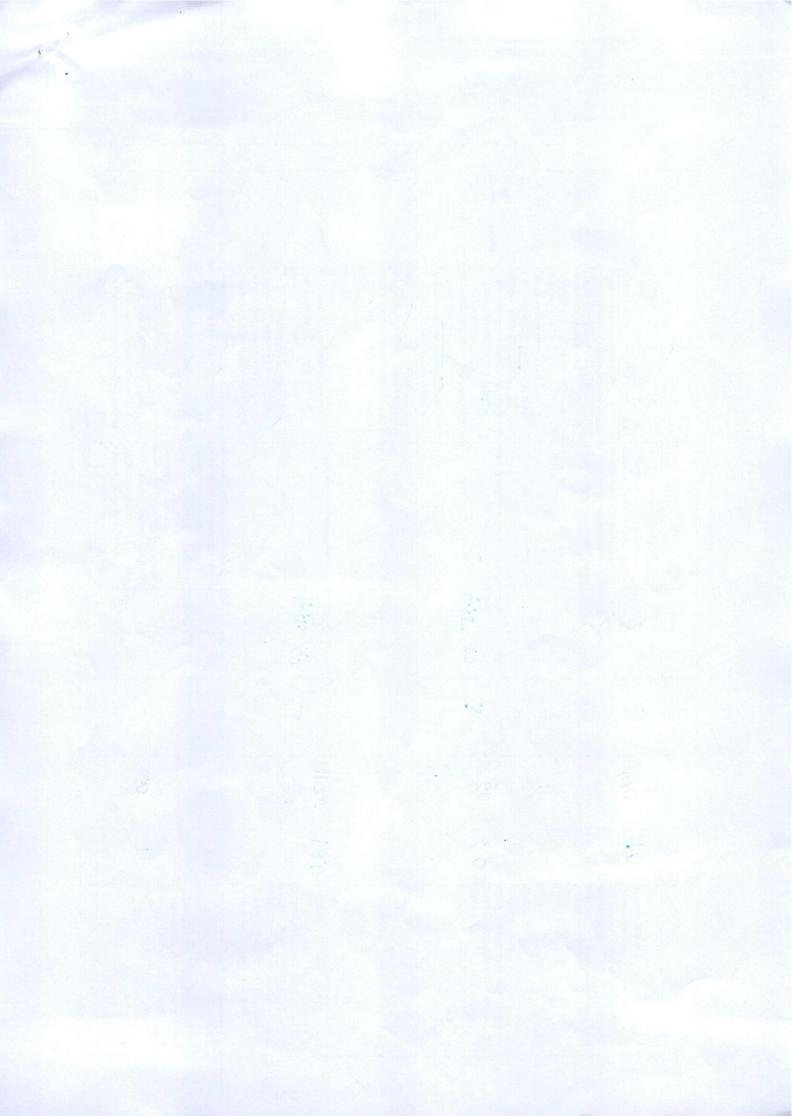# IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No	Criteria	Description	Evidence	Max		Grade			Grading Key
13	Physical facilities	Infrastructural Facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	3	60	60	1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D

V- ROLE IN STUDENT SUPPORT AND PROGRESSION

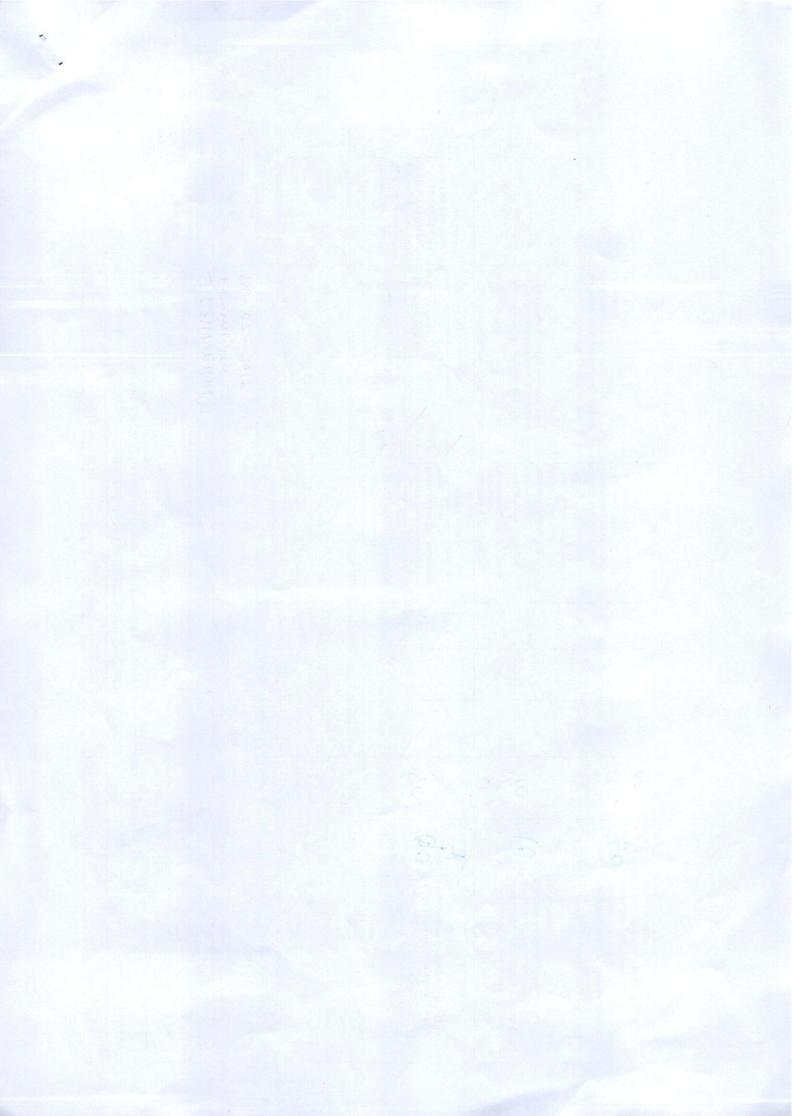| No	Criteria	Description	Evidence	Max		Grade			Grading Key
14	Student Support	1. Counseling of students as Mentor/ Class teacher b. Semester wise updation and maintenance. a. Student Profile Collection 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference 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	50	3	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	2	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

No	Criteria	Description	Evidence	Max		Grade			Grading Key
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	3.2	120	60	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

No	Criteria	Description	Evidence	Max		Grade			Grading Key
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	2	40	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		990	770	

Name & Signature of the Principal

Dr.V.Srinivasa Rao

Name & Signatures of the Academic advisors
1)
2)
3)
B. Naresh Babu
13/2/25

Government of Andhra Pradesh, Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone: II

District:Dr .B R Ambedkar Konaseema

Name of the College and Address	Government Degree College,Ravulapalem.	
Name of the Lecturer	S.CHINABABU	
Name of the Subject	Economics	
Date of Joining in Degree College/Date	06-02-2012	Date of Retirement:

I-CURRICULAR ASPECTS

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
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	3	90	90	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans ✓	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10					
		5. Active Participation in BOS ✓	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	1	10	10	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Value added courses offered(& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b) Report on Certificate/ Diploma(Analytical Skills) c) Any Online courses like MOOCs	2 x 5 =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	3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

II-TEACHING, LEARNING & EVALUATION

No	Criteria	Indicators	Documentary Evidence	Max Marks		Grade			Grade Points Criteria
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	2	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
5	Teaching-Learning Process	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	50	3			
		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	4x10 40	50	2	120	120	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 **BOS** 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	4x5 20 / 30	30	1	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) 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 5 5	10 5 30	3	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

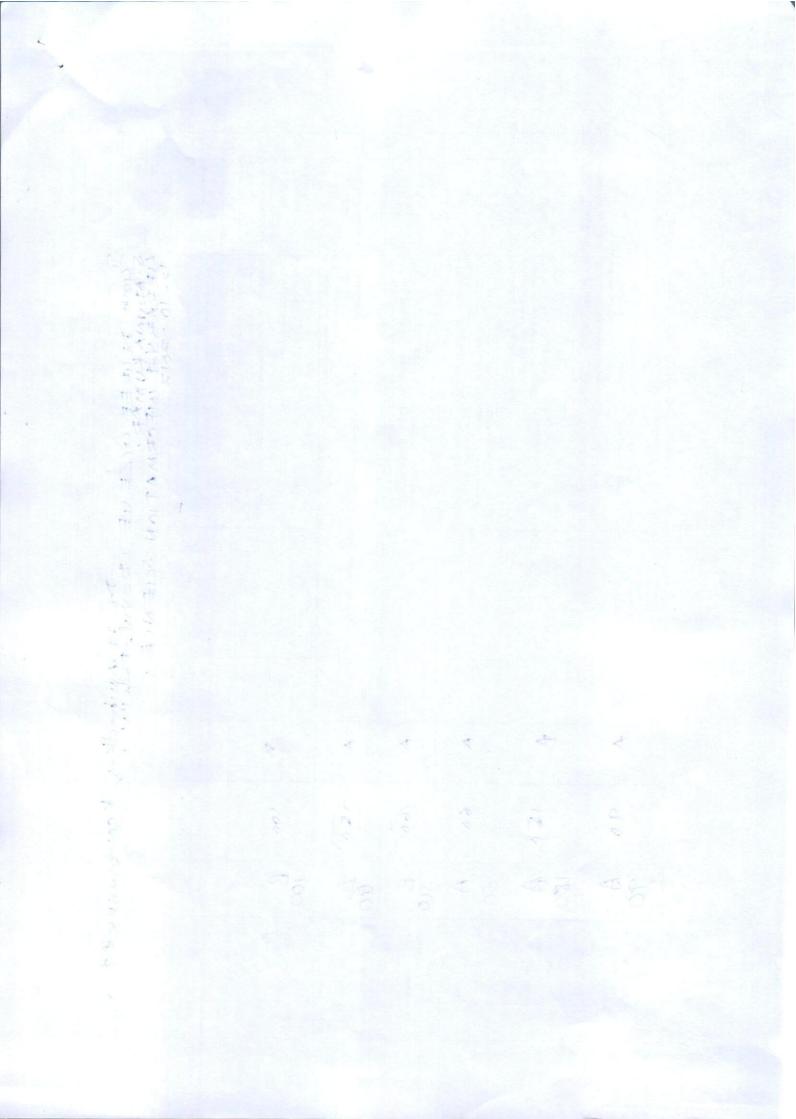| No.	Category	Sub-items	Format / Notes	Max Marks		Grading Criteria
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	*(handwritten: 4x6, 18, 30, 2, 3, 54, 54)*	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
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	*(handwritten: 10, 10, 5, 20, 3, 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
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 ... 5. Research Guideship 6. Awards in recognition of research work		10 / 15 / 10 / 5 → 60 10 / 10	*(handwritten: 10, 10, 60, 10, 10)*	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 5+5 20	*(handwritten: 3, 0, 10x1, 10, 10, 10)*	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoU's - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	*(handwritten: 0, 0)*	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No	Category	Details	Evidence	Max	Grade points				Criteria
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	4x3 =12 20 20	12 2 2	24 24			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

No	Category	Details	Evidence	Max	Grade points				Criteria
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150	150	
15	Student Progression	Report on Programme/Course wise students' progression a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	10	10	10		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)Below two=0/D

VI- ROLE IN INSTITUTIONAL GOVERNANCE

No	Category	Details	Evidence	Max	Grade points				Criteria
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	3x10 30 40	2	60 60		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

No	Category	Details	Evidence	Max	Grade points				Criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	2	40 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			75.0		

Name & Signature of the Principal

Dr. V. Srinivasa Rao

Name & Signatures of the Academic advisors

1) 13/3/25
2) B. Roosh Babu 13/3/25
3)

Government of Andhra Pradesh. Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone:II

Name of the College and Address	Government Degree College,Ravulapalem.	District:Dr.B R Ambedkar Konaseema
Name of the Lecturer	S. CHINABABU	
Name of the Subject	Economics	
Date of Joining in Degree College/Date	06-02-2012	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 Aspects 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 Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	3	90	90	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10					
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	1	10	10	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Value added courses offered(& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma(Analytical Skills)	2 x 5 =10					
			c)Any Online courses like MOOCs						
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b) Analysis Reports c)Action taken Report	10	10	3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

No.	Criteria	Key Indicators	Documents to be produced	Max Marks		Secured			Grading Criteria
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	2x5=10 10	20	3	60	**40** / 60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on Course wise Bridge Courses conducted 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						
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	30 50	30 50	3	90	90	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	3	90	90	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CFE) 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 Register & Result verified by the Principal	10 5 5	30	3	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

#	Category	Indicators	Evidence	Max	Total	Obtained		Grading
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	3x6 18 2	36 36	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

#	Category	Indicators	Evidence	Max	Total	Obtained		Grading
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	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
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... 5. Research Guideship in recognition of research work 6. Awards		10 15 10 5 10 10	60	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) PMA Blood Don.	Reports in the NAAC format	10		0 +0	+0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		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	3	60 60	
12	Functional MoU's /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoU's - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	1	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Criteria	Sub-items	Evidence						Grading scheme
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom ✓ c. Use of Labs d.Use of Library ✓ e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	3	60	60	1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4)Below two Indicators=0/D

V- ROLE IN STUDENT SUPPORT AND PROGRESSION

No.	Criteria	Sub-items	Evidence						Grading scheme
14	Student Support	1. Counseling of students as Mentor/ Class teacher b. a. Student Profile Collection ✓ Semester wise updation and maintenance ✓ 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150	150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression, to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	10 30	1	10	10	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

VI- ROLE IN INSTITUTIONAL GOVERNANCE

No.	Criteria	Sub-items	Evidence						Grading scheme
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	3x10 4x10	30 40	2	60	60	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

No.	Criteria	Sub-items	Evidence						Grading scheme
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	10 20	10 20	10	10	10	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			846.	

