

**Government of Andhra Pradesh  
Commissionerate of Collegiate Education  
Academic & Administrative Audit (AAA) – 2020-2021**

**FORMAT – I (COLLEGE PROFILE)**

**PART- A**

**1.** Name of the College and Address: SIR C R REDDY COLLEGE FOR WOMEN, VATLURU  
District: West Godavari, Eluru, 534007  
URL of Website: <http://sircrrwomen.ac.in>  
E- Mail: [sircrrwomen.office@gmail.com](mailto:sircrrwomen.office@gmail.com)  
Phone number: 08812-231192

**2.** Vision & Mission:

**VISION**

To be the premiere institution by imparting holistic education to ignite the inquisitive minds, apprehending the nuance in research, nurturing sustainable educational environment, instilling the skill based learning towards global competency in creating self-reliant citizens with moral values and social responsibilities.

**MISSION**

- \* To enrich students to unleash their potential standards through academics and ethics in elevating their potent caliber to be the change.
- \* To encourage scholarly culture through research and creative endeavors in repaying to the society.
- \* To impart education based on scientific, moral and value-based system to meet the challenges of the technologically advancing global environment.
- \* To ensure quality education for the economically weaker sections of the society.
- \* To instill in students a lifelong participation and involvement in community development

**3.** Name of the Principal: P. Sailaja

Email: [sircrrwomen.principal@gmail.com](mailto:sircrrwomen.principal@gmail.com)

Mobile Number: 9440263273

Name of the Vice-Principal: S. Anuradha

Email: [anu.kolluru@gmail.com](mailto:anu.kolluru@gmail.com)

Mobile Number: 9441060404

Name of the IQAC Coordinator: K. Jhansi Lakshmi

Email: [Jhansi.kotta@gmail.com](mailto:Jhansi.kotta@gmail.com)

Mobile Number: 9492226503

\* Name of the Academic Coordinator: S. Anuradha

Email: anu.kolluru@gmail.com

Mobile Number: 9441060404

Year of Establishment: 1987

UGC 2(f) and 12 B status (certificates to be verified): 2(f)

4. Autonomous status – NIL
5. RUSA status : NIL
6. College land and Plan details /documents: Available
7. Affiliation status : Permanent(certificates to be verified): Permanent
8. AISHE Status – Submitted
9. NAAC Status - NIL
  - a) Previous NAAC Cycle date and Month
  - b) Date of Expiry:
  - c) Previous Grade and CGPA (certificates to be verified) :

**10. Status of peer team recommendations**

S. No	Recommendations made	Recommendations fulfilled
1	College should prepare a vision document for its planned development in view of emerging socio-economic requirements and need for sustained quality assurance.	Prepared and available
2	PG courses be introduced for Chemistry, Botany, Commerce and Political Science and conduct the existing certificate courses on add-on basis with financial support from UGC. Also start self financing courses on food preservation, rural marketing and travel management	Only PG Chemistry available
3	Placement and Guidance Cell be made more functional	Fulfilled

4	Faculty be encouraged to carryout research and submit research projects to different funding agencies like UGC, ICSSR, CSIR, DST and DBT.	Proposals for seed money, joint Research Projects submitted
5	Teachers of the college be encouraged to contribute research articles in referred and peer reviewed journals.	Sensitization Programmes Conducted
6	Alumni association be encouraged for mobilization of additional resources for the college.	Efforts are made
7	Introduce a Centre for Disability study with assistance from UGC and State Govt.	NA
8	Computerization of the library may be expedited. Some of the books in the library, specially those in the book bank have become outdated. New books need to be added. The number of journals and magazines being subscribed to by the library may be increased and more reading space may be provided.	Fully Automated
9	The Chemistry, Zoology and Botany departments in collaboration may think of offering simple consultancy services like Aqua culture, Soil testing, water testing, quality testing, etc to the rural farmers at nominal charges	Collaborations were made
10	Language Laboratory for Spoken English and Commerce Lab may be established with the UGC support	ELL established with management funds
11	Instructor for Physical Education and a Librarian be appointed.	Appointed

Action taken report to be attached

### **11.** Previous Recommendations of Academic Audit of the CCE

No. of suggestions made	No of suggestions implemented
11	9

Action taken report to be attached

- 12.** NIRF Rank (if any) : Year: NA
- 13.** ISO Certification: Year: 2022-2023
- 14.** Awards & Achievements for the institution during the current Academic Year with details:
- Awarded to** Zoology Department, Sir C R Reddy College for women, Eluru  
**Given by** Indian Institute of Science Education and research, Tirupati
  - Awarded to** Sir C R Reddy College for Women, Eluru  
**Given by** Govt. of AP in achieving the objectives of Swachha Andhra Mission.

**PART-B**

1. No. of Programmes Offered by the College

a. Current Academic Year

b. Last Two Years

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of Programmes	12	12	12	12	11

2. No of Value Added Courses introduced (last two years)

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of Value Added courses	5	4	5	8	11

3. Details of teaching faculty

No of posts :	Sanctioned	Working	Vacancies
Regular			
2018-19	73	73	-
2019-20	80	79	-
2020-21	88	84	-
2021-22	94	92	-
2022-23	92	78	-

#### 4. Qualifications of teaching staff

Teaching Staff: Regular	PG	M. Phil	Ph.D	NET/SET
2018-19	73	2	4	3
2019-20	94	2	4	2
2020-21	84	2	4	3
2021-22	92	2	4	3
2022-23	78	2	4	4

#### 5. Details of non- teaching staff

No of posts	Sanctioned	Working	Vacancies
Senior Assistant	4	4	-
Junior Assistant	10	10	-
Lab Technicians	4	4	-
Lab Assistants	4	4	-
Lab Helpers	4	4	-
Attenders/Gardeners	11	11	-
Civil work	2	2	-
Supervisors			
Scavengers	1	1	-
Total	40	40	-

#### 6. Student strength particulars

##### a) During the last two years

Year	2018-19			2019-20			2020-21			2021-22			2022-23		
	I	II	III	I	II	III	I	II	III	I	II	III	I	II	III
UG	745	599	503	693	694	570	651	641	678	686	613	592	458	644	593
PG	19	19	-	26	18	-	11	25	-	22	11	-	06	22	-

5. No of students appeared in the final year exams during the last two years

Year	2018-19			2019-20			2020-21			2021-22			2022-23		
	App ear ed (A)	Pass ed (P)	%	A	P	%	A	P	%	A	P	%	A	P	%
B.Sc MPC	73	67	92	110	103	94	136	104	76	105	88	83.8	62	61	98.3
B.Sc MPCs	85	82	96	97	95	98	104	99	95	92	89	96.7	85	85	100
B.Sc MSCs	62	59	95	94	90	96	97	89	92	74	71	95.9	88	88	100
B.Sc CBZ	55	53	96	46	46	100	44	43	98	45	45	100	40	40	100
B.Sc MBC	-	-	-	17	17	100	-	-	-	-	-	-	-	-	-
B.Sc ZFC	-	-	-	-	-	-	25	25	100	30	26	86.6	38	38	100
B.Sc MECs	49	42	86	45	42	93	57	49	86	50	44	88	38	38	100
B.Sc MCCs	-	-	-	13	12	92	54	46	85	58	49	84.4	58	58	100
B.Sc BBC	23	23	100	-	-	-	-	-	-	-	-	-	-	-	-
B.Com (Gen)	50	48	96	34	34	100	45	45	100	35	35	100	44	44	100
B.Com (CA)	93	93	100	103	103	100	95	90	95	95	93	97.8	96	96	100
MSc (Organic Chemistry)	19	18	94.7	18	11	61	25	16	64	11	8	72.7	22	16	72.7