Name & Signature of the
Principal

Dr. V. Srinivasa Rao

Name & Signatures of the Academic advisors

1)
2)
3)

B. Aseesh Babar 13/3/25

Government of Andhra Pradesh
Commissionerate of Collegiate Education
Academic & Administrative Audit of Degree Colleges (2023-24)

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

Format- III (C)for College Lirabrians

Zone:			District:					Date of Retirement:		
Name of the College and Address		GOVT. DEGREE COLLEGE / BOYING DAKIN,								
Name of the Lecturer		S.ARUNA KUMAR.						Dr. BR. Ambedkar Konigessals pt.		
Name of the Subject		LIBRARY & INFORMATION SCIENCE.								
Date of Joining in Degree		12 - 10 - 2012								
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) Grade Points for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Weighted Grade Points (KIWWGP) = KIGP X Wi	Key Indicator Wise Weighted Grade per Academic Advisor's grading	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Desiing and Development to be considered)	Preparation and Implementation of 1. Annual Library Plan 2.Constitution of Library Committees and prepar Budgeting. 3. 4. Annual Report.5. MOU with Constituent Library	Course wise/Libzy Orientation to first Sem for all Courses to know about their resources availability.	50	50	B	100	B 100		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
2	Helping in SSS / Feed back committee	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Feedback Analysis Report	30	30	A	150	B 60 point	1)All two key indicators =3 Grade points/A 2)Any one key indicators =2 Grade points/B 3)Any no key indicator =1 Grade point
3	Organizing Library Events	1. Inviting prominent personalities as speakers to deliever the lectures on the Libraries. 2. Library week 3. Conducting the book exhibition : display the Library collection with precious rare books and other important book and other library materials.	Conducting debate / cessay writing competations among all the students and distrubution of prizes	20		A	60	B 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
			1.Recording the Remarks and Suggestions of the Students, Faculty members and other guests. 2.Preparing Reports on each event	20	40	A	60	A 60	
4	Book processing	1. Purchasing of books. 2. verification of pagenation. 3.entering in Accession Register. 4. Processing with book pocket, Date slip, Spin lable. 5. Classification .6 Catologuing	Bills/Registrer and related Records	50	50	A	15 ?	A 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
5	Collection Development of Learning Resources	1. Print Media- Periodicals/ Journals . 2. Electronic Journals / E. Databases. 3.Online resources .	1. Nfist Logins 2. e-footfall 3. Issue Register	30	30	A	90	A 90	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

No	Criteria	Sub-criteria / Indicators	Documents	Marks	Total	Grade		Grade Descriptors
6	IT Infrastructure of the Library	1. The Computer network. 2. Electronic resources. 3. Guidelines for Fair Use of e- Log books related to usage.		50	50	A	150 / A 150	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
7	Weeding out Policy	Print Media; Non-print Media - CDs, DVDs, Cassettes etc.; Process for weeding out.	Minutes/ Resolutions Register	5 / 10 / 5	20	A (60)	B 40	1)Any four key indicators =3 Grade points/A; 2)Any Two key indicators =2 Grade points/B
8	Research Publications and Awards for Librarian	1. Papers Published in Journals / Chapters published in edited volumes; 2. Books published as single author; 3. Books published as Co-Author; 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC - CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship; 6.Awards in recognition of research work	Proofs validated by IQAC and verified by Principal	10 / 15 / 10 / 10 — 5 / 10 / 10 — 5	60	C 60	A 60	2)Any two key indicators =2 Grade points/B; 3)Any one key indicator =1 Grade point/C
9	Extension Activities	1.Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related); 2. Exxtension for Students (Guiding/Monitoring for CSP/Internship); 3.Involvement in activities related Preservation of Newspapers and press clippings; 4.Inter- Library Loan	Reports in the NAAC format; 1.Reports in the NAAC format display of newspaper clippings containing Job Notifications 2. preservation of newspaper clippings on a particular topic.	5+5 / 5+5	20	C (30) / A	C 10 / 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
10	Maintainance of Physical facilities in Library	Infrastructural facilities in the Department/Colleges a. ventilation and lighting, availability of seating. b. Use of Modular Building plan c. Use of audio visual methods d.Use of Library software e. Library Digitization. f. Maintenance of sanitation in Library	1. Log book related to usage. 2. Uploding data on website	50	50	B (150)	A 100	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

#	Criteria	Description	Evidence	Max Marks		Grade	Grade Points		Indicators
11	Preservation of Library materials	1. Keeping Records : Accession of books received as Gift. 2. Any other Study Material with Generating Barcodes 3.Generating spine Lable. 4.Writing Book Cards. 5. Preservation od student desartations. 6. Preservation of Back volumes of Periodicals and journals. 7. accetioning of Periodicals through cordex. 8. Maintainance of records.	Reports in the NAAC format	5 each (8x5=40)	40	A	120	A 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
12	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	A 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
13	Best Practices	Identification and Contribution to a)The Library Best practices. b)Institutional Best practices.	Reports in the NAAC format	20	20	A	60	A 66	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		1200	1140	

Name & Signature of the Principal

Dn.V.SrinivasaRao

PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAVULAPALEM

1)
2)
3)

Name & Signatures of the Academic advisors

B.ASEGH BABU   B. Avesh Babu   12/03/25

13/3/25

Government of Andhra Pradesh
Commissionerate of Collegiate Education
Academic & Administrative Audit of Degree Colleges (2024-25)
Format - III C (To be Filled by Faculty and handed over to Academic Advisor)

Format- III (C)for College Lirabrians

Zone:									
Name of the College and Address	Govt. DEGREE COLLEGE, RAJULA PALEM.		District: Dr. BR Ambedkey Konaseema Dt.						
Name of the Lecturer	S.ARUNA KUMAR								
Name of the Subject	LIBRARY & INFORMATION SCIENCE								
Date of Joining in Degree	12-10-2012.		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 (KIGP) =3; B=2; C=1; D=0)	Key Indicator Grade Points (KIGP) (A Points =3...	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Desining and Development to be considered)	Preperation and Implementation of 1. Annual Library Plan 2.Constitution of Library Committees and prepar Budgeting. 3. 4. Annual Report.5. MOU with Constituent Library	Course wise/Libry Orientation to first Sem for all Courses to know about their resources availability.	50	50	2 / B	100	B 100	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
2	Helping in SSS / Feed back committee	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Feedback Analysis Report	30	30	2 / B	60	B 60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any no key indicator =1 Grade point
			Conducting debate : esssay writing competations among all the students and distrubation of prizes	20	20	B	60	A / B 60	1)All two key indicators =3 points/A 2)Any one key indicators =2 Grade points/B 3)Any two key indicator =1 Grade
3	Organizing Library Events	1. Inviting prominent personalities as speakers to deliever the lectures on the Libraries. 2. Conducting the book exhibition : display the Library collection with precious rare books and other important book and other library materials. 3. Library week	1.Recording the Remarks and Suggestions of the Students, Faculty members and other guests. 2.Preparing Reports on each event	20	40	A	60	A 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	Book processing	1. Purchasing of books. 2. verification of pagenation. 3.entering in Accession Register. 4. Processing with book pocket. Date slip, Spin lable. 5. Classification .6 Cataloguing	Bills/Register and related Records	50	50	A	150	A/B 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

Sl. No	Category	Indicators	Evidence / Document	Marks					Grading Criteria
5	Collection Development of Learning Resources	1. Print Media- Periodicals/ Journals . 2. Electronic Journals / E- Databases. 3.Online resources .	1. Nlist Logins 2. e-football 3. Issue Register	30	30	A	90	A 90	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
6	IT Infrastructure of the Library	1. The Computer network.2. Electronic resources. 3. Guidelines for Fair Use of e- Log books related to usage	50	50	2 (B)	100	B 100		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
7	Weeding out Policy	Process for weeding out. / Print Media / Non-print Media - CDs, DVDs, Cassettes etc..	Minutes/ Resolutions Registrer	5 / 10	20	A	60 / A 20		1)All three key indicators =3 Grade points/A 2)Any Two key indicators =2 Grade points/B
8	Research Publications and Awards for Librarian	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC - CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work	Proofs validated by IQAC and verified by Principal	10 15 10 5 10 10	60	C / #	60	60	1)Any four key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
9	Extension Activities	1.Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) 2. Exxtension for Students (Guiding/Monitoring for CSP/Internship)	Reports in the NAAC format	5+5	15	A	3.	A 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
		3.Involvement in activities related Preservation of Newspapers and press clippings 4.Inter- Library Loan	1.Reports in the NAAC format display of newspaper clippings containing Job Notifications 2. preservation of newspaper clippings on a particular topic.	5+5	20	A	3.	A 30	

No	Criteria	Documents / Evidence	Marks	Marks	Grade	Grade Points	Grade	Grade Points	Key Indicators
	Infrastructural facilities in the Department/Colleges								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
10	Maintinance of Physical facilities In Library a. ventilation and lighting, availability of seating. b. Use of Modular Building plan c. Use of audio visual methods d.Use of Library software e. Library Digitilization. f. Maintenance of sanitation in Library	1. Log book related to usage. 2. Uploding data on website	50	50	2	100	B	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
11	Preservation of Library materials 1. Keeping Records : Accession of books received as Gift. 2. Any other Study Material with Generating Barcodes 3.Generating spine Lable. 4.Writing Book Cards. 5. Preservation od student desartations. 6. Preservation of Back volumes of Periodicals and journals. 7. accetioning of Periodicals through cordex. 8. Maintainance of records.	Reports in the NAAC format	5 each (8x5=40)	40	A	120	A	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
12	Participation in Institutional Governance and Leadership a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees 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	150	A	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
13	Best Practices Identification and Contribution to a)The Library Best practices, b)Institutional Best practices.	Reports in the NAAC format	20	20	A	60	A	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		1300	Ⓐ	1070	

Name & Signature of the Principal

Dr.V. Sajiniva Rao

PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAVULAPALEM

1)
2)
3)

Name & Signatures of the Academic advisors

B. Nooth Babu 13/02/25

13/3/25

Zone: II	
Name of the College and Address	GOVERNMENT DEGREE COLLEGE, RAVULAPALEM
Name of the Lecturer	Dr.U RAMESH BABU
Name of the Subject	ENGLISH
Date of Joining in Degree College/Date	08-08-2023	Date of Retirement:30-04-2030

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A=3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
			I-CURRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preparation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5=10	30		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	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		0	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
		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		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		60	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on Course wise Bridge Courses conducted 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					

No.	Criteria	Documents/Evidence	Max				Grading
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		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 =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	3	60	1)Any five key indicators =3 Grade points/A 2)Any three indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below =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		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 =0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5×6=30	30		36	1)All three key indicators =3 Grade points/A any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below =0/D

III-RESEARCH, INNOVATIONS AND EXTENSION

No.	Criteria	Documents/Evidence	Max		Grading
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 / 10 / 5	20	0	0	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

No.	Criteria	Description	Evidence	Sub-points	Points		Marks	Grade Criteria
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		5	5	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		65	65	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		0		1)All three key indicators =3 Grade points/A 2)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Criteria	Description	Evidence	Sub-points	Points		Marks	Grade Criteria
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		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	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	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
		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	4×10 40	60 60	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	10	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**	741	

Name & Signature of the Principal

Dr.V. Srinivasa Rao

Name & Signatures of the Academic advisors

1) B. ASEESH BABU
2)
3) 13/02/2

741

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2023-24)

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

District:Dr.B.R.Ambedkar Konaseema

Zone: II	
Name of the College and Address	GOVERNMENT DEGREE COLLEGE, RAVULAPALEM
Name of the Lecturer	Dr.U RAMESH BABU
Name of the Subject	ENGLISH
Date of Joining in Degree College/Date	29-08-2023

Date of Retirement:30-04-2030

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 Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5=10	30		90	90	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the	2x5=10					
		5. Active Participation in BOS	Invitaion Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20		10	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
		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		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		60	60	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on Course wise Bridge Courses conducted 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					