6. Teacher – student ratio (Current Year): 18.72

7. Infrastructure details (Physical and Academic facilities of Criterion-IV)

- i. Total no of class rooms : 51
- ii. Total no of laboratories : 17
- iii. Total no of digital classrooms : Not Available
- iv. Total no of virtual classrooms : Not Available
- v. Total no of Projectors : 13
- vi. Total no of ICT enabled classrooms : 10
- vii. Media Center : 1
- viii. Total no of Computers, Student & Computers Ratio : 377, 1:4.5
- ix. Total no of printers : 1
- x. Total no of scanners : 3
- xi. Total no of Xerox cum Print cum Scan : 5
- xii. Total no of Wi-Fi routers : 4
- xiii. Internet Bandwidth : BSNL-20Mbps(upto Nov'2023),Myguru-100Mbps,Excell-100Mbps

- xiv. Seminar halls : 2
- xv. Auditorium : 1
- xvi. Details of sports facilities : Indoor-3, Outdoor-11
- xvii. Gymnasium (No of stations) : 1
- xviii. Rooms for administration : 2
- xix. Water – RO facility : Available
- xx. Toilets for staff (Men/Women/Differently abled) : Available
- xxi. Toilets for students (Men/Women/Differently abled) : Available
- xxii. Divyanggan friendly facilities (Ramps/Lifts/Softwares): Available
- xxiii. No of fire extinguishers in the labs and corridors : Not available
- xxiv. Solar energy details – LEDs, Green
- xxv. Library
  - No. of Books& Journals: 17758+21
  - Status of Automation: Fully Automated
  - E-journals: yes
  - N-list subscription : yes
  - Internet : Available
- xxvi. Women's waiting hall: yes
- xxvii. Grievance Reddressal Cell: yes
- xxviii. Health Centre: yes
- xxix. ELL: yes
- xxx. SDC Lab: yes
- xxxi. Computer Labs: 5 ( B.Sc Lab & B.Com Computers Lab)

10. Research:

❖ No of collaborations / Functional MoUs

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of collaborations / MoUs	2	2	4	10	13

❖ No of publications in UGC – CARE listed journals

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of Publications	1	0	1	1	5

❖ No of start-ups

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of start-ups	-	-	-	-	-

❖ No of patents

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of patents	-	-	-	-	-

❖ No of Research Guides

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of Research Guides	-	-	-	-	-

❖ No of Research Scholars

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of Research Scholars	-	-	-	-	-

❖ No of Major/ Minor Research Projects

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of Major RPs	0	0	0	0	5
Number of Minor RPs	0	0	0	0	0

❖ Incubation Centre/s: No

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated
-	-	-

11. Policies prepared and implemented: Yes

12. Extension activities (Current year )

a) No. of Extension activities in the Neighborhood for social and holistic development : 24

b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC: 3



c) No of Extension activities in collaboration with government agencies : 0

d) No of Extension activities in collaboration with Non-Governmental Organizations : 2

13. Feedback, Student Satisfaction Survey mechanism adopted : yes

14. Alumni Association – involvement and activities: Yes

15. Awards and achievements-current year (to be verified - )

❖ Students : Achievements-2

❖ Staff : Achievements-5, Awards-1

**16.** Total no of scholarships and free ships (Current Year): 1519

Total Amount in Rs: - 1,37,81,190/-

17. Total no of capacity building and skill development activities conducted by the college (Current Year)

Teaching	8
Non –Teaching	3

18. Trainings conducted by CIIE for competitive exams during the last two years

Training:

Year	2021-22	2022-23
Number of students registered	328	300
Number of students trained		
a. from your college	328	300
b. from other colleges	-	-

Placements:

Year	2021-22	2022-23
No. of companies visited the campus	4	3
Number of students Placed		
a. from your college	137	60
b. from other colleges	-	-

## 19. Student Support and Progression

### A. Students Progression to Higher Education (Programme wise)

Year	2021-22	2022-23
Number of students		
a) B.A	-	-
b) B.Com	40	20
c) B.Sc	104	92

### B. Employment (Programme wise)

Year	2021-22	2022-23
Number of students		
a) B.A	-	-
b) B.Com	22	08
c) B.Sc	123	72

### C. Entrepreneurship (Programme wise)

Year	2021-22	2022-23
Number of students		
a) B.A	-	-
b) B.Com	-	-
c) B.Sc	-	-

## 20. Grants/funds received from (in Lakhs/Rs.)

A. Government : NIL

B. Non-governmental bodies: NIL

C. Individuals/ Philanthropists/Alumini: 1040742

D. CSR: NIL

E. Budget allocated for Infrastructure: 62,295,500

F. Expenditure for Books & Journals

Budget Sanctioned Rs. 1,05,000 ; Utilized Rs. 95,633  
Unutilized Rs. 9367

## 21. Governance and Leadership

- ❖ Institutional Perspective Plan (Next two years) : Yes prepared
- ❖ No of policies developed by the Institution and details : 47

22. Contribution of IQAC

- (i) Meeting Proceedings
- (ii) Feedback
- (iii) ATR

23. Best Practices of Institution

- 1. Mentor-Mentee
- 2. Extension Activities

24. College Handbook (to be uploaded on the college website): Available

25. College Magazine (to be uploaded on the college website): Available

26. Monthly News Letters (to be uploaded on the college website): Not Available

27. Departmental meeting Minutes Registers (to be verified): Yes

28. Reports of various committees (to be verified): Yes

29. CPDC/Finance Committee Meeting Minutes Registers (to be verified): Available

30. Implementation status of Biometric Attendance and TLP Reports (to be verified): Biometric Attendance available for staff

**SIR C R REDDY COLLEGE FOR WOMEN, ELURU**

Academic & Administrative Audit : 2022-2023

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

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
<b>I-CURRICULAR ASPECTS</b>							
<b>A</b>	<b>Curricular Planning and Implementation</b>						
1	Curriculum Design and Development ( For Autonomous Colleges)	1. Departmental meeting Minutes  2. Copies of course wise curriculum	Available and Verified  Available and Verified	Grade A, if 60% and above modification in syllabi of all courses offered;  Grade B, if 40%-60% of modification in syllabi of all courses offered;  Grade C, if less than 40% modification in syllabi of all courses offered;	<b>A</b>	<b>A</b>	
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan  2. College & Departmental Activity Register  3. Departmental Annual Curricular Plan  4. Teaching Diary	Available and Verified  Available and Verified  Verified	Grade A, if all the four records match with one another  Grade B, if two records match with one another  Grade C, if any two records match with each other	<b>A</b>	<b>A</b>	
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans  2. Departmental Meeting Minutes  3. POs/PSOs/COs records  4. Extra curricular & Co curricular Activity reports	Verified  Verified  Verified	Grade A, if all the two records are maintained  Grade B, if any four records are maintained  Grade C, if any two records are maintained	<b>A</b>	<b>A</b>	
4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues	Verified	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	<b>A</b>	<b>A</b>	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
<b>Academic Flexibility &amp; Curriculum Enrichment</b>							
B							
5	Institution's contribution to enrichment of curriculum	1. Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum	Verified  Verified	Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports	<b>A</b>	<b>A</b>	
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Not started Going to be started shortly	Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	<b>B</b>	<b>C</b>	
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Verified	Grade A, if 90% and above syllabus is covered by the Departments Grade B, if 60% - 90% syllabus is covered by the Departments Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	<b>A</b>	<b>A</b>	
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	UG-BBA, Data Science Verified	Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	<b>A</b>	<b>A</b>	
<b>Feedback on curriculum</b>							
C							
9	Collection , Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents 2. Analysis 3. Action Taken Reports	Verified  Verified  Verified	Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	<b>A</b>	<b>A</b>	
<b>Overall Grade</b>					<b>A</b>	<b>A</b>	

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

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal	Followed and Verified Records	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	<b>A</b>	
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal	Verified with Lecturer	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	<b>A</b>	
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted	Reports by Committees concerned	Available and Verified	Grade A, if all activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	<b>A</b>	<b>A</b>	
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC	Available and Verified	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	<b>A</b>	
12	Ratio of Final year students undertaking field trip or project or internships (No.of students attending field trip or project/ Total No. of Final year students)	Reports by Departments validated by IQAC	Verified the Data	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	<b>A</b>	
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Available and Verified	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	<b>A</b>	
14	Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.,) Lesson plans should reflect ICT based planning in teaching	Department wise ICT usage reports	Available and Verified	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	<b>A</b>	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms	No Virtual Class	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>B</b>	C	
16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC	Available and Verified	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	<b>A</b>	A	
17	No. of Teachers completed courses on MOOCS platform/ARPIT, MIT, Coursera etc.,	Course completion certificates by Departments	Verified the Certificates	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	<b>B</b>	C	
18	Co-Curricular Activities (Academic) ( Student Seminars/Quizzes, debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	Reports by Departments validated by IQAC	Available and Verified	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	<b>A</b>	A	
19	Academic, Cultural & Sports events organized (International/ National/ State/ District/ Inter Collegiate/ College Level	Reports by Departments and Committees validated by IQAC	Verified the Data	Grade A, if International and National events are organized (at least 5) Grade B, if State level events are organized (at least 5) Grade C, if District and College level events are organized ( at least 5)	<b>B</b>	C	
20	The number of classes (per week) engaged by the Principal	Lesson Plans and Teaching Diary by Principals	Available and Verified	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only classes are engaged	<b>A</b>	A	
<b>D</b>	<b>Teacher Profile Quality</b>						
21	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest )	Consolidated Report from the Principal	Verified	Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	<b>A</b>	A	
22	Full time teachers with Ph.D	Consolidated Report from the Principal	Verified	Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D	<b>A</b>	A	



S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
23	National/ International/ Regional Seminars/conferences/workshops organised in the last two years	Reports by Departments validated by IQAC	Available and Verified	Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5per year) Grade C, if District and College level events are organized ( at least 5per year)	A	B	
24	Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	Available and Verified	Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5per year) Grade C, if District and College level events are attended ( at least 5per year)	A	A	
<b>E Evaluation Process and Reforms</b>							
25	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)	Available and Verified	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	
26	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	Available and Verified	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	
27	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	Available and Verified	Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% fStudents pass percentage is achieved	A	A	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
28	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports	Available and Verified	Grade A, if 100% Teachers maintain all records Grade B, if 75% Teachers maintain all records Grade C, if <75% Teachers maintain all records	A	A	
F	<b>Student Performance and Learning Outcomes</b>						
29	Announcement of Programme Outcomes and Course Outcomes by the Departments	1.Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students	Available and Verified	Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records	A	A	
30	Evaluation of attainment of Programme Outcomes and Course Outcomes	Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability	Available and Verified	Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated	A	A	
G	<b>Student Satisfaction Survey</b>						
31	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers	Available and Verified	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	A	A	
32	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC	Available and verified	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated	A	A	
<b>Overall Grade</b>					A	A	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>							
<b>A Promotion of Research and Facilities</b>							
1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Verified	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	<b>A</b>	<b>A</b>	
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Available and verified	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	<b>B</b>	<b>C</b>	
3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal	Available and verified	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	<b>B</b>	<b>C</b>	
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	No MRP Available	Grade A, if MRP submitted Grade B, if MRPs pending Grade C, if there is no Research Project	<b>B</b>	<b>C</b>	
<b>B Resource Mobilization for Research Purpose</b>							
5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years	Report by Research Committee Coordinator, verified by the Principal	Available and verified	Grade A, if > 3 Lkh Grade B, if < 3Lkh Grade C, if there is no funding	<b>A</b>	<b>B</b>	
6	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops etc to foster research culture.	Report by Research Committee Coordinator, verified by the Principal	Available and verified	Grade A, if completely extended Grade B, if partially extended Grade C, if there is no funding	<b>A</b>	<b>B</b>	
7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurs Hub)	Report by Research Committee Coordinator, verified by the Principal	Available and verified	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established Grade C if no such centre is established till now.	<b>A</b>	<b>B</b>	
<b>C Research Publication and Awards</b>							

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars )	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Verified	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	<b>B</b>	<b>C</b>	
9	Books Published for the last two years ( Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Verified	Grade A, if each Department publishes one book Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	<b>B</b>	<b>C</b>	
10	No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science, ICI ) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Verified	Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	<b>B</b>	<b>C</b>	
11	No.of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Verified	Grade A if more than h-index is 2; Grade B if it is upto1; C if it is zero.	<b>B</b>	<b>C</b>	
12	No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Verified	Grade A, if each Department publishes one book/ Chapter Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter	<b>B</b>	<b>C</b>	
13	Awards and Achievments for Research during the last two years	Report validated by IQAC and verified by Principal	Available and verified	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	<b>A</b>	<b>B</b>	
<b>D</b>	<b>Extension Activities</b>						

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Available and verified	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
15	Number of extension programmes conducted in collaboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WEC etc.,	Report on Activities validated by IQAC and verified by Principal	Available and verified	Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	A	A	
16	No. of Awards and Recognitions received for <b>Extension activities</b> from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Available and verified	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	A	B	
17	Average percentage of students and their details participating in extension activities with Government/ Non-Government Organisations above mentioned (Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately)	Available and verified	Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	A	B	
E	<b>Consultancy and Collaboration</b>						
	A. Faculty Exchange	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Verified the Records	Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged	A	A	
	B. Student Exchange		Verified the Records	Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	A	A	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
18	C. Internship	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs	Available and verified	Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	A	A	
	D. Field trips		Verified the Records	Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	A	A	
	E. OJTs						
	Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc		1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal	Available and verified	Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional MOUs	A	A
19							
20	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Report validated by IQAC and verified by Principal	Available and verified	Grade A, if 2 workshops/seminars are conducted Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	A	A	
<b>Overall Grade</b>					<b>A</b>	<b>A</b>	
<b>IV - INFRASTRUCTURE &amp; LEARNING RESOURCES (Not covered under format - I)</b>							
A							
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal	Available and verified	Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	A	A	
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal	Available and verified	Grade A, if All the Teachers and Students make use of the e- resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	A	A	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal	Available and verified	Grade A, if more than 60% Teachers and Students make use of Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	A	A	
<b>IT Infrastructure</b>							
B							
4	Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex)	1. Infrastructure procurement and maintenance policy approved by the Principal 2. Report showing the expenditure towards repairs, maintenance and upgradation	Available and verified	Grade A, if Policy and Report are maintained Grade B, if only Policy or Report is maintained Grade C, if nothing is available	A	A	
5	Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc.) excluding salary component	1. Finance Committee Meeting Minutes 2. Report validated by IQAC and verified by Principal	Available and verified	Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available	A	A	
<b>Overall Grade</b>					<b>A</b>	<b>A</b>	
<b>V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)</b>							
<b>Student Support</b>							
A							
1	Percentage of Students benefited by scholarships & free ships for the last two years a) Government b) Institution c) Non - Governmental bodies d) Industries e) Individuals f) Philanthropists	Office Report validated by IQAC and verified by Principal	Verified	Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies	B	C	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	Report by CIIE and Physical Education Department validated by IQAC and verified by Principal	Available and verified	Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered	A	A	
	a) Soft Skills		Available and verified				
	b) Language and Communication Skills		Available and verified				
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)		Available and verified				
	d) ICT/ Computer Skills	Available and verified					
3	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1.Records by the JKC and Departments 2. Proof of employment	Available and verified	Grade A, if more than 50% of students placed Grade B, if 30% of students placed Grade C, if less than 30% of students placed	A	A	
4	Student grievances Redressal mechanism , No. of grievances received & Redressed during last 2 years	1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal	Available and verified	Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy	A	A	
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms out side the parent institution.	1. Department wise reports validated by IQAC and verified by Principal	Verified	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	A	A	
6	The Institution has a transparent mechanism for timely redressal of: A.Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harassment 2. Committee(s) Report(s) about grievance redressal 3.Proofs and Meeting Minutes	Verified	Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	A	A	
7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities	Available and verified	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A	A	