No.	Criteria	Indicators	Documents	Max Marks		Obtained		Grading
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	080	080	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	3 → B	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) — 10 2. Assignments-Critical, Innovative, text book and Internet based — 10 3. Involvement in Summative evaluation — 5 4. Maintaining Marks Register & Result Analysis register. — 5	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	30	30 → 3	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 presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	36	36	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

No.	Criteria	Indicators	Documents	Max Marks		Obtained		Grading
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects — 5 2. Major Research Projects — 10 3. Consultancy Projects — 5	Letter of intimation and award letters (For Current Year only) Either Ongoing OR Completed)	20		0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

Sr. No.	Criteria	Details	Evidence	Marks		Obtained		Grading
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	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	20	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
		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		69		
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	5 0	5 0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
	IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES							
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	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							

#	Criteria	Evidence	Max	Total	Awarded	Grading
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	100	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	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicator =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

VI- ROLE IN INSTITUTIONAL GOVERNANCE

#	Criteria	Evidence	Max	Total	Awarded	Grading
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	60	60	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

#	Criteria	Evidence	Max	Total	Awarded	Grading
17	**Best Practices** Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	10	10	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	786	

Name & Signature of the Principal

Dn.V. SrinivasaRao

Name & Signatures of the Academic advisors

1) B. ASEESH BABU   B. Aseesh Babu 13/03/25

2)

3)

Academic & Administrative Audit of Degree Colleges (2023-24)

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

District: Dr.B.R.Ambedkar Konaseema

Zone: II			
Name of the College and Address	GOVERNMENT DEGREE COLLEGE, RAVULAPALEM		
Name of the Lecturer	B.SATYA VARA PRASAD		
Name of the Subject	CHEMISTRY		
Date of Joining in Degree College/Date	02-09-2023		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 Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5 = 10	30	2	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary	Course wise/Sem wise Records for the	2x5 = 10					
		4. Lesson Plans							
		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	2	40	B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10			40		
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	3	30	A / 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	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners)	10	20	3	60	A / 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
		2. Course wise activities designed for Slow, Moderate and Advanced learners	2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners						
		1.Report on Course wise Bridge Courses conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted	2x5=10					
		2. Report on Course wise Remedial coaching conducted	2.Course wise/Sem wise Report on Remedial coaching conducted						

No	Criteria	Indicators	Documents						Grade	Obtained
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise Sem wise Reports	50		50	2	100	B	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. 1- Content Development /MOOCs (Massive Open Online Courses) 6. Aditional Qualifications acquired during the last two years	Reports and Certificates	30		30	2	60	B	60
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) — 10 2. Assignments-Critical, Innovative, text book and Internet based — 10 3. Involvement in Summative evaluation — 5 4. Maintaining Marks Register & Result Analysis register. — 5	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			30	3	90	A	90
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	3	90	A	90
	III-RESEARCH, INNOVATIONS AND EXTENSION									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects — 5 2. Major Research Projects — 10 3.Consultancy Projects — 5	Letter of intimation and award letters (For Current Year only) Either Ongoing OR Completed)	5 10 5		20	0	0	D	0

Grade rubrics:

- **Row 5:** 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
- **Row 6:** 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
- **Row 7:** 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
- **Row 8:** 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
- **Row 9:** 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

No.	Category	Description		Max	Value				Grading Criteria
10	Research Publications and Awards	1. Papers Published in Journals Chapters published in edited volumes		10					1) Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points /B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		2. Books published as single author		15					
		3. Books published as Co-Author		10					
		4. Papers Chapters published as Co-Author		5					
		(Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered)		60	0	0	0	D	
		5.Research Guideship recognition of research work		10					
		6.Awards in		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	3	60	A 60	
12	Functional MoU's /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency. 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered - 10 Amount generated through Consultancy - 5 points	20	20	0	0	D 0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Category	Description		Max	Value				Grading Criteria
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	3	60	A 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

No	Item	Particulars	Reports	Marks		Multiplier	Total	Count	Grade	Criteria
14	Student Support	1. Counseling of students as Mentor Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material question banks) 3. Guiding Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150		A 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	2	60		B 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	3	120		A 120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
		VII - BEST PRACTICES								
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	3	60		A 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		1040		1040	

Name & Signatures of the Academic advisors

1) B. ASEESH BABU   B. Aseesh Babu 12/03/2025

2)

3)

Name & Signature of the Principal

Dr.V. Srinivasa Rao   B.Satyanarayana Prasad

B. Srinivas.   B.Satya S.

National Webinar on

Unlocking Innovation: Understanding Intellectual Property Rights

This is to certify that

BATLANKI SATYA VARA PRASAD LECTURE IN CHEMISTRY GDC, RAVULAPALEM

has participated in the National webinar "**Unlocking Innovation: Understanding Intellectual Property Rights**" on **07.05.2024**

Jointly organized by

Department of Zoology-Aquaculture & IQAC, **Government Degree College, Ramachandrapuram,** (Affiliated to Adikavi Nannaya University) Dr. B R Ambedkar Konaseema Dist. Andhra Pradesh, Department of Zoology & IQAC, **PRR & VS GOVERNMENT COLLEGE, Vidavalur,** (Affiliated to Sri Vikrama Simhapuri University),SPSR Nellore Dist., Andhra Pradesh & **IKP-PRIME** (IKP Platform for Regional IP Management Ecosystem), IKP Knowledge Park, Hyderabad

PRINCIPAL
Govt. Degree College
Ramachandrapuram

PRINCIPAL
PRR & VS GOVT. COLLEGE
VIDAVALUR . 524318.
SPSR NELLORE DT.

Verified
Certificate

This is to certify that

BATLANKI SATYA VARA PRASAD

successfully completed and received a passing grade in

CSX0001: Computer Science 101

a course of study offered by StanfordOnline, an online learning initiative of Stanford University.

Nick Parlante
Senior Lecturer, Computer Science
Stanford University

Stanford ONLINE

edX

Verified Certificate	Valid Certificate ID
Issued June 12, 2024	0dfa653598994ab9ac8604ea8fba7410

Please note: some online courses may draw on material from courses taught on-campus but they are not equivalent to on-campus courses. This statement does not affirm that this participant was enrolled as a student at Stanford University in any way. It does not confer a Stanford University grade, course credit or degree.

Harvard|X

Verified
Certificate

This is to certify that

BATLANKI SATYA VARA PRASAD

successfully completed and received a passing grade in

happy: Managing Happiness

a course of study offered by HarvardX, an online learning
initiative of Harvard University.

edX

Verified Certificate
Issued June 18, 2024

Valid Certificate ID
3164b31c4f1d4e6ea5afdaba8982d2e8

William Henry Bloomberg Professor of the Practice of Public
Leadership at Harvard Kennedy School and Professor of
Management Practice at Harvard Business School

Arthur Brooks

Harvard University

Verified
Certificate

IBM

This is to certify that

BATLANKI SATYA VARA PRASAD

successfully completed and received a passing grade in

DA0130: Analyzing Data with Excel

a course of study offered by IBM, an online learning
initiative of IBM.

Steve Ryan
Instructor & Content Developer
Skillup Technologies

Sandip Saha Joy
Data Scientist
IBM

edX

Verified Certificate
Issued June 15, 2024

Valid Certificate ID
173730770097_4bec96de14cee1362558

Academic & Administrative Audit of Degree Colleges (2024-25)

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

District: Dr.B.R.Ambedkar Konaseema

Zone:	II	
Name of the College and Address	GOVERNMENT DEGREE COLLEGE, RAVULAPALEM	
Name of the Lecturer	B.SATYA VARA PRASAD	
Name of the Subject	CHEMISTRY	
Date of Joining in Degree College Date	02-09-2023	Date of Retirement 30-06-2036

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 key Weightage (Wi) for key Indicator (A =3; B=2; C=1; D=0)	Indicator Grade Points (KIGP)	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 Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year	2x5=10	30	2	60	B 60
			Course wise/Sem wise Records for the	2x5=10				
			Invitation Letter & Attendance	10				
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	2	40	B 40
		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	3	30	A 30
			II-TEACHING, LEARNING & EVALUATION					
4	Catering to Student Diversity	1. Report on grouping of students into Slow. Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	3	60	A 60
		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				

Grade points:
1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =2 Grade points/C 4)No Indicator=0/D

1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

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)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

No.	Criteria	Indicators	Evidence					Grade	Grading Criteria
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	2	100	B 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	2	60	B 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	3	90	A 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 presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5×6=30	30	3	90	A 90	1)All five key indicators =3 Grade points/A 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
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2.Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only) Either Ongoing OR Completed)	5 10 5	20	0	0	D 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

No.	Criteria	Indicators		Max					Grade
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	10	C	1)Any three key indicators = 3 Grade points/A 2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D
		5. Research Guideship of research work recognition 6.Awards in		10 10				LO	
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	3	60	60	
12	Functional MoU's /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered - 10 Amount generated through Consultancy - 5 points	20	20	0	0	D	1)All three key indicators = 3 Grade points/A 2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Criteria	Indicators	Reports	Max					Grade
		Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom		20	20	0	0	O	1)All three key indicators = 3 Grade points/A 2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1
13	Physical facilities	c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	3	60	A	1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D

V- ROLE IN STUDENT SUPPORT AND PROGRESSION

No.	Criteria	Description						Grade	Indicator
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150	A 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	2	60	B 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	3	120	A 120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
	VII - BEST PRACTICES								
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	3	60	A 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		1040	1040	

Name & Signatures of the Academic advisors

1) B.ASEESH BABU
B.Aseesh Babu 13/02/25

2) B.Satyavaniprasad

3) R.Santhi

Name & Signature of the Principal

Dr.V. Srinivasa Rao
15/3/25

GOVERNMENT DEGREE COLLEGE
YELESWARAM, KAKINADA DT.

CERTIFICATE

This is to certify that Dr./Mr./Mrs./Miss

B SATYA VARA PRASAD

His/Her

participated in the One Day National Seminar on

"NUCLEAR SCIENCE"

for Health care, Energy and Environment Held on 27-09-2024.

SIGNATURE OF THE
CONVENOR

SIGNATURE OF THE
PRINCIPAL

National Webinar on

Unlocking Innovation: Understanding Intellectual Property Rights

This is to certify that

BATLANKI SATYA VARA PRASAD LECTURE IN CHEMISTRY GDC, RAVULAPALEM

has participated in the National webinar "**Unlocking Innovation: Understanding Intellectual Property Rights**" on 07.05.2024

Jointly organized by

Department of Zoology-Aquaculture & IQAC, **Government Degree College, Ramachandrapuram,** (Affiliated to Adikavi Nannaya University) Dr. B R Ambedkar Konaseema Dist. Andhra Pradesh, Department of Zoology & IQAC, **PRR & VS GOVERNMENT COLLEGE, Vidavalur,** (Affiliated to Sri Vikrama Simhapuri University),SPSR Nellore Dist., Andhra Pradesh & **IKP-PRIME** (IKP Platform for Regional IP Management Ecosystem), IKP Knowledge Park, Hyderabad

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VIDAVALUR - 524318.
SPSR NELLORE DT.

Estd 1965

#	Description		Max			Criteria
14	Student Support 1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150 A 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	2	60 B 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

#	Description		Max			Criteria
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	3	120 A 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

#	Description		Max			Criteria
17	Best Practices Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	3	60 A 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		10.50 1050	

Name & Signature of the Principal	Name & Signatures of the Academic advisors
Dr.V. Srinivasa Rao	1) B. ASEESH BABU B.Aseesh Babu 12/03/25 2) 13/3/25 3)
K. RAJANI K. Rajani	

III-RESEARCH, INNOVATIONS AND EXTENSION

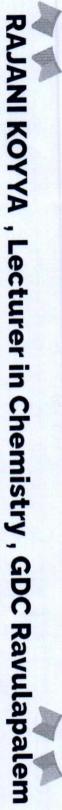| #	Criterion	Sub-items	Points	Evidence					Grade		Scoring scheme
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	5	Letter of intimation and award letters (For Current Year only) Either Ongoing OR Completed	20	0	0		D 6		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2. Major Research Projects	10								
		3.Consultancy Projects	5								
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes	10		60	1	10		C 10		1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2. Books published as single author	15								
		3. Books published as Co-Author	10								
		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								
		5.Research Guideship	10								
		6.Awards in recognition of research work	10								
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	10	Reports in the NAAC format	20	3	60		A 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)	5+5	Reports in the NAAC format							
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.	20	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	0	0		D 0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

#	Criterion	Sub-items	Points	Evidence					Grade	Scoring scheme
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	20	Log books related to usage	20	3	60		A 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

No.	Criteria	Sub-items / Reports	Documentation	Marks				Grade	Descriptors
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10					1)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
		1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	2	100	B / 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. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	2	60	B / 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	10						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. / 2. Departmental Internal Marks Register for CIA verified by the Principal		5	30	3	90	A / 90	
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student Outcomes 3. Report on Student demonstrations (Course wise) 4. 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	3	90	A / 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

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone: II		
	District:Dr.B.R.Ambedkar Konaseema	
Name of the College and Address	GOVERNMENT DEGREE COLLEGE, RAVULAPALEM	
Name of the Lecturer	K.RAJANI	
Name of the Subject	CHEMISTRY	
Date of Joining in Degree College/Date	09-09-2021	Date of Retirement:30-06-2036

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
		1-CURRICULAR ASPECTS							
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	2	60	B 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	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	2	40	B 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	3	30	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
		II-TEACHING, LEARNING & EVALUATION							
4	Catering to Student Diversity	1. Report on grouping of students into Slow. Moderate and Advanced learners 2. Course wise activities designed for Slow. Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow. Moderate and Advanced learners) 2. Course wise/Sem wise Activities designed for Slow. Moderate and Advanced learners	10	20	3	60	A 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

S.R.R. & C.V.R. GOVT. DEGREE COLLEGE

(Autonomous)

Estd : 1937

Machavaram, VIJAYAWADA - 520 004, N.T.R. District, A.P

NAAC 'A' (Cycle-4), ISO 9001:2015 Certified & NIRF Ranked Institution

Certificate of Participation

RAJANI KOYYA , Lecturer in Chemistry , GDC Ravulapalem

Has actively participated in International Webinar on Exploring
Research Trends In Chemistry & Biochemistry , 29th November 2023

Jointly organised by

Department of Chemistry & Biochemistry

Dr. Sk. BEEBI
Lecturer in Chemistry
SRR & CVR GOVT. DEGREE COLLEGE (A)
VIJAYAWADA-520 004.

Dr. Shaik Beebi
Dept. of Chemistry

PRINCIPAL
SRR & CVR GOVT. DEGREE COLLEGE
(Autonomous)
Machavaram, VIJAYAWADA-520 004.

Dr. K. Bhagya Lakshmi
Principal

DEPARTMENT OF BIOCHEMISTRY
SRR & CVR GOVT. COLLEGE
VIJAYAWADA-520 004.

Dr. Syed Vaziha Tahaseen
Dept. of Biochemistry

D.S.Govt Degree College for Women,

ONGOLE. PRAKASAM - 523001. ANDHRA PRADESH. INDIA

Estd. 1984   www.dsgdcw.ac.in   iqac@dsgdcw.ac.in   ▶ dsgdcw

NAAC : A⁺   (Affiliated to Andhra Kesari University, Ongole)

DEPARTMENT OF PHYSICS, CHEMISTRY & INTERNAL QUALITY ASSURANCE CELL

Certificate of Participation

This is to certify that Mrs. K. RAJANI , Lecturer in Chemistry

of   Government   Degree   College   Ravulapalem ,   Dr.   B.   R.   Ambedkar

Konaseema , Andhra Pradesh , INDIA has participated in National Webinar on

"Tiny Wonders, Big Future: Making and Understanding Nanomaterials" organised

by Department of Physics, Chemistry & IQAC, D.S. Govt. Degree College for

Women, Ongole, Prakasam District, Andhra Pradesh, INDIA through Google

Meet & Youtube on 03-04-2024 from 10:30am to 12:30pm & 2:00pm to 4:00pm.

N. M. Bharathi
Dr.N.Manjula Bharathi
Dept of Physics

Dr.M.Srinivasa Reddy
Dept of Chemistry

Smt.P.Kusuma Kumari
IQAC Coordinator

Dr.D.KALYANI
PRINCIPAL
DS GDCW, Ongole.

#	Item	Sub-item		Max	Grade	Criteria
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection updation and maintenance. b. Semester wise 2. Any other Study Material/ Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150 A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	2	60 B 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
					150		**150**	
	VI- ROLE IN INSTITUTIONAL GOVERNANCE							
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	3	120 A 120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators = 2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
	VII - BEST PRACTICES							
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	3	60 A 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		1040 1040	

Name & Signature of the Principal

Dr.V. Srinivasa Rao

Name & Signatures of the Academic advisors

1) K. RAJANI
   K. Rajani

2) B. Ashok Balmurali 13/3/25

3) (signature) 13/3/25

#	Category	Sub-items	Evidence	Marks	Max	Score			Criteria
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only) Either Ongoing OR Completed)	5					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.Major Research Projects		10	20	0	0	1 / D / 0	
		3.Consultancy Projects		5					
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes		10	60	0	0	1 / 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
		2. Books published as single author		15					
		3. Books published as Co-Author		10					
		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					
		5.Research Guideship 6.Awards in recognition of research work		10 10					
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10					
11	Extension Activities	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	3	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	0	0	D / 0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

#	Category	Sub-items	Evidence	Marks	Max	Score			Criteria
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	3	60	A	1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D

V- ROLE IN STUDENT SUPPORT AND PROGRESSION

#	Criteria	Indicators	Source of Evidence	Max	Marks	%	Grade	Grading Scheme
		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	2×5=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
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 3. Report on implementation of Computer/Internet assisted learning (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on the Use of LMS tools (Course wise)	Course wise/ Sem wise Reports	50	50	2	100 B 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 innovative pedagogical Tools used 1. Report on Seminars/ Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	2	60 B 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	3	90 A 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 presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5×6=30	30	3	90 A 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

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2023-24)

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

Zone:	Ti
Name of the College and Address	GOVERNMENT DEGREE COLLEGE, RAVULAPALEM District: Dr. B.R. Ambedron Konaseema
Name of the Lecturer	K. RAJANI
Name of the Subject	CHEMISTRY
Date of Joining in Degree College/Date	09-09-2021

Date of Retirement: 30-06-2036

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 (KIWW GP) = KIGP X Wi	KIWW GP as per Academic Advisor's grading	Guidelines
I-CURRICULAR ASPECTS									
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	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	2	60	B 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	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	2	40	B 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	3	30	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
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				

Proceedings of International Conference on
"Smart Materials and Advanced Applications-2024 (ICSMA-2024)"

Edited by
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N S V KIRAN KUAMR & Dr .S V G V A PRASAD

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Smart Polymers

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E-mail: raj.kadp@gmail.com

Abstract

Smart polymers are becoming increasingly essential across various sectors, including healthcare, the textile industry, electronics, polymer manufacturing, and the automotive industry. These materials exhibit intelligent and adaptive behaviours, making them valuable in numerous applications. Additionally, they are gaining prominence in wastewater treatment due to their responsive and adaptive properties. Smart polymers possess unique characteristics such as responsiveness and biocompatibility. They can be classified into various types based on their responsive mechanisms. Continued research and development are crucial to advancing the study of smart polymers, which could offer sustainable environmental solutions.

Keywords: Intelligent materials, Biocompatibility, Responsiveness, Sustainability

Introduction

As technology advances across all sectors, it often leads to environmental challenges. To address these issues, smart polymers have emerged as a crucial solution, paving the way for the development of intelligent materials. Smart polymers are a class of dynamic polymers that exhibit responsive behaviour, extending molecular dynamics to macroscopic polymer materials. These polymers are integral to the creation of intelligent materials with a wide range of applications. Smart polymers are particularly valuable in fields such as healthcare and automotive engineering. They are also increasingly used in wastewater treatment due to their responsive and adaptive properties. The study and application of smart polymers are essential for chemists, chemical engineers, mechanical engineers, and other professionals within the polymer industry. These materials are vital in sectors including medical, automotive, and aerospace engineering, and they are of significant interest to academic researchers focused on polymer science.

Properties and Classification of Smart Polymers

Smart polymers are distinguished by their unique properties and characteristics, which include:

1. **Responsiveness:** These polymers can respond to external stimuli such as temperature, pH, light, and more.
2. **Switch ability:** Smart polymers can change their physical or chemical state in response to environmental changes.
3. **Biocompatibility:** Many smart polymers are compatible with biological systems, making them ideal for medical and healthcare applications.
4. **Tunability:** Their properties can be fine-tuned for specific applications, allowing for customized solutions.

Classification of Smart Polymers

Smart polymers can be classified based on their responsive mechanisms. Some of the key types include:

1. Thermoresponsive Polymers:

- ○ **Description**: Also known as temperature-responsive polymers, these materials exhibit changes in their physical and chemical properties as the temperature varies.
- ○ **Examples**: Poly(N-isopropylacrylamide) (PNIPAAm) and poly (N, N-diethyl acrylamide) (PDEAAm).
- ○ **Applications**: Thermoresponsive polymers are used in drug delivery systems, tissue engineering, and temperature-controlled release systems.

2. **pH-Responsive Polymers**:
   - ○ **Description**: These polymers undergo changes in their structure, solubility, or charge in response to pH variations.
   - ○ **Examples**: Poly (acrylic acid) (PAA) and poly (ethylene glycol) (PEG).
   - ○ **Applications**: pH-responsive polymers are widely used in drug delivery systems, biosensors, and other biomedical applications.

3. **Light-Responsive Polymers**:
   - ○ **Description**: Also known as photo-responsive polymers, these materials change their properties when exposed to light.
   - ○ **Examples**: Azobenzene-based polymers and Spiro pyran-based polymers.
   - ○ **Applications**: Light-responsive polymers have a wide range of applications, including optical switches, sensors, and drug-delivery systems.

Applications of Smart Polymers

Smart polymers have a wide range of applications across various industries. Some of the most important applications include:

Healthcare:

1. **Drug Delivery Systems**: Smart polymers are used to create controlled drug delivery systems that release medication in response to specific stimuli, such as temperature or pH.
2. **Tissue Engineering and Regenerative Medicine**: These polymers support the development of scaffolds and materials that promote tissue growth and regeneration.
3. **Diagnostic Tools**: Smart polymers are employed in the design of responsive diagnostic tools, enabling the detection of diseases and monitoring of health conditions.

Electronics:

1. **Organic Electronics**: Smart polymers are used in organic electronic devices, offering advantages such as flexibility, lightweight, and ease of processing.
2. **Flexible and Stretchable Electronics**: These polymers enable the creation of flexible and stretchable electronic components, which are essential for wearable technology and other advanced devices.
3. **Sensors and Actuators**: Smart polymers are integral to the development of sensors and actuators that respond to environmental changes, making them useful in various electronic applications.

Automotive Industry:

1. **Self-Healing Paints**: Smart polymers are used in self-healing paints that can repair minor scratches and damages, enhancing the longevity of automotive finishes.
2. **Shape-Changing Components**: These polymers enable the creation of components that can change shape in response to environmental conditions, improving aerodynamics and functionality.
3. **Impact Absorbing Materials**: Smart polymers are used to develop materials that can absorb impact, enhancing the safety and durability of automotive parts.

Textile Industry:

1. **Smart Textiles:** These textiles incorporate smart polymers to respond to environmental changes, such as temperature or moisture, providing comfort and functionality.
2. **Shape-Changing Textiles:** Smart polymers allow textiles to change shape or structure, offering innovative design possibilities in fashion and functional clothing.
3. **Active Textiles:** These textiles, made with smart polymers, can perform active functions such as generating heat or providing support, enhancing their utility in various applications.

Challenges in the Development of Smart Polymers

4. **Biocompatibility and Safety:** Ensuring that smart polymers are safe for use in biological systems requires extensive testing, particularly to understand their long-term effects in the body.
5. **Scalability and Cost-Effectiveness:** Efficient and cost-effective manufacturing processes are needed to make the production of smart polymers more viable on a large scale.
6. **Compatibility with Other Materials:** Addressing issues related to the integration of smart polymers with other materials is essential, requiring collaboration across disciplines and innovative design strategies.

Conclusion:

As our understanding of smart polymers advances, their potential to revolutionize various industries continues to grow. Ongoing research and development are driving innovation, unlocking new applications, and broadening the scope of these remarkable materials. With continuous progress, smart polymers are poised to play a crucial role in shaping the future across multiple sectors, offering sustainable and intelligent solutions to meet the challenges of tomorrow.

References:

1. https://doi.org/10.1016/B978-0-12-816806-6.00012-1
2. https://en.wikipedia.org/wiki/Smart_polymer

GOVERNMENT DEGREE COLLEGE

RAZOLE, Dr B R AMBEDKAR KONASEEMA (Dist), A.P-533242

(NAAC Accredited with 'B++' Grade)

CERTIFICATE

OF PARTICIPATION

This is to certify that

Mrs.RAJANI KOYYA

LECTURER IN CHEMISTRY , GOVERNMENT DEGREE COLLEGE,RAVULAPALEM

has successfully participated in A National Webinar on "AI Tools & Research Innovations: Shaping the Future of AI in 2025 & Beyond" held on 25/02/2025, organized by Department of Computer Science, **Government Degree College, Razole.** Your participation, enthusiasm, and dedication have been an integral part of the success of the program.