S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
<b>Student Progression</b>							
B							
8	Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal	Available and verified  Available and verified	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	
9	Students' Progression to Employment	1. Department wise Reports with proof of Joining 2. Consolidated Report validated by IQAC & verified by Principal	Verified  Verified	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	
10	Students' Progression to Entrepreneurship	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Verified	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	A	
11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100)	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal	Verified	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	B	C	
12	Feed back from Employees on Online Web Job Portal, APSSDC( AP State Skill Development Corporation),SSC ( Skill Sector Council)	Feed back consolidated Report from JKC	Verified	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	B	C	
<b>Student Participation and Activities</b>							
C							
13	No. of awards/medals for outstanding performance in sports/cultural activities	Consolidated Reports by the Committees, validated by IQAC & verified by Principal	Available and verified	Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level	A	B	
	a) University Level		Available and verified				
	b) State Level		Available and verified				
	c) National Level		Available and verified				
	d) International Level		Available and verified				
				Grade A, if 5 events/ competitions			

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
14	Number of sports and cultural activities / competitions organised in the Institution for the last 2 years	Committee reports validated by IQAC and verified by Principal	Available and verified	organized at national level Grade B, if 5 events/ competitions organized at State level Grade C. if events at district level	A	A	
15	Percentage of Student participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100	Committee reports validated by IQAC and verified by Principal	Available and verified	Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	A	A	
<b>D</b>	<b>Alumni Engagement</b>						
16	Is there registered Alumni Association for the institution? If yes, year of registration and number	Registration certificate to be verified	Available and verified	Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered	A	A	
17	Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated	Verified	Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	A	A	
18	Number of Alumni Association Chapters / meetings held during the last 2 years	1. Meeting minutes 2. Consolidated reports	Verified	Grade A, if 4 and above Grade B, if 2 and above Grade C, if one and below	A	A	
<b>Overall Grade</b>						A	
<b>VI-GOVERNANCE AND LEADERSHIP</b>					<b>A</b>		
<b>A</b>	<b>Institutional Vision and Leadership</b>						
1	Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words)	Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs	Available and verified	Grade A, if strategic plan is in action Grade B, if the mechanism is in planning stage Grade C, if nothing is available	A	A	
2	Explain the Institutional Practices like decentralization and participative management to show case effective leadership	1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees	Available and verified Available and verified	Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only committees are constituted	A	A	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
3	Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council	No Staff Council is Formed	Grade A, if Staff Council meets regularly and implements resolutions through meetings Grade B, if Staff Council resolutions properly recorded Grade C, if Staff Council is formed	B	C	
4	Number of RTI issues addressed	RTI file with applications, responses and registers	Available and verified	Grade A, if all the applications disposed within the stipulated time Grade B, if the applicatons are not disposed within the stipulated time Grade C, if record is not properly maintained	A	A	
5	Organizational structure of the Institution	Organogram showing hierarchy and incharges	Verified	Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only heirarchy is presented Grade C, if Organogram is not prepared	A	A	
<b>B</b>	<b>Institutional e - governance</b>						
6	Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal	Available and verified	Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	A	A	
	a) Administration		Available and verified				
	b) Finance and Accounts		Available and verified				
	c) Student Admissions and support		Available and verified				
	d) Examinations		Available and verified				
<b>C</b>	<b>Faculty Empowerment Strategies</b>						
7	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal	Available and verified	Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	A	A	


S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
8	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	Available and verified	Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized Grade C, if less than 3 programmes are organized	A	A	
9	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Develeopment Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc	Consolidated report by research committee validated by IQAC and Verified by Principal	Available and verified	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	A	A	
10	Details of performance appraisal system designed by instituion for Teaching and non- teaching staff	ASAR reports	Available and verified	Grade A, if more than 75% teachers are accredited at "Good" grade Grade B, if more than 50 % teachers are accredited at "Good" grade Grade C, if less than 50% teachers are accredited at "Good" grade	A	A	
D	<b>Financial Management and Resource Mobilization</b>						
11	Institutional mechanism for internal and external financial audits	1. Internal AuditCommittee constitution Circular 2. Financial Audit Reports	Available and verified	Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained	A	A	
12	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Princpal	Available and verified	Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received	A	A	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
<b>Internal Quality Assurance System</b>							
E							
13	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by IQAC for promoting quality culture per year	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted	Available and verified	Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C, if any 3 records or below are maintained	<b>A</b>	<b>A</b>	
14	Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.	Available	Grade A, if ranked Grade B, if participated Grade C, if not participated	<b>A</b>	<b>B</b>	
<b>Overall Grade</b>					<b>A</b>	<b>A</b>	
<b>VII-INSTITUTIONAL VALUES AND BEST PRACTICES</b>							
<b>Activities that teach values of the Institution</b>							
A							
1	Details of Activities by the Institution for <b>A) Promotion of gender equality and sensitization</b> a) Safety and security b) Counselling c) Common Rooms for women students d) Details about sensitization activities	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Available and verified	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	<b>A</b>	<b>A</b>	
	<b>B) Environmental consciousness and sustainability</b> a) Solar energy, b) Sensor-based energy conservation, c) Use of LED bulbs/ power efficient equipment	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Available and verified	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	<b>A</b>	<b>A</b>	
			Available and verified				
	<b>C) Waste Management</b> a) Solid waste management b) Liquid waste management c) Lab Waste management d) E-waste management	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Available and verified	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	<b>A</b>	<b>A</b>	
			Available and verified				
	<b>D) Water Conservation</b>			Grade A, if all 2 reports are present			

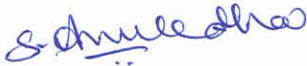
S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
	<b>D) Water Conservation</b> a)Rain water harvesting b)Borewell /Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Available and verified	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	<b>A</b>	<b>A</b>	
	<b>E) Green campus initiatives</b> a)Plastic free campus(Ban on the use of Plastics) b)Botanical garden c)Green house d)Green landscaping e)Green audit f)Battery vehicles	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Available and verified Available and verified Available and verified	Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	<b>A</b>	<b>A</b>	
	<b>F) Divyangan friendly barrier - free environment</b> a)Ramps b)Railings c)Scribe for examination d)Provision of lift/Wheel chairs e) Alternative arrangements for Divyangan	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Available and verified	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	<b>A</b>	<b>A</b>	
<b>B</b>	<b>Initiatives for inculcating values</b>						
2	<b>Cross cutting issues and value initiatives</b> a) Tolerance and harmony against several diversities i)Cultural ii) Regional iii)Linguistic iv) Communal v)Socio - Economic	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Available and verified	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	<b>A</b>	<b>A</b>	
	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Available and verified	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	<b>A</b>	<b>A</b>	
	c) Code of conduct for students and teachers	Approved Policy & Report on implementation with details validated by IQAC and verified by Principal	Available and verified	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	<b>A</b>	<b>A</b>	
	d) Celebration of National and International commemorative days and festivals	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Available and verified	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	<b>A</b>	<b>A</b>	

S.No.	Item	Records to be verified	Evidences	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good) / B (Satisfactory) / C (to improve))	Recommendation/ Suggestions by Academic Advisors (AA*)
	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a)Liberty, Equality, Fraternity, Justice	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Available and records verified	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	<b>A</b>	<b>A</b>	
	b)Fundamental rights and duties		Available and records verified				
3	c)Responsibilities of citizenship.		Available and records verified				
<b>C</b>	<b>Best Practices</b>	Record of two best/innovative practices by the institution	1. Mentor Mentee System 2. Inculcating Social Responsibility through extension activities		<b>A</b>	<b>B</b>	
	i.	i) Departmental Best Practices Report in the NAAC prescribed format ii) Institutional Best Practice Report in the NAAC prescribed format		Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	<b>A</b>	<b>A</b>	
	ii.						
<b>D</b>	<b>Institutional Distinctiveness</b>		Innovation, Incubation and Entrepreneurship		<b>A</b>	<b>B</b>	
	Explain how distinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words		Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available	<b>A</b>	<b>A</b>	
<b>Overall Grade</b>					<b>A</b>	<b>A</b>	
College Grade -					<b>A</b>	<b>A</b>	

Name & Signature of the  
Principal :


  
(P.SAIAJA)  
Sir C.R.Reddy College for Women  
ELURU

Name & Signature of the  
Vice-Principal :

  
(S.ANURADHA)

Name & Signatures of the Academic  
Advisors

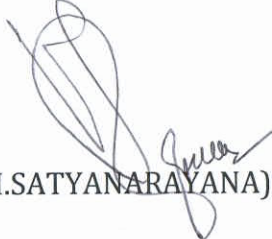
1

  
(Dr. S.RAGHUNADH SAGAR)

2

  
(K. JHANSI LAKSHMI)

3

  
(Dr. M.SATYANARAYANA)



Government of Andhra Pradesh										
Academic & Administrative Audit of Degree Colleges (2022-23)										
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )										
Zone: II					District: ELURU					
Name of the College and Address			SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU							
Name of the Lecturer			Mrs. V. SWARNA KUMARI							
Name of the Subject			English							
Date of Joining in Degree College			01-07-1998			Date of Retirement:		31-08-2030		
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	
<b>I-CURRICULAR ASPECTS</b>										
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year  Course wise/Sem wise Records for the Academic Year  Invitaion Letter & Attendance	2x5= 10  2x5= 10  10	30	B	60	<b>B</b>	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D	
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught 2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	a)Course wise/Sem wise additional inputs Reports  b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	10  2x5=10	20	B	40	<b>B</b>	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
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	10	A	30	<b>A</b>	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>										
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10  10	20	A	30	<b>A</b>	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C	

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. 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		C	10	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	A	150	A	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90	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

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
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10	30	A	90	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		10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes	Course wise Reports	5x6=30	30	B	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
		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)							
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5	20	D		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
		2.Major Research Projects		10					
		3.Consultancy Projects		5					


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
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	60	A	180	A	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A	60	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
		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	D		D	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

**IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES**

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
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	A	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	1) All Four key indicators =3 Grade points/A 2) Any Three key indicators =2 Grade points/B 3) Any Two key indicator =1 Grade point/C 4) Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a) Higher Education b) Employment c) Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	30	A	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									

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
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>						500		1190	

Name & Signatures of the Academic advisors

  
 Name & Signature of the  
 Principal  
**Sir C.R.Reddy College for Women**  
**ELURU**

1)

  
 (Dr. M SATYANARAYANA)

2)

  
 (K JHANSI LAKSHMI)

3)

  
 (Dr. S RAGHUNADH SAGAR)

Government of Andhra Pradesh									
Academic & Administrative Audit of Degree Colleges (2022-23)									
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )									
Zone: II									
Name of the College and Address			District: ELURU						
Name of the Lecturer			SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU						
Name of the Subject			Mrs. K. JHANSI LAKSHMI						
Date of Joining in Degree College/Date of			01-06-2010				Date of Retirement: 30.09.2037		
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
I-CURRICULAR ASPECTS									
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		5. Active Participation in BOS	Invitaion Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	A	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
II-TEACHING, LEARNING & EVALUATION									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10					

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	Pre-determined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	A	1) All five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90	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 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10	30	A	90	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		10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	A	1) All five key indicators =3 Grade points/A 2) First KI Metric and any three other =2 Grade points/B 3) First KI Metric and any two other =1 Grade point/C 4) Below two=0/D



S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5 10 5	20	B	40	B	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
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	A	180	A	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	C  A	10  60	C  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	20	C	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	A	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D

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	Pre-determined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>							500		1410

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
------	---------------	---	---	-------------------	--	---	---	--	------------

Principal  
 Sri C. B. Reddy College for Women  
 Name & Signature of the Principal

Name & Signatures of the Academic advisors

1)

(Dr. M SATYANARAYANA)

2)

(K JHANSI LAKSHMI)

3)

(Dr. S RAGHUNADH SAGAR)

Government of Andhra Pradesh									
Academic & Administrative Audit of Degree Colleges (2022-23)									
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )									
Zone: II									
Name of the College and Address					District: ELURU				
Name of the Lecturer					SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU				
Name of the Subject					B TULASI KOTESWARI BAI				
Date of joining					CHEMISTRY				
01-07-2004					Date of Retirement:				
					31-08-2042				
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	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	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		5. Active Participation in BOS	Invitaion Letter & ...	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	A	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	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
II-TEACHING, LEARNING & EVALUATION									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10					

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	A	1) All five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	B	60	B	1) Any five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	A	1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

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
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	A	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5	20	B	40	B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Major Research Projects		10					
		3.Consultancy Projects		5					
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC - CARE Listed journals/Any book with ISBN shall be considered)		10 15 10 5	60	C	60	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 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A	60	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
		Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	5+5		A			

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
12	<b>Functional MoUs / Collaborations with Govt and Non Governmental Organisations</b>	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	D		<b>D</b>	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	<b>A</b>	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	<b>A</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
15	Student Progression	Report on Programme/Course wise students' progression to a) Higher Education b) Employment c) Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90	<b>A</b>	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>					<b>500</b>		<b>1240</b>		

**Name & Signatures of the Academic advisors**

  
**Principal**  
 Name & Signature of the Principal  
**Sr C.R.Reddy College for Women**  
**ELURU**

1)

(Dr. M SATYANARAYANA)

2)

(K JHANSI LAKSHMI)

3)

(Dr. S RAGHUNADH SAGAR)








Government of Andhra Pradesh									
Academic & Administrative Audit of Degree Colleges (2022-23)									
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )									
Zone: II									
Name of the College and Address			District: ELURU						
Name of the Lecturer			SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU						
Name of the Subject			B. INDIRA PRIYA DARSINI						
Date of joining			01-02-2021			DEPARTMENT OF TELUGU			
						Date of		31-05-2023	
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 Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		5. Active Participation in BOS	Invitaion Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	C	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	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10					
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
II-TEACHING, LEARNING & EVALUATION									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10					

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	Pre-determined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	A	1) All five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	D		D	1) Any five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	A	1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	A	1) All five key indicators =3 Grade points/A 2) First KI Metric and any three other =2 Grade points/B 3) First KI Metric and any two other =1 Grade point/C 4) Below two=0/D

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5 10 5	20	C	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
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	1) Any three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 5+5	20	A A		A A	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	D			1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	A	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection                      b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>					<b>500</b>		<b>980</b>		


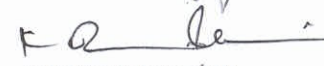
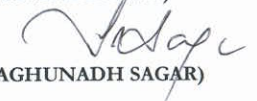
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
------	---------------	---	---	-------------------	--	--	---	--	------------


---

 Name & Signature of the Principal  
**Principal**  
**Sr C.R.Reddy College for Women**  
**ELURU**

Name & Signatures of the Academic advisors

- 1)   
(Dr. M SATYANARAYANA)
- 2)   
(K JHANSI LAKSHMI)
- 3)   
(Dr. S RAGHUNADH SAGAR)