CONVENER

IQAC CO-ORDINATOR

PRINCIPAL

SRI A B R GOVERNMENT DEGREE COLLEGE

Repalle, Bapatla Dt. 522 265

An Autonomous Institution , Affiliated to Acharya Nagarjuna University

(3.28/4.00)

(3.28/4.00)

CERTIFICATE OF PARTICIPATION

ONE DAY NATIONAL WEBINAR

on

"INTELLECTUAL PROPERTY RIGHTS"

This is to certify that **Rajani Koyya , Lecturer in Chemistry at Government Degree College**

has participated in the   one day national webinar on Intellectual Property Rights on 29th January 2025.

Dr. T. C. Ravi Chandra Kumar
Principal,
Sri A.B.R. GDC Repalle

Dr. M. Narasaiah
IQAC Coordinator
Sri A.B.R. GDC Repalle

Dr.P.Murali
Organising Secretary
Sri A.B.R. GDC Repal

Organised by : Department of Commerce in association with IQAC

Government of Andhra Pradesh. Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone:II

Name of the College and Address	Government Degree College,Ravulapalem.
	District:Dr-B R Ambedkar Konaseema
Name of the Lecturer	
Name of the Subject	V.SIDDHARDHA KUMAR
	HISTORY
Date of Joining in Degree College/Date	Date of Retirement:

I-CURRICULAR ASPECTS

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 Points Key Indicator	Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=b)	Key Indicator Wise Weighted Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 =10	30	3	60	40	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	2 x 5 = 10					
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
		1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	1	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
2	Curriculum Flexibility/ Enrichment	2.Value added courses offered(& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b) Report on Certificate/ Diploma(Analytical Skills) c)Any Online courses like MOOCs	2 x 5 =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
3	Feedback system	Feedback on Curriculum by Students a)Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b) Analysis Reports c) Action taken Report	10	10	3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

II-TEACHING, LEARNING & EVALUATION

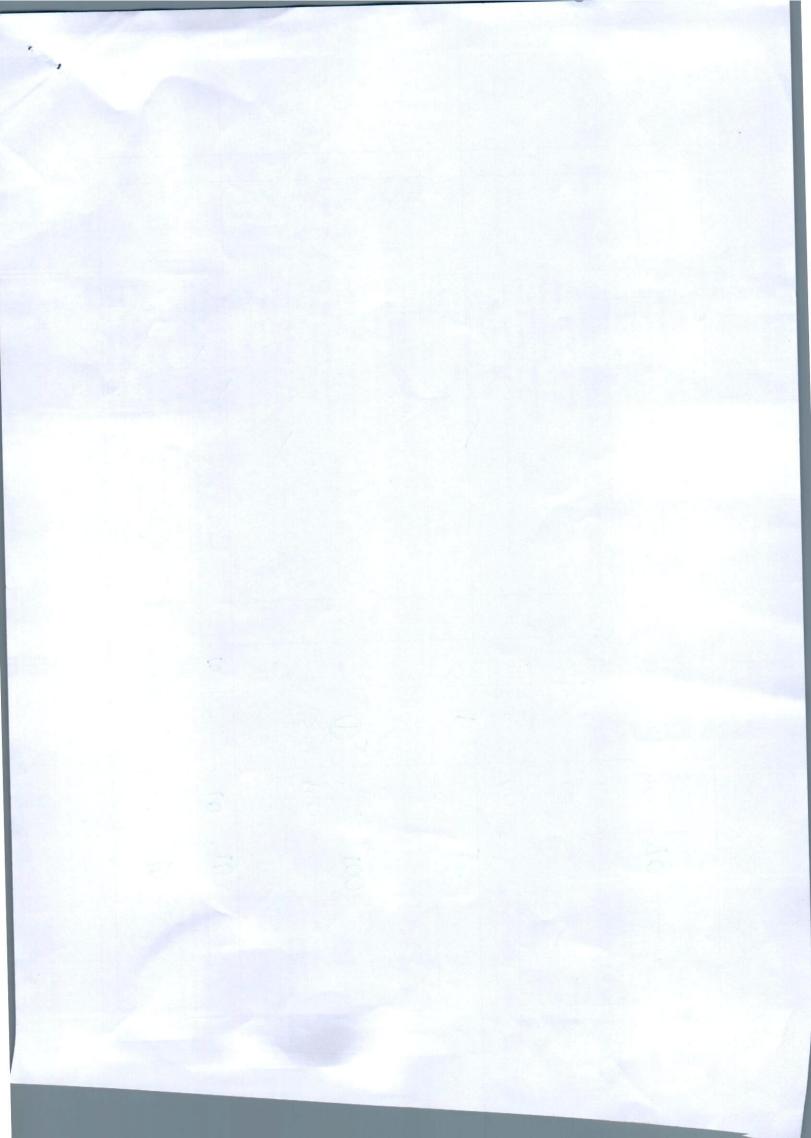| #	Criterion	Indicators	Documentary Evidence	Marks					Grade Criteria
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10 2x5=10	20	2	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
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted 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	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted Course wise/Sem wise Reports	10 50	10 50	10 3	60 150	10 100	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	2	60	10	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 5 5	10 30	3	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

III-RESEARCH, INNOVATIONS AND EXTENSION

No.	Criteria	Indicators	Evidence	Max Marks	Total	Obtained	Grade Descriptors
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	4+6 204 3 3 / 90 72	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =1 3)First KI Metric and any two other =1 Grade point/C 4)Below two=0/D
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 / 10 / 5	20	✓ 20 / 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
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 5.Research Guideship in recognition of research work 6.Awards		10 / 15 / 10 / 5 / 10 / 10	60	1 / 0 / 0	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	10 / 5+5	20	1 2 20 / 0 20 20	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	1 / 0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	3	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. Counselling 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 | 30 | 2 | 60 | 1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D |
| 15 | Student Progression | Report on Programme/Course wise students' progression to
a)Higher Education b)Employment
c)Entrepreneurship | Reports in the NAAC format | 10
10
10 | 30 | 2 | 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 |

50   3   150   60

VI- ROLE IN INSTITUTIONAL GOVERNANCE

16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	3	120	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

3x10   30   2   60

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	2	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 | | 468 |

Name & Signature of the Principal

Dr.V. Srinivasa Rao
Principal.

Name & Signatures of the Academic advisors
1)
2)
3)

D.... 13/3/25

B. Roosh Babu
13/3/25

Government of Andhra Pradesh. Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone:II

Name of the College and Address	Government Degree College,Ravulapalem.	District:Dr.B R Ambedkar Konaseema
Name of the Lecturer	V.SIDDHARDHA KUMAR	
Name of the Subject	HISTORY	
Date of Joining in Degree College/Date		Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a Information in support of the key indicator	Key Aspects Score s	Predetermined Weightage (Wi) for Key Indicator	Indicato r Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
		I-CURRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	3	68	40 x	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	2 x 5 = 10		2			
		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	10 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
		2.Value added courses offered (& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b) Report on Certificate/ Diploma(Analytical Skills) c) Any Online courses like MOOCs	2 x 5 =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	3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

II-TEACHING, LEARNING & EVALUATION

#	Criteria	Key Indicators	Documents Required						Grading
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	2	20	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
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10	10	3	10	10	
		1. Report on student centered methods implemented (Course wise) 2.Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	3	150	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	Report on Participation Reports and Certificates	30	30	1	60	5	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	3	90	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

III-RESEARCH, INNOVATIONS AND EXTENSION

No.	Component	Sub-indicators / Description	Evidence	Marks	Total				Grading Criteria
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	3x6 18	3	90	36 / 36	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
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	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1
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 5.Research Guideship 6.Awards in recognition of research work		10 / 15 / 5 / 10 / 10	60	—	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
		Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10		1	0	0		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
11	Extension Activities	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	2	20	20	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoU's /Collaborations with Govt and Non Governmental Organisations	1 Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	1	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Criteria	Sub-indicators	Evidence				
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	10	20	2	60	20

V- ROLE IN STUDENT SUPPORT AND PROGRESSION

No.	Criteria	Sub-indicators	Evidence				
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	40	3	120	
					50	3		
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	10 30	21	60	10

VI- ROLE IN INSTITUTIONAL GOVERNANCE

No.	Criteria	Sub-indicators	Evidence				
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	3+10 4x10	30 40	2 3	120	60

VII - BEST PRACTICES

No.	Criteria	Sub-indicators	Evidence				
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	2	40	40
	Total Grade points				500			

Grading rubric column:
- 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
- 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
- 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)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
- 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)All Two key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any one key indicator=1 Grade point/C 4)Below two=0/D
- 1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D

Name & Signature of the Academic advisors
1)
2)
3)

B. Noooh Babu
13/3/25

Dr.V. Srinivasa Rao
Name & Signature of the Principal

457
541

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone: District: Dr. B.K. Ambedkar Konaseema

Name of the College and Address	Government Degree College Ravulapalem
Name of the Lecturer	CH. G.K. Jagasi
Name of the Subject	BOTANY
Date of Joining in Degree College/Date	1-9-21
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 d Scores	Predetermine d Weighage (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	Key Indicator Wise KIWWGP as per Academic Advisor's grading	Guidelines
			I-CURRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year	2x5=10	20	2	40		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	30—				
			Invitation Letter & Attendance	10					
		1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	10	1	10	10	
2	Curriculum Flexibility/Enrichment	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	20		20	10	1)All three key indicators =3 Grade points/A 2)Any two key indicator =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
			II-TEACHING, LEARNING & EVALUATION						
		1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	2	40		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
4	Catering to Student Diversity	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	x3	1	20	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

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone: District:

Name of the College and Address	
Name of the Lecturer	
Name of the Subject	
Date of Joining in Degree College/Date	Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A=3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
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 4×10	50 40	2 3	100 100	120 90	1)All five key indicators =3 Grade points/A 2)Any three key indicators =3 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	1 2	5 60	5	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	3	90	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

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone: District:

Name of the College and Address	
Name of the Lecturer	
Name of the Subject	
Date of Joining in Degree College/Date	Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermine d 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
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 *2×6 12*	30 *12*	*2 1*	*60 12*	*12*	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4)Below two=0/D

III-RESEARCH, INNOVATIONS AND EXTENSION

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermine d Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2.Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 10 5	20	*0*	*0*	*0*	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship recognition of research work 6.Awards in Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10 15 10 5 10 10 10	60	*0*	*0*	*0*	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone:	District:
Name of the College and Address	
Name of the Lecturer	
Name of the Subject	
Date of Joining in Degree College/Date	Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect and 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
	Extension Activities	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	B 2	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
1 1				10					
1 2	**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	5 20	5 20	2 1	40 5	5	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

S.No	Key Indicator		Information						Guidelines
1 3	Physical facilities	E	Log books related to usage	4×4 20	16 20	3	60 48	48	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

(Handwritten notes: A / B / C / D)

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Name of the College and Address		
Zone:	District:	
Name of the Lecturer		
Name of the Subject		
Date of Joining in Degree College/Date		Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect d Weightage (Wi) for Key Indicator	Predetermine 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
1 4	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b 2. Any other Study Material/Guidance. Semester wise updation and maintenance. a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150	150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
1 5	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	10 30	1	30 10	10	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

VI- ROLE IN INSTITUTIONAL GOVERNANCE

S.No	Key Indicator	List of files/ documents	Information	Key Aspect d Weightage	Predetermine KIGP	KIWWGP	KIWWGP as per Advisor	Guidelines
1 6	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	3x10 4x10	30 40	2	80	60	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

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone: District:

Name of the College and Address	
Name of the Lecturer	
Name of the Subject	
Date of Joining in Degree College/Date	Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect d Weightage (Wi) for Key Indicator Scores	Predetermine d 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
			VII - BEST PRACTICES						
1 7	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	13	20	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		880 700		

Name & Signature of the Principal

Dr. V. Srinivasa Rao

PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAVULAPALEM

Name & Signatures of the Academic advisors

1) 13/3/25

2) B. ASGESH BABU

3) B. Naeoh Babu
13/3/25

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2023-24)

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

Name of the College and Address	
Zone: II	District: Dr. B.R. Ambedkar Kona Seema
Name of the Lecturer	Government Degree College, Ravulapalem
Name of the Subject	CH.G.R.JAYASI
	BOTANY
Date of Joining in Degree College/Date	1-2-21	Date of Retirement: —