Government of Andhra Pradesh											
Academic & Administrative Audit of Degree Colleges (2022-23)											
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )											
Zone: II		District: ELURU									
Name of the College and Address		SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU									
Name of the Lecturer		Dr. B. VALLI PURNIMA									
Name of the Subject		DEPARTMENT OF PG CHEMISTRY									
Date of joining		02-08-1999				Date of				31.08.2037	
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines		
I-CURRICULAR ASPECTS											
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D		
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10							
		5. Active Participation in BOS	Invitaion Letter & Attendance	10							
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	C	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	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10							
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D		
II-TEACHING, LEARNING & EVALUATION											
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D		
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10						C	10


S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	A	1) All five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	C	30	C	1) Any five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	A	1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaiton (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	A	1) All five key indicators =3 Grade points/A 2) First KI Metric and any three other =2 Grade points/B 3) First KI Metric and any two other =1 Grade point/C 4) Below two=0/D
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5	20	C	20	B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Major Research Projects		10					
		3.Consultancy Projects		5					
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered)		10 15 10 5	60	B	120	B	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A		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
		Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	5+5		A	60	A	
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered - 10 Amount generated through Consultancy - 5 points	20	20	D		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





S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	<b>A</b>	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection                      b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	<b>A</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
15	Student Progression	Report on Programme/Course wise students' progression to a) Higher Education b) Employment c) Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90	<b>A</b>	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									


S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>					<b>500</b>		<b>1190</b>		

  
 Name & Signature of the Principal  
 Principal  
 Sri C.R.Reddy College for Women  
 ELURU

**Name & Signatures of the Academic advisors**

1)   
 (Dr. M SATYANARAYANA)

2)   
 (K JHANSI LAKSHMI)

3)   
 (Dr. S RAGHUNADH SAGAR)

Government of Andhra Pradesh										
Academic & Administrative Audit of Degree Colleges (2022-23)										
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )										
Zone: II					District: ELURU					
Name of the College and Address			SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU							
Name of the Lecturer			DR.CH.SWAPNA							
Name of the Subject			ZOOLOGY							
Date of joining			18.06.2005			Date of Retirement:		31.10.2038		
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 Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D	
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10						
		5. Active Participation in BOS	Invitaion Letter & Attendance	10						
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	A	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
		2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10						
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
II-TEACHING, LEARNING & EVALUATION										
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C	

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. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		B	20	<b>B</b>	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	A	150	<b>A</b>	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	D		<b>D</b>	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D

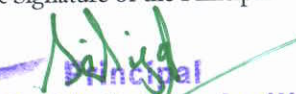
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10	30	A	90	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		10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	A	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either	5	20	C	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
		2.Major Research Projects		10					
		3.Consultancy Projects		5					

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
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	60	B	120	B	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A	60	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
		Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	5+5		A			
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	C	20	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


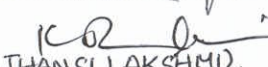
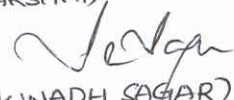
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	<b>A</b>	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	<b>A</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
15	Student Progression	Report on Programme/Course wise students' progression to a) Higher Education b) Employment c) Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90	<b>A</b>	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines	
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D	
<b>VII - BEST PRACTICES</b>										
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D	
<b>Total Grade points</b>							500		1200	

Name & Signature of the Principal

  
Principal  
Dr C.R.Reddy College for Women  
ELURU

Name & Signatures of the Academic advisors

- 1)   
(Dr. M. SATHYANARAYANA)
- 2)   
(K. JHANSI LAKSHMI)
- 3)   
(Dr. S. RAGHUNADH SAGAR)



Government of Andhra Pradesh									
Academic & Administrative Audit of Degree Colleges (2022-23)									
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )									
Zone: II			District: ELURU						
Name of the College and Address			SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU						
Name of the Lecturer			S. ANURADHA						
Name of the Subject			BIOTECHNOLOGY						
Date of joining			01-07-2007				Date of Retirement: 31.10.2037		
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>I-CURRICULAR ASPECTS</b>									
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		5. Active Participation in BOS	Invitaion Letter & Attendance	10					
		2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught 2.Value added courses offered & completed a)Certificate b)Diploma 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	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10		A	A		

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	<b>A</b>	1) All five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	B	60	<b>B</b>	1) Any five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	<b>A</b>	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

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	Predefined 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	30	A	90	A	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5 10 5	20	C	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
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	B	120	B	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	10 5+5	20	A A	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	D		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

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	Predefined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	A	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	1) All Four key indicators =3 Grade points/A 2) Any Three key indicators =2 Grade points/B 3) Any Two key indicator =1 Grade point/C 4) Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a) Higher Education b) Employment c) Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90	A	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	a) Contribution to Departmental Vision & Mission and Departmental Action Plan b) Participation in different institutional committees and preparation of committee reports c) Participation in different institutional activities that focus on value based education d) Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1) All Four key indicators =3 Grade points/A 2) Any Three key indicators =2 Grade points/B 3) Any Two key indicator =1 Grade point/C 4) Below two=0/D

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	Predefined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>					500		1200		

Name & Signature of the Principal

*(Signature)*  
Principal  
Sir C.R.Reddy College for Women,  
ELURU

Name & Signatures of the Academic advisors

1)

*(Signature)*  
(Dr. M SATYANARAYANA)

2)

*(Signature)*  
(K JHANSI LAKSHMI)

3)

*(Signature)*  
(Dr. S RAGHUNADH SAGAR)

**Government of Andhra Pradesh**  
**Academic & Administrative Audit of Degree Colleges (2022-23)**

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

**Zone: II**

**District: ELURU**


Name of the College and Address		<b>SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU</b>							
Name of the Lecturer		<b>K. JHANSI RANI</b>							
Name of the Subject		<b>PHYSICS</b>							
Date of joining		<b>13-07-2022</b>				Date of Retirement: 31-05-2044			
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 (KIWWG P) = KIGP X Wi	KIWW GP as per Academic Advisor's grading	Guidelines
<b>I-CURRICULAR ASPECTS</b>									
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year  Course wise/Sem wise Records for the Academic Year  Invitaion Letter & Attendance	2x5= 10  2x5= 10  10	30	B	60	<b>B</b>	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught 2.Value added courses offered & completed a)Cerificate b)Diploma c)Any Online courses like MOOCs	a)Course wise/Sem wise additional inputs Reports  b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	10  2x5=10	20	B	40	<b>B</b>	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	<b>A</b>	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners  1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners  1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	10  2x5=10	20	A  C	30  10	<b>A</b>  <b>C</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

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 Academic Adviser's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	<b>A</b>	1) All five key indicators = 3 Grade points/A 2) Any three key indicators = 2 Grade points/B 3) Any two key indicator = 1 Grade point/C 4) Below two = 0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	B	60	<b>B</b>	1) Any five key indicators = 3 Grade points/A 2) Any three key indicators = 2 Grade points/B 3) Any two key indicator = 1 Grade point/C 4) Below two = 0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	<b>A</b>	1) All four key indicator Metrics = 3 Grade points/A 2) Metrics 1, 2, 4 = 2 Grade points/B 3) Metrics 1, 2, 3 = 1 Grade point/C 4) Below two = 0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	<b>A</b>	1) All five key indicators = 3 Grade points/A 2) First KI Metric and any three other = 2 Grade points/B 3) First KI Metric and any two other = 1 Grade point/C 4) Below two = 0/D

S. No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWW GP as per Academic Adviser's grading	Guidelines
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	C	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
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/ICJ 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	C	60	C	1) Any three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)  Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format  Reports in the NAAC format	10  5+5	20	A  A	  60	A  A	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	C	20	C	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	A	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D



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	KIWW GP as per Academic Adviser's grading	Guidelines
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection      b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>					<b>500</b>		<b>1140</b>		