I-CURRICULAR ASPECTS

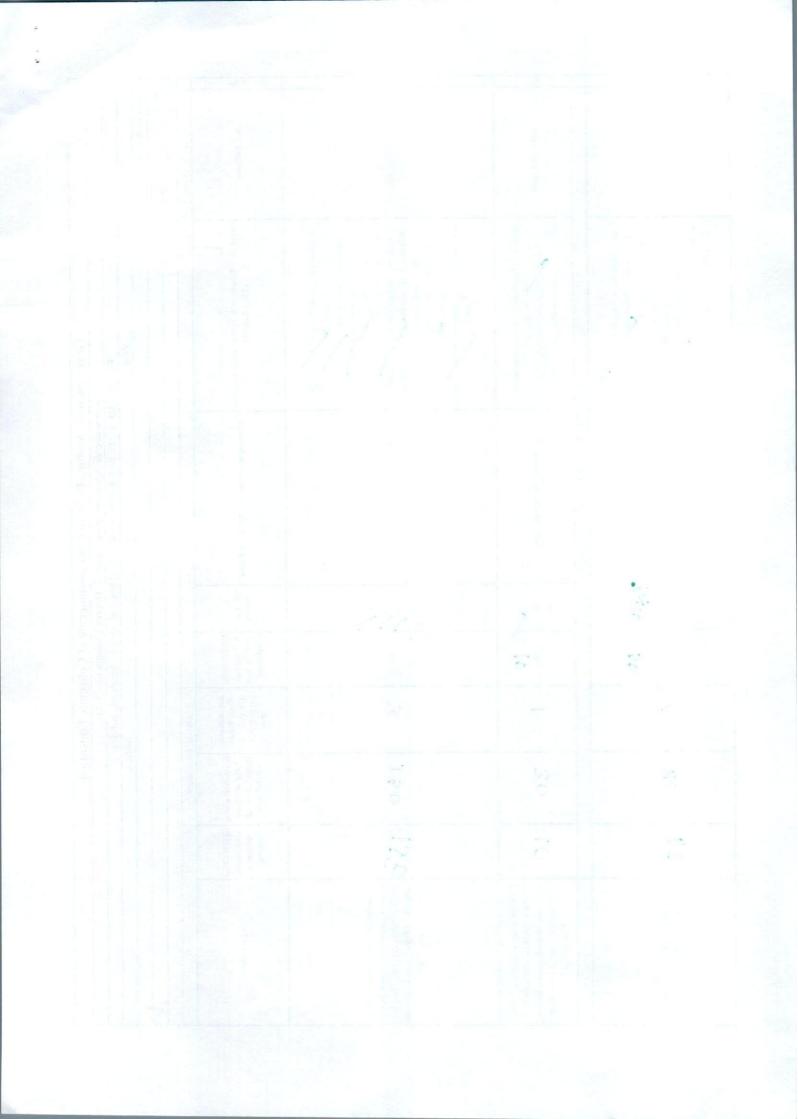| S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (W) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan	Course wise/Sem wise Records for the Academic Year	2x5=10	30	2	40	40	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		2.Course Objectives & Outcomes							
		3. Teaching Diary	Course wise/Sem wise Records for the Academic Year	2x5=10	20	2	40	40	
		4. Lesson Plans							
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	10	1	20	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
		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	20				
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

II-TEACHING, LEARNING & EVALUATION

S.No	Key Indicator	List of files/ documents	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage	KIGP	KIWWGP	Advisor's grading	Guidelines
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with Tests of students (Slow, Moderate and Advanced learners)	10	20	2	40	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
		2. Course wise activities designed for Slow, Moderate and Advanced learners	2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners						
		1. Report on Course wise Bridge Courses conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted	2x5=10		1	2.0	A	
		2. Report on Course wise Remedial coaching conducted	2.Course wise/Sem wise Report on Remedial coaching conducted						

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2023-24)

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

Name of the College and Address	
Zone:	District:
Name of the Lecturer	
Name of the Subject	
Date of Joining in Degree College/Date	Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	Key Indicator Wise KIWWGP as per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	3 2	100	150	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	10 30	10 30	1 2	60	20	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 5 5	30	3	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

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2023-24)

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

Zone:　　　　　　　District:

Name of the College and Address		
Name of the Lecturer		
Name of the Subject		
Date of Joining in Degree College/Date		Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A Points/A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	Key Indicator Wise KIWWGP as per Academic Advisor's grading	Guidelines
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　2+6	30　12	2	60	12	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D

III-RESEARCH, INNOVATIONS AND EXTENSION

S.No	Key Indicator	List of files/ documents	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi)	KIGP	KIWWGP	KIWWGP as per Academic Advisor's grading	Guidelines
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5　10　5	20	0	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10　15　10　5　10　10　10	60	0	0	0	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D

Zone:		District:			
Name of the College and Address					
Name of the Lecturer					
Name of the Subject					
Date of Joining in Degree College/Date			Date of Retirement:		

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect d Scores	Predetermine d 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
1 1	Extension Activities	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	2 13	40 20	1)All three key indicators =3 Grade points/A 2)Any two key indicator =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
1 2	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	5 20	5 20	C 0	05	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

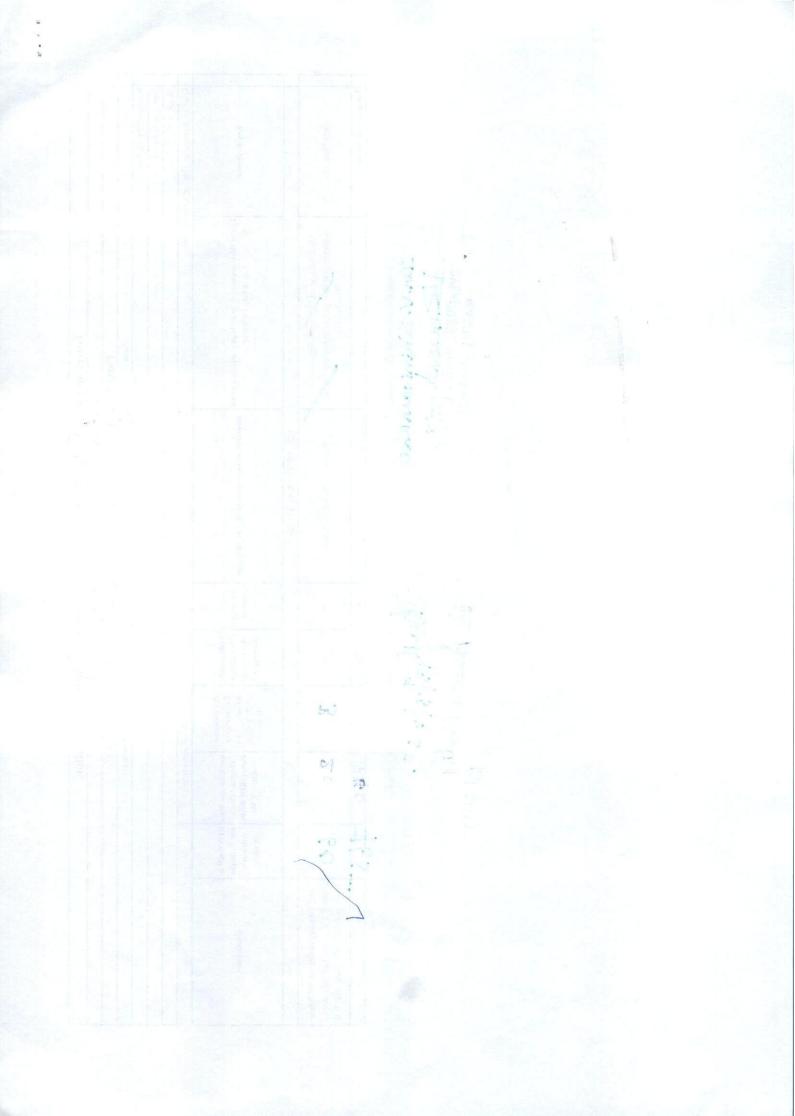| 1 3	Physical facilities	E	Log books related to usage	4x4 20	16 20	3	60	48	1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D

V- ROLE IN STUDENT SUPPORT AND PROGRESSION

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2023-24)

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

Zone: District:

Name of the College and Address	
Name of the Lecturer	
Name of the Subject	
Date of Joining in Degree College/Date	Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect d Scores	Predetermine d 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	Key Indicator Wise KIWWGP as per Academic Advisor's grading	Guidelines
1 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	3	150	150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
1 5	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	10 30	1	30	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

VI- ROLE IN INSTITUTIONAL GOVERNANCE

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 d Scores	Predetermine d 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	Key Indicator Wise KIWWGP as per Academic Advisor's grading	Guidelines
1	Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	2	80	60	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
6	Participation in Institutional Governance			3x10	30	3			

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2023-24)

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

Zone: District:

Name of the College and Address	
Name of the Lecturer	
Name of the Subject	
Date of Joining in Degree College/Date	Date of Retirement:

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Acdemic Advisor's grading	Guidelines
			VII - BEST PRACTICES						
1 7	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	3	20	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		840	765	

Name & Signature of the Principal

Dr. V. Srinivasa Rao
PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAYULAPALEM

Name & Signatures of the Academic advisors

1)
2)
3)

Dwf 13/3/25

B. Naooh Babu
13/3/25

Government of Andhra Pradesh. Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone:II

Name of the College and Address	Government Degree College,Ravulapalem.
	District:Dr.B R Ambedkar Konaseema
Name of the Lecturer	
Name of the Subject	A.S.S. Sowjanya 2oology Hld
Date of Joining in Degree College/Date	15.09.2009 ·
Date of Retirement:	

I-CURRICULAR ASPECTS

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 Aspects Score s	Predetermined Weightage (Wi) for Key Indicator	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
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	3	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	2 x 5 = 10	20	2	40		
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	1	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
		2.Value added courses offered (& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b) Report on Certificate/ Diploma(Analytical Skills)	2 x 5 =10	10	2	10		
			c) Any Online courses like MOOCs						
3	Feedback system	Feedback on Curriculum by Students a)Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b) Analysis Reports c) Action taken Report	10	10	3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

II-TEACHING, LEARNING & EVALUATION

No.	Criteria	Key Indicators	Documents						Grading
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 2. Course wise activities designed for Slow, Moderate and Advanced learners	1. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	3	30	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
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1. Course wise/Sem wise Reports on Bridge Courses conducted 2. Course wise/Sem wise Report on Remedial coaching conducted	2x5=10						
		1. 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	4×10	40	3	150	120		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	3×5 30	15 30	2 3	90	30		1)Any five 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 (CFE) 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 5 5	30 5	3	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 presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	3	90	72	

III-RESEARCH, INNOVATIONS AND EXTENSION

No	Category	Items	Format	Max				Grading
9	Funding obtained for Research (Govt/Non-Governmental Bodies)	1. Minor Research Projects 2.Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 points/B 3)Any one key indicator =1
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 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5 10 10	60	0	0	0	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum / Skill/Domain related)	Reports in the NAAC format	10	1	1	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 10	2 40	20 20		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	1	1	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Category	Description	Evidence					Grading criteria
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	4+3 20 20	3	1 60 12 (B) 12		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

No.	Category	Description	Evidence					Grading criteria
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	3	160		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10 30	2	30 40 40 2		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

No.	Category	Description	Evidence					Grading criteria
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	3×10 4×10	30 2	80 30		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

No.	Category	Description	Evidence					Grading criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20 3	60 60		1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
	Total Grade points			500	970	764		

Name & Signature of the Principal

Dr.V. Srinivas Rao

PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAVULAPALEM

Name & Signatures of the Academic advisors

1) 13/3/25
2) B. Naresh Babu 13/3/25
3)

GOVERNMENT OF ANDHRA PRADESH

COMMISSIONERATE OF COLLEGIATE EDUCATION

ACADEMIC & ADMINISTRATIVE AUDIT

THE ACADEMIC YEAR: 2024-25

FORMAT - III A

ZONE: II

DISTRICT: Dr.B.R.Ambedkar Konaseema

GOVERNMENT DEGREE COLLEGE RAVULAPALEM

NAME OF THE LECTURER: A.S.S.Soujanya

NAME OF THE SUBJECT: Zoology

Government of Andhra Pradesh, Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone:II

District:Dr.B R Ambedkar Konaseema

Name of the College and Address	Government Degree College,Ravulapalem.		
Name of the Lecturer			
Name of the Subject	Zoology		
Date of Joining in Degree College/Date	15.09.2009	Date of Retirement:	—

A.S.S. Soojanya

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 Aspects Score s	Predetermined Weightage (Wi) for Key Indicator (A=3; B=2; C=1; D=0)	Indicator Grade Points (KIGP)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines

I-CURRICULAR ASPECTS

S.No	Key Indicator		Information in support	Key Aspects Score	Predetermined Weightage	Indicator Grade Points (KIGP)	KIWWGP = KIGP X Wi	KIWWGP as per AA	Guidelines
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	3	2×30		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	2 x 5 = 10	20	2	60	80	
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/ Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	1	1×20=		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(Analytical Skills)	2 x 5 =10			20	10	
			c)Any Online courses like MOOCs						
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b) Analysis Reports c)Action taken Report	10	10	3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D

II-TEACHING, LEARNING & EVALUATION

No.	Category	Indicators	Documents / Evidence					Grade criteria
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners conducted 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	2x5=10	20		3	30	30	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted 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	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted Course wise/ Sem wise Reports	50	50	3	150	150	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	3	90	10	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 5 5	30	3	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

#	Category	Details	Format					Grading Criteria
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	3	90	72	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

#	Category	Details	Format				Grading Criteria
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1
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 5. Research Guideship 6. Awards in recognition of research work (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC-CARE Listed journals/Any book with Author		10 15 10 5 10 10	60	0	0	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 5+5	20	1 2	1 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 1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	1	1	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No	Category	Criteria	Evidence					Grading Rubric
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom b. c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	24 20	8	3	1	60	8	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

No	Category	Criteria	Evidence					Grading Rubric
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)Itandholding 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	50	3	150	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	20 30	2 0	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

VI- ROLE IN INSTITUTIONAL GOVERNANCE

No	Category	Criteria	Evidence					Grading Rubric
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	3x10 4x10	30 40	2 3	120	60	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

No	Category	Criteria	Evidence					Grading Rubric
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	3	60	60	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
	Total Grade points			500		990		810	

Name & Signature of the Principal

Dr.V. Srinivasa Rao

PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAVULAPALEM

Name & Signatures of the Academic advisors
1)
2)
3)

13/3/25

B. Praveen Babu
13/3/25

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone: II		District:	

Name of the College and Address	Government Degree College, Kanulapalli
Name of the Lecturer	Dr. G. Sabbachini
Name of the Subject	Computer Application
Date of Joining in Degree	06-06-2018

Date of Retirement: 31-05-2042

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 D=0)	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
			I-CURRICULAR ASPECTS						
1	Curricular Planing and Implementation of Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year / Course wise/Sem wise Records for the Academic Year / Invitation Letter & Attendance	2x5=10 / 2x5=10 / 10	30	A	3×30	=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
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to courses taught 2. Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOC's	a)Course wise/Sem wise additional inputs Reports b)Report on Certificate/ Diploma c)Any Online courses like MOOC's	10 / 2x5=10	15 / 20	B	2×15 / =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
3	Feedback system a) Collected b) Analyzed c) Action taken	Feedback on Curriculum by Students	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	3×10 / =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	3×20 / 2 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

No.	Criteria	Indicators	Reports / Evidence	Marks	Grade	Calculation	Total	Grading Key
		1. Report on Course wise Bridge Courses conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted	2x5=10				1)All five key indicators =3 Grade points/A
		2. Report on Course wise Remedial coaching conducted	2.Course wise/Sem wise Report on Remedial coaching conducted	10	A	3X10 =30	10	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	1. Report on student centered methods implemented (Course wise)	Course wise/ Sem wise Reports	50	A	3X50 =150	120	
		2.Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise)		4+10				
		3. Report on the Use of LMS tools (Course wise)		40				
		4. Contribution for the development of LMS in the concerned subject						
		5. Report on innovative pedagogical Tools used						
		1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized						1)Any five key indicators =3 Grade points/A
		2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks			B	2X30 =60		2)Any three key indicators =2 Grade points/B
6	Teacher Profile and Quality	3. Awards and recognition	Reports and Certificates	30			5	3)Any two key indicator =1 Grade point/C
		4. Participation in Short term/ Orientation /Refresher courses/FDPs		55		S75 5		4) Below two=0/D
		5. E- Content Development /MOOCs (Massive Open Online Courses)						
		6. Additional Qualifications acquired during the last two years						
		1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10				1)All four key indicator Metrics =3 Grade points/A
		2. Assignments-Critical, Innovative, text book and Internet based	1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	10	A	3X30 =90	90	2) Metrics 1, 2, 4 =2 Grade points/B
7	Evaluation Process and Reforms	3. Involvement in Summative evaluation	2. Departmental Internal Marks Register for CIA verified by the Principal	5				3)Metrics 1, 2,3 =1 Grade point/C
		4. Maintaining Marks Register & Result Analysis register.		5				4) Below two=0/D

S.No	Criteria	Key Indicators	Documents Required	Max Marks	Marks (handwritten)	Grade / Calculation	Grading Scheme
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	5×6=30	30	B 2×30 = 60 36	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D

III-RESEARCH, INNOVATIONS AND EXTENSION

S.No	Criteria	Key Indicators	Documents Required	Max Marks	Marks (handwritten)	Grade / Calculation	Grading Scheme
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 0	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship of research work 6.Awards in recognition		10 / 15 / 10 / 5 10 / 10	60	2 = 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
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	10 5+5	20	A 3×10 = 30 20	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	C 1×20 = 20 5	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Criteria	Indicators	Evidence	Max Marks	Grade	Calculation	Grade Point Criteria
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	A	3×20 =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

No.	Criteria	Indicators	Evidence	Max Marks	Grade	Calculation	Grade Point Criteria
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	50 (20, 10, 10, 10)	A	3×50 =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	20 / 30	B	2×30 =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

VI - ROLE IN INSTITUTIONAL GOVERNANCE

No.	Criteria	Indicators	Evidence	Max Marks	Grade	Calculation	Grade Point Criteria
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	4×10 = 40	A	3×40 =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

No.	Criteria	Indicators	Evidence	Max Marks	Grade	Calculation	Grade Point Criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	A	3×20 =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**		1100	926

Name & Signature of the Principal

Dr. V. Srinivasa Rao

Name & Signatures of the Academic advisors

1)
2)
3) B. Nooóh Balu 13/3/25

Zone: II

Name of the College and Address	Government Degree college, Ravulapalem
Name of the Lecturer	Dr. V. Subhashini
Name of the Subject	Computer Applications
Date of Joining in Degree College/Date	06-06-2011
Date of Retirement:	31-05-2042

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 (A=3; B=2; C=1; D=0)	Key Indicator Grade Points (KIGP)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
			I-CURRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Dosing and Development to be considered)	Preperation and Implemenation of 1. Annual Academic Curriculum Plan 2.Course Objectives 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year	2x5=10	30	B	2x20 = 40	40	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught a)Course wise/Sem wise additional inputs Reports b)Report on Certificate/ Diploma c)Any Online courses like MOOCs 2. Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	Invitation Letter & Attendance	10					
			Course wise/Sem wise a)Certificate/ Diploma c)Any Online courses like MOOCs	2.5=10	20 · 15	B	2x15 = 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						
3	Feedback system a) Collected b) Analyzed c) Action taken	Feedback on Curriculum by Students	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	3x10 = 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
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	3x20 = 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 = 1 Grade point/C 4)No

#	Criteria	Indicators	Documents	Max Marks	Obtained	Grade	Calculation	Score	Grading Scheme
									Indicator=0/D
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted ✓ 2. Report on Course wise Remedial coaching conducted ✓	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10	10	A	3x10 =30	30	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
		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	3x50 = 150	150	
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 Ph.D. ✓	Reports and Certificates	30	30	A	3x30 = 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) ✓ 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	3x30 = 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

III-RESEARCH, INNOVATIONS AND EXTENSION

No.	Key Indicators / Sub-items	Documents	Max Marks	Scores	Grading Criteria
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	3×6=18 30 2 2×30=:60 36	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
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	10 20 1 1 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
10	**Research Publications and Awards** 1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5. Research Guideship of research work 6. Awards in recognition		10 / 15 / 10 / 5 10 / 10	60 1 1 O	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No indicator=0/D
11	**Extension Activities** 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) Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service	Reports in the NAAC format	5+5 10	20 B 3×10=30 20 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
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 - Consultancy - 5 points 10 Amount generated through Consultancy	20	20 C 1×20=20 5	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No	Parameter	Indicators	Evidence	Max	Sub	Grade	Calc	Value	Grade point descriptors
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	3X20	60 / 260	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

No	Parameter	Indicators	Evidence	Max	Grade	Calc	Value	Grade point descriptors
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	3X50	=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 20 30	B	2X30	=260 / 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

No	Parameter	Indicators	Evidence	Max	Grade	Calc	Value	Grade point descriptors
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	A	3X40	=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

No	Parameter	Indicators	Evidence	Max	Grade	Calc	Value	Grade point descriptors
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	A	3X20	260 / 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 / 1011

Name & Signature of the Principal
Dr. V. Srinivasa Rao

Name & Signatures of the Academic advisors
1) _(signature)_ 13/3/25
2)
3) B. Naresh Babu 13/3/25

Government of Andhra Pradesh Commissionerate of Collegiate Education.

Academic & Administrative Audit of Degree Colleges (2023-24)

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

Zone:					District:			
Name of the College and Address		Government Degree College, Rawlapalem						
Name of the Lecturer		M. Rajini						
Name of the Subject		Lecturer in Computer Science						
Date of Joining in Degree College/Date		06 - 06 - 2018				Date of Retirement:		

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator D=0)	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading Guidelines
			I-CURRICULAR ASPECTS					
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	20X2 = 40	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		20		
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	B	2×15 = 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	3×10 = 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	3 x 20 = 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

No	Criteria / Key Indicators	Documents Required	Max Marks		Grade	Calculation	Score	Grading Indicator
			2x5=10	10	A	10x3=30	10	Indicator=0/D 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
	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						
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	50x3=150	150	
6	1. Report on Participation in 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	Ⓑ	2x30=60 3x30	90	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
	Teacher Profile and Quality				A			
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	3x 30=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	3x6 5x6=30	18 30	B	2x 30=60	36	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

No.	Criteria	Sub-indicators	Document / Evidence	Max		Score	Calc	Grade Criteria
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either)	5				1)All three key indicators =3 points/A 2)Any two key indicators =2 Grade points/A
		2.Major Research Projects		10	20			
		3.Consultancy Projects	Ongoing OR Completed	5		0	0	
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes		10				1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		2. Books published as single author		15				
		3. Books published as Co-Author		10				
		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	60	1	0	
		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	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	20	20	A	$20 \times 3 = 20$	
				5+5	10	B	$10 \times 2 = 20$	
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency	MoUs - 5 points Consultancy offered - 10 Amount generated through Consultancy - 5 points	5+5	10	C	$1 \times 5 = 5$	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2. Consultancy offered						
		3. Amount generated through Consultancy.		20	20	S		

IV- USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Criteria	Sub-indicators	Document / Evidence	Max		Score	Calc	Grade Criteria
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	$20 \times 3 = 60$	60	1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D

V- ROLE IN STUDENT SUPPORT AND PROGRESSION

	Description	Reports	Max	Grade	Calc	Value	Grade Criteria
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	50x3= 150	150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10 30	B 20	2x20 =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
	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	40x3 =120	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
	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	A	20x3 = 60	60	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
	Total Grade points		500 x3 1500	A	1045		

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Name & Signature of the Principal

Dr. V. Srinivasa Rao

PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAVULAPALEM

Name & Signatures of the Academic advisors

1) 13/3/25
2)
3) B. Naresh Babu 13/3/25

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone:		District:		
Name of the College and Address	Government Degree College Rawulapalem			
Name of the Lecturer	Rajini. M			
Name of the Subject	Lecturer In Computer Science			
Date of Joining in Degree	08-06-2016.		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 Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implemention of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2×5=10	30	B	20×2 =40	40	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary	Course wise/Sem wise Records for the Academic Year	2×5=10					
		4. Lesson Plans							
		5. Active Participation in BOS	Invitation Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	B	2×15 = 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
		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	2×5=10					
3	Feedback system a) Collected b) Analyzed c) Action taken	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	3×10 = 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	3×20 = 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

No	Criteria	Items	Max Marks	Obtained	Grade	Calculation	Documents	Grade Indicators
5	Teaching-Learning Process	1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	2x5=10	10	A	10×3=30 → 30	1. Course wise/Sem wise Reports on Bridge Courses conducted 2. Course wise/Sem wise Report on Remedial coaching conducted	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
		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	50	50	A	50×3=150 → 150	Course wise/ Sem wise Reports	
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	30	30	B	2×30=60 → 60	Reports and Certificates	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. CIA verified by the Principal	10 / 10 / 5 / 5	30	A	3×30=90 → 90	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	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

Sl.No	Parameter	Sub-Items	Evidence	Max	Marks	Grade	Calc	Grade Indicators
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	4x6 24 24 30	A B	24x3 2x30=60 = 72.	1)All five key indicators =3 Grade points/A 2)First K1 Metric and any three other =2 Grade points/B 3)First K1 Metric and any two other =1 Grade point/C 4) Below two=0/D

III-RESEARCH, INNOVATIONS AND EXTENSION

Sl.No	Parameter	Sub-Items	Evidence	Max	Marks	Grade	Calc	Grade Indicators
9	Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5 20	20	–	–	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work		10 15 10 5 10 10	60 25- 	A B	3x25= 75 2x25- 50	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)	Reports in the NAAC format	10	–	–	–	1)All three key indicators =3 Grade points/A 2)Any two key indicators = 2 Grade point/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		Involvement in activities related to community service 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 10.	A B	10x 3 = 60 10x2 20	
12	Functional MoUs /Collaborations with Govt/other Agency 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	1x5=5 5	1)All three key indicators =3 Grade points/A 2)Any two key indicators = 2 Grade points/B 3)Any one key indicator = 1 Grade point/C 4)No Indicator=0/D

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Category	Description	Particulars	Marks	Sub	Grade	Calculation	Grade points	Criteria
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	20x3= 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

No.	Category	Description	Particulars	Marks	Sub	Grade	Calculation	Grade points	Criteria
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	50x3= 150	150	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	20 30	B	2x 20 = 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