  
 Name & Signature of the Principal  
**Principal**  
**St. C.R.Reddy College for Women**  
**ELURU**

**Name & Signatures of the Academic advisors**

1)

(Dr. M SATYANARAYANA)

2)

(K JHANSI LAKSHMI)

3)

(Dr. S RAGHUNADH SAGAR)

Government of Andhra Pradesh										
Academic & Administrative Audit of Degree Colleges (2022-23)										
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )										
Zone: II										
Name of the College and Address			District: ELURU							
Name of the Lecturer			SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU							
Name of the Subject			S.S.L.SABARI KUMARI							
Date of joining			12-10-2009				Date of			31-03-2047
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 (KIWWG P) = KIGP X Wi	KIWWG P 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	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D	
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10						
		5. Active Participation in BOS	Invitaion Letter & Attendance	10						
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	B	40	B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
		2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10						
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
II-TEACHING, LEARNING & EVALUATION										
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10						

S. No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWG P) = KIGP X Wi	KIWWG Pass per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	<ol style="list-style-type: none"> <li>1. Report on student centered methods implemented (Course wise)</li> <li>2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise)</li> <li>3. Report on the Use of LMS tools (Course wise)</li> <li>4. Contribution for the development of LMS in the concerned subject</li> <li>5. Report on innovative pedagogical Tools used</li> </ol>	Course wise/ Sem wise Reports	50	50	A	150	A	<ol style="list-style-type: none"> <li>1) All five key indicators =3 Grade points/A</li> <li>2) Any three key indicators =2 Grade points/B</li> <li>3) Any two key indicator =1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
6	Teacher Profile and Quality	<ol style="list-style-type: none"> <li>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</li> <li>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks</li> <li>3. Awards and recognition</li> <li>4. Participation in Short term/ Orientation /Refresher courses/FDPs</li> <li>5. E- Content Development /MOOCs (Massive Open Online Courses)</li> <li>6. Additional Qualifications acquired during the last two years</li> </ol>	Reports and Certificates	30	30	B	60	B	<ol style="list-style-type: none"> <li>1) Any five key indicators =3 Grade points/A</li> <li>2) Any three key indicators =2 Grade points/B</li> <li>3) Any two key indicator =1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
7	Evaluation Process and Reforms	<ol style="list-style-type: none"> <li>1. Report on Formative Evaluation (CIE)</li> <li>2. Assignments-Critical, Innovative, text book and Internet based</li> <li>3. Involvement in Summative evaluation</li> <li>4. Maintaining Marks Register &amp; Result Analysis register.</li> </ol>	Department wise reports regarding <ol style="list-style-type: none"> <li>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment</li> <li>2. Departmental Internal Marks Register for CIA verified by the Principal</li> </ol>	<ol style="list-style-type: none"> <li>10</li> <li>10</li> <li>5</li> <li>5</li> </ol>	30	A	90	A	<ol style="list-style-type: none"> <li>1) All four key indicator Metrics =3 Grade points/A</li> <li>2) Metrics 1, 2, 4 =2 Grade points/B</li> <li>3) Metrics 1, 2,3 =1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
8	Student Performance and Learning Outcomes	<ol style="list-style-type: none"> <li>1. Announcement and Attainment of Course Outcomes</li> <li>2. Report on Student seminars/ Student demonstrations (Course wise)</li> <li>3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise)</li> <li>4. Report on Field trips (Course wise)</li> <li>5. Report on Student Study projects (Course wise)</li> </ol>	Course wise Reports	5x6=30	30	A	90	A	<ol style="list-style-type: none"> <li>1) All five key indicators =3 Grade points/A</li> <li>2) First KI Metric and any three other =2 Grade points/B</li> <li>3) First KI Metric and any two other =1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
		1. Minor Research Projects		5					1) All three key indicators =3 Grade points/A

S. No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A=3; B=2; C=1; D=0)	Key Indicator Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	2.Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	10 5	20	B	40		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	D		D	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 5+5	20	A A	A 60	A A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	D		D	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	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

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 (KIWWG P) = KIGP X Wi	KIWWG P as per Academic Advisor's grading	Guidelines
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>					<b>500</b>		<b>1160</b>		

Name & Signature of the Principal

Principal  
Sri C.R.Reddy College for Women  
ELURU

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)

(Dr. M SATYANARAYANA)

(K JHANSI LAKSHMI)

(Dr. S RAGHUNADH SAGAR)

Government of Andhra Pradesh											
Academic & Administrative Audit of Degree Colleges (2022-23)											
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )											
Zone: II											
Name of the College and Address		SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU									
Name of the Lecturer		M.DURGA									
Name of the Subject		COMMERCE									
Date of joining		01-06-2007					Date of Retirement:				31.03.2039
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	Predefined 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 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	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D		
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10							
		5. Active Participation in BOS	Invitaion Letter & Attendance	10							
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	B	40	B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D		
		2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10							
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D		
II-TEACHING, LEARNING & EVALUATION											
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D		
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10						B	20

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	Predefined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	<b>A</b>	1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	B	60	<b>B</b>	1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	<b>A</b>	1)All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	<b>A</b>	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D

S. No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	B	40	B	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
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	A	180	A	1) Any three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 5+5	20	A A	 60	A A	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	C	20	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



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	Predefined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	<b>A</b>	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection                    b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	<b>A</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
15	Student Progression	Report on Programme/Course wise students' progression to a) Higher Education b) Employment c) Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90	<b>A</b>	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	a) Contribution to Departmental Vision & Mission and Departmental Action Plan b) Participation in different institutional committees and preparation of committee reports c) Participation in different institutional activities that focus on value based education d) Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	<b>A</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

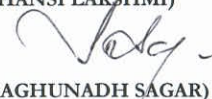
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	<b>A</b>	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>					<b>500</b>		<b>1350</b>		

  
 Name & Signature of the Principal  
**Principal**  
**Sir C.R.Reddy College for Women,**  
**ELURU**

Name & Signatures of the Academic advisors

1)   
(Dr. M SATYANARAYANA)

2)   
(K JHANSI LAKSHMI)

3)   
(Dr. S RAGHUNADH SAGAR)

Government of Andhra Pradesh									
Academic & Administrative Audit of Degree Colleges (2022-23)									
Format - III A (To be Filled by Faculty and handed over to Academic Advisor)									
Zone: II									
Name of the College and Address			District: ELURU						
Name of the Lecturer			SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU						
Name of the Subject			P.JYOTHI						
Date of joining			18-04-2022				Date of Retirement: 29.02.2048		
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 or Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator or Grade Points (KIWW GP) = KIGP X Wi	KIWWG Pass per Academic Advisor's grading	Guidelines
<b>I-CURRICULAR ASPECTS</b>									
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	60	<b>B</b>	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10					
		5. Active Participation in BOS	Invitaion Letter & Attendance	10					
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	C	20	<b>C</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					
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	<b>A</b>	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	60	<b>A</b>	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10					




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 Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	<b>A</b>	1) All five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/ Conferences/ Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	D		<b>D</b>	1) Any five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE)	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10	30	A	90	<b>A</b>	1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
		2. Assignments-Critical, Innovative, text book and Internet based		10					
		3. Involvement in Summative evaluation		5					
		4. Maintaining Marks Register & Result Analysis register.		5					
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	<b>A</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
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5	20	C	20	<b>C</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. Major Research Projects		10					
		3. Consultancy Projects		5					

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 or Grade Points (KI GP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWW GP) = KI GP X Wi	KIWWG Pass per Academic Advisor's grading	Guidelines
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	1) Any three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)  Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format  Reports in the NAAC format	10  5+5	  20	A  A	  60	A  A	  1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points    Consultancy offered - 10 Amount generated through Consultancy - 5 points	20	20	D		D	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	A	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>							500		910