VI- ROLE IN INSTITUTIONAL GOVERNANCE

No.	Category	Description	Particulars	Marks	Sub	Grade	Calculation	Grade points	Criteria
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	40x3 =120	120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

VII - BEST PRACTICES

No.	Category	Description	Particulars	Marks	Sub	Grade	Calculation	Grade points	Criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	20x3= 60	60	1)All Two key indicators =3 Grade points/A 2)Any one indicator =2 Grade points/B 3)No Indicator=0/D
	Total Grade points				500	A		1120	

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Name & Signature of the Principal

Dr. V. Srinivasa Rao

PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAVULAPALEM

Name & Signatures of the Academic advisors

1) 13/3/25
2)
3) B. Aseesh Babu 13/3/25

Academic & Administrative Audit of Degree Colleges (2024-25)

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

Zone: I		District:	Dr. B.R. Ambedkar Konaseema

Name of the College and Address	Governmmt Degree College, Ravulapalem
Name of the Lecturer	Gopatboti sumalatha
Name of the Subject	Computer Science
Date of Joining in Degree	06-06-2018

		Date of Retirement:	30-06-2045

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 (A =3; B=2; C=1; D=0) Key Indicator	Key Indicator Grade Points (KIGP)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
			I-CURRICULAR ASPECTS						
1	Curricular Planing and Implementation of Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year ✓ Course wise/Sem wise Records for the Academic Year ✓ Invitation Letter & Attendance	2x5= 10 2x5= 10 10	30 20	B 13	2x20=40 40		1)All five key indicators =3 Grade points/A 2)Any four key indicators = 2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught 2. Value added courses offered & completed a)/Certificate b)Diploma c)Any Online courses like MOOCs	a)Course wise/Sem wise additional inputs Reports b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	10 2x5=10	20	A B	2x15=30 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
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	3x10=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	3x20= 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

#	Criteria	Indicators	Documents	Max Marks		Grade	Calculation	Obtained	Grading Scheme
5	Teaching-Learning Process	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	2x10=20	10	
		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	3x50=150	150	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	C	1x30=30	10	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	3x30=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

III-RESEARCH, INNOVATIONS AND EXTENSION

No	Category	Key Indicators	Criteria/Notes	Max Points	Col A	Col B	Grade	Calculation	Col C
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	3+6	30	A B	3x30=90	36
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	18	20	B D		36
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5. Research Guideship 6. Awards in recognition of research work		10 15 10 5 10 10		60	D D	O O	O O
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 5+5		20	A B	3x20=60	O 20
12	Functional MoUs /Collaborations with Govt other Agency 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 - 5 points Amount generated through Consultancy - 5	5 20 20		20 20	C C	1x20=20	5

Grading scheme (right column):
1)All five key indicators =3 Grade points/A
2)First K1 Metric and any three other =2 Grade points/B
3)First K1 Metric and any two other =1 Grade point/C
4) Below two=0/D

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

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)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)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	Item	Description	Evidence	Points	Max	Grade	Calculation	Score	Grade points criteria
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	3×20=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

No	Item	Description	Evidence	Points	Max	Grade	Calculation	Score	Grade points criteria
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	3×50=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 — 20 / 30	30	B	2×20=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

VI- ROLE IN INSTITUTIONAL GOVERNANCE

No	Item	Description	Evidence	Points	Max	Grade	Calculation	Score	Grade points criteria
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	3×40=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

No	Item	Description	Evidence	Points	Max	Grade	Calculation	Score	Grade points criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	3×20=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		1060	941	

Name & Signature of the Principal

Dr.V. Srinivas Rao

PRINCIPAL
GOVT. DEGREE COLLEGE
RAVULAPALEM

Name & Signatures of the Academic advisors
1) [signature] 13/3/25
2)
3) B. Noah Rahm 13/3/25

Government of Andhra Pradesh Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2023-24)

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

Zone:		II
Name of the College and Address	District:	Government Degree College, Ravulapalem
Name of the Lecturer		Gopathoti Sumalatha
Name of the Subject		Computer Science
Date of Joining in Degree College/Date		06/06/2018
	Date of Retirement: Dr. B.R. Ambalkar kamaseena	30/06/2045

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 (A =3; B=2; C=1; D=0)	Key Indicator Grade Points (KIGP)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	Academic Advisor's grading KIWWGP
		I-CURRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2. Course Objectives 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	A	3x30=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					
			Invitaion Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught 2. Value added courses offered & completed 3. Any Online courses like MOOCs	a)Course wise/Sem wise additional inputs Reports	10	20	B	2x15=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
			a)Certificate b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
3	Feedback system	a) Collected b) Analyzed c) Action taken	Feedback on Curriculum by Students a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	3x10=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						
		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	10	A	3x20=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 3)No
4	Catering to Student Diversity			10	20	A	3x20=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 3)No

No.	Criteria	Key Indicators	Documents Required	Max	Value	Grade	Calculation	Total	Grade Points
									...Indicator=0/D
5	Teaching-Learning Process	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	A	3×10=30	30	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
		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	3×50=150	150	
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	2×30=30	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	3×30=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 presenaion (Course wise) ✓ 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise) ✗	Course wise Reports	5x6=30	30	B / A	3×6=18 / 3×30=90	36	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

No.	Category	Sub-items	Evidence	Either			Marks	Grade	Calculation	Indicators
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Ongoing OR Completed)	5	10	5	20	D	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade
		2. Major Research Projects		10						
		3.Consultancy Projects		5						
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes		10						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. Books published as single author		15						
		3. Books published as Co-Author		10						
		4. Papers/Chapters published as Co-Author		5						
		(Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered)			60		D	O	O	
		5.Research Guideship		10						
		6.Awards in recognition of research work		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)		5+5	20		A / B	10	3x20=60 / 2+10 / 20	
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency	MoUs - 5 points				20	C	1x20=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. Consultancy offered	Consultancy offered - 10 Amount generated through Consultancy - 5 points	5	20					5
		3. Amount generated through Consultancy.		5						

IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES

No.	Category	Sub-items	Evidence	Marks		Grade	Calculation	Indicators
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	3x20=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

S.No	Item	Description	Reports	Max	Sub	Grade	Calculation	Grade points	Criteria
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	3×50=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	B	2×20=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

VI- ROLE IN INSTITUTIONAL GOVERNANCE

S.No	Item	Description	Reports	Max	Sub	Grade	Calculation	Grade points	Criteria
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 (2)	3×40=120 / 3×10=30 (30)	120 (60)	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

S.No	Item	Description	Reports	Max	Sub	Grade	Calculation	Grade points	Criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	3×20=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		1110		

Name & Signature of the Principal

Dr.V.Srinivasarao
PRINCIPAL
GOVT. DEGREE COLLEGE
RAVULAPALEM

Name & Signatures of the Academic advisors

1) [signature] 13/3/25
2)
3) B. Naresh Babu 13/3/25

Government of Andhra Pradesh. Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges

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

Zone:11

District:Dr.B R Ambedkar Konaseema

Name of the College and Address	Government Degree College,Ravulapalem.
Name of the Lecturer	M. SRINIVASA RAO
Name of the Subject	COMMERCE
Date of Joining in Degree College/Date	

Date of Retirement:

S.No	Key Indicator		List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermine d Weightage (Wt) 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 Wt	KIWWGP as per Academic Advisor's grading	Guidelines
				I-CURRICULAR ASPECTS						
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementation of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes		Course wise/Sem wise Records for the Academic Year	2 x 5 = 10	30	3	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans		Course wise/Sem wise Records for the Academic Year	2 x 5 = 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	20	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Value added courses offered(& completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma(Analytical Skills) c)Any Online courses like MOOCs		2 x 5 =10					
3	Feedback system	Feedback on Curriculum by Students a)Collected b)Analyzed c)Action taken	a)Reports of Feedback b)Analysis Reports c)Action taken Report	Course wise/Sem wise	10	10	3	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

II-TEACHING, LEARNING & EVALUATION

No	Category	Indicators	Reports / Evidence	Marks	Sub	Calc	Total	Grade	Criteria
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	...Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	2×30	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10					
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	5×30	150	A	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	3×30	90	A	1)Any five key indicators =3 Grade points/A 2)Any three key Indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding	10	30	2×30	60	A	1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		2. Assignments-Critical, Innovative, text book and Internet based	1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment	10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.	2. Departmental Internal Marks Register for CIA verified by the Principal	5					

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No.	Criterion	Details / Sub-items	Evidence	Sub-marks	Max marks				Grading Criteria
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	6	60 / 90	60 / A	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D

III-RESEARCH, INNOVATIONS AND EXTENSION

No.	Criterion	Details / Sub-items	Evidence	Sub-marks	Max marks				Grading Criteria
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	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 points/B 3)Any one key indicator =1
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 5.Research Guideship 6.Awards in recognition of research work		10 / 15 / 10 / 5 ; 10 / 10	60	1	1		1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 ; 5+5	20	1 ; 3	1 ; 60	A / 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
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	1 X 20	20	A / 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

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IV – USE OF INFRASTRUCTURE & LEARNING RESOURCES

#	Category	Details	Max	Sub	Max	Calc	Score	Grade	Grading Criteria
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	2×20	60	A 40	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

#	Category	Details	Details2	Sub	Max	Calc	Score	Grade	Grading Criteria
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Guiding/Monitoring Students for CSP/Internship 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	3	150	A 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	2	60	A 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

#	Category	Details	Details2	Sub	Max	Calc	Score	Grade	Grading Criteria
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	40×3	120	A 120	1)All Four key indicators =3 Grade points/A 2)Any Three key indicator =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D

VII – BEST PRACTICES

#	Category	Details	Details2	Sub	Max	Calc	Score	Grade	Grading Criteria
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	1×20	20	A 80	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	4620 100 390	

Name & Signature of the Principal: Dr.V. Srinivasa Rao

Name & Signatures of the Academic advisors:
1) B Akash Babu 13/03/25
2) 13/3/25
3) 13/3/25

M. ____ ha in commerce

Government of Andhra Pradesh
Commissionerate of Collegiate Education
Academic & Administrative Audit of Degree Colleges (2023-24)
Format - III B (To be Filled by Faculty and handed over to Academic Advisor)

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

		District: Dr.B.R.Ambedkar Konaseema	
Zone: II			
Name of the College and Address	Govt Degree College Ravulapalem		
Name of the Lecturer	N.Yuvaraju		
Name of the Subject	Physical Education		
Date of Joining in Degree	22-02-2022,		

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;	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading Guidelines
1	Curriculum for Various Games & Sports	Syllabus for Various Games&Sports taught	Records for the Academic Year	20	50	A	150	A 150 points/A 2.)Any two key indicators =2 Grade points B 3)Any one key indicators =1 Grade points C
		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	A	90	A 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.Inviation 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	A	150	A 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	Being invited to give coaching for teams	1. University level teams 2.State teams 3.National	Letter of appointment and attendance certificates Letter of appointment and attendance certificates	5 5 10	20	B	40	B 40 1.)All three key indicators =3 Grade points/A 2.)Any two key indicators =2 Grade points B 3.)Any one key indicators =1 Grade point C
5	Being nominated as Manager for teams/Member of the selection Committee	1.University 2.State teams 3.National	Letter of appointment and Attendance certificates	10	10	B	40	B 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

No.	Criteria	Indicators	Validation						Key Indicators
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures /certificate courses in Yoga ,Fitness etc organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition(Stat/National level) 4. Participation in Short term/ Orientation /Refresher courses/TDPs 5. Adtional Qualifications acquired during the academic year	Reports and Certificates Validation by IQAC and verified by Principal	50	50	B	100	B 100	1)All five key indicators =1 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	Invitation 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	100	B 100	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	B	40	B 40	1)All 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) No indicator 0/D
9	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 1 publication in Scopus or UGC -CARE Listed journals/Any book with ISBN shall be considered) 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	I	I	I	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4: No Indicator 0/D
10	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1 Collaboration with University Sports Department/ Sports Industry/District Sports Athority or Any other Sports Agency 2 Fitness Clubs	Reports and Certificates Validation by IQAC and verified by Principal	10	10	I	I	I	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

#	Criteria	Sub-items	Validation	Max	Points	Grade	Grade Criteria
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 f. Maintenance of Departmental Library	Reports and Documents Validation by IQAC and verified by Principal	60	60	B	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
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	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
	Assistance in College administration 1 Governance related work including work done during admissions						60 60	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
13	2 Disciplinary aspects, 3.examinations and 4.extracurricular activities 5. Guiding/Monitoring Students for CSP/Internship	Report on involvement in various administrative works /Assigments	Reports and Letters Validation by IQAC and verified by Principal	20 (5x4)	20	B	40 40	
14	Best Pracices	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	D	40 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**			B 810	

Name & Signature of the Principal

Dr.V. Srinivasa Rao

Name & Signatures of the Academic advisors

1) B. Naresh Babu 13/03/2025

2)

3)