  
 Name & Signature of the Principal  
**Principal**  
**Sir C.R.Reddy College for Women**  
**ELURU**

**Name & Signatures of the Academic advisors**

- 1)   
(Dr. M. SATYANARAYANA)
- 2)   
(K. JHANSI LAKSHMI)
- 3)   
(Dr. S. RAGHUNATH SAGAR)

Government of Andhra Pradesh										
Academic & Administrative Audit of Degree Colleges (2022-23)										
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )										
Zone: II										
Name of the College and Address		SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU					District: ELURU			
Name of the Lecturer		Y. SRI DEVI								
Name of the Subject		ELECTRONICS								
Date of Joining in Degree College/Date of		14-07-1995					Date of Retirement: 30.04.2031			
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	Predefined 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 Advisors grading	Guidelines	
I-CURRICULAR ASPECTS										
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D	
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10						
		5. Active Participation in BOS	Invitaion Letter & Attendance	10						
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	B	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						
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
II-TEACHING, LEARNING & EVALUATION										
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10						A

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predefined 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 Advisors' grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	<b>A</b>	1) All five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	B	90	<b>B</b>	1) Any five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	<b>A</b>	1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	<b>A</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
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									




S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisors' grading	Guidelines
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5	20	B	40	B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
		2.Major Research Projects		10					
		3.Consultancy Projects		5					
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICJ or UGC -CARE Listed journals/Any book with ISBN shall be considered)		10 15 10 5	60	B	120	B	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
		5.Research Guideship 6.Awards in recognition of research work		10 10					
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A	60	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
		Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format	5+5		A			
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points    Consultancy offered - 10 Amount generated through Consultancy - 5 points	20	20	A	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									

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	Predefined 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 Advisors' grading	Guidelines
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	A	1) Any four key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	A	1) All Four key indicators =3 Grade points/A 2) Any Three key indicators =2 Grade points/B 3) Any Two key indicator =1 Grade point/C 4) Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a) Higher Education b) Employment c) Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90	A	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	a) Contribution to Departmental Vision & Mission and Departmental Action Plan b) Participation in different institutional committees and preparation of committee reports c) Participation in different institutional activities that focus on value based education d) Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1) All Four key indicators =3 Grade points/A 2) Any Three key indicators =2 Grade points/B 3) Any Two key indicator =1 Grade point/C 4) Below two=0/D
<b>VII - BEST PRACTICES</b>									

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	Predefined 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 Advisors' grading	Guidelines
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	<b>A</b>	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>					500		1310		

**Name & Signatures of the Academic advisors**

  
 Name & Signature of the Principal  
**Principal**  
**Sir C.R.Reddy College for Women**  
**ELURU**

- 1)
- 2)
- 3)

  
 (Dr. M SATYANARAYANA)

  
 (K JHANSI LAKSHMI)

  
 (Dr. S RAGHUNADH SAGAR)

Government of Andhra Pradesh									
Academic & Administrative Audit of Degree Colleges (2022-23)									
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )									
Zone: II									
Name of the College and Address		District: ELURU					ELURU		
Name of the Lecturer		SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU							
Name of the Subject		R. L SYAMALA							
Date of Joining in Degree College/Date of		06-04-2010					Date of Retirement: 30.11.2044		
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 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year  Course wise/Sem wise Records for the Academic Year  Invitaion Letter & Attendance	2x5= 10  2x5= 10  10	30	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught 2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	a)Course wise/Sem wise additional inputs Reports  b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	10  2x5=10	20	B	40	B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
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. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners  1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	10  2x5=10	20	A  A	60	A  A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Weighted Grade Points (KIWW GP) = KIGP X Wi	KIWW GP as per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	<ol style="list-style-type: none"> <li>1. Report on student centered methods implemented (Course wise)</li> <li>2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise)</li> <li>3. Report on the Use of LMS tools (Course wise)</li> <li>4. Contribution for the development of LMS in the concerned subject</li> <li>5. Report on innovative pedagogical Tools used</li> </ol>	Course wise/ Sem wise Reports	50	50	B	100	<b>B</b>	<ol style="list-style-type: none"> <li>1) All five key indicators =3 Grade points/A</li> <li>2) Any three key indicators =2 Grade points/B</li> <li>3) Any two key indicator =1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
6	Teacher Profile and Quality	<ol style="list-style-type: none"> <li>1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized</li> <li>2. Report on Participation in Seminars /Conferences /Workshops/ Guest Lectures/ Invited talks</li> <li>3. Awards and recognition</li> <li>4. Participation in Short term/ Orientation /Refresher courses/FDPs</li> <li>5. E- Content Development /MOOCs (Massive Open Online Courses)</li> <li>6. Additional Qualifications acquired during the last two years</li> </ol>	Reports and Certificates	30	30	A	90	<b>A</b>	<ol style="list-style-type: none"> <li>1) Any five key indicators =3 Grade points/A</li> <li>2) Any three key indicators =2 Grade points/B</li> <li>3) Any two key indicator =1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
7	Evaluation Process and Reforms	<ol style="list-style-type: none"> <li>1. Report on Formative Evaluation (CIE)</li> <li>2. Assignments-Critical, Innovative, text book and Internet based</li> <li>3. Involvement in Summative evaluation</li> <li>4. Maintaining Marks Register &amp; Result Analysis register.</li> </ol>	Department wise reports regarding <ol style="list-style-type: none"> <li>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment</li> <li>2. Departmental Internal Marks Register for CIA verified by the Principal</li> </ol>	10	30	B	60	<b>B</b>	<ol style="list-style-type: none"> <li>1) All four key indicator Metrics =3 Grade points/A</li> <li>2) Metrics 1, 2, 4 =2 Grade points/B</li> <li>3) Metrics 1, 2,3 =1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>
			10						
			5						
			5						
8	Student Performance and Learning Outcomes	<ol style="list-style-type: none"> <li>1. Announcement and Attainment of Course Outcomes</li> <li>2. Report on Student seminars/ Student demonstrations (Course wise)</li> <li>3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise)</li> <li>4. Report on Field trips (Course wise)</li> <li>5. Report on Student Study projects (Course wise)</li> </ol>	Course wise Reports	5x6=30	30	A	90	<b>A</b>	<ol style="list-style-type: none"> <li>1) All five key indicators =3 Grade points/A</li> <li>2) First KI Metric and any three other =2 Grade points/B</li> <li>3) First KI Metric and any two other =1 Grade point/C</li> <li>4) Below two=0/D</li> </ol>

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
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	B	40	B	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
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	B	120	B	1) Any three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)  Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format  Reports in the NAAC format	10  5+5	20	A  A	  60	A  A	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	C	20	C	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									

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
13	Physical facilities	<p>Infrastructural facilities in the Department/Colleges</p> <p>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</p>	Log books related to usage	20	20	A	60	<b>A</b>	<p>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</p>
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	<p>1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection                      b. Semester wise update and maintenance. 2. Any other Study Material /Guidance a) Academic guidance for the advanced learner (offering suggestions/reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings</p>	Reports in the NAAC format	20 10 10 10	50	B	100	<b>B</b>	<p>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</p>
15	Student Progression	<p>Report on Programme/Course wise students' progression to a) Higher Education b) Employment c) Entrepreneurship</p>	Reports in the NAAC format	10 10 10	30	A	90	<b>A</b>	<p>1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D</p>
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	<p>a) Contribution to Departmental Vision &amp; 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</p>	Reports in the NAAC format	4x10	40	B	80	<b>B</b>	<p>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</p>

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
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	<b>A</b>	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>					500		1070		

Name & Signatures of the Academic advisors

  
 Name & Signature of the Principal  
**Principal**  
**Sri C.R.Reddy College for Women**  
**ELURU**

1)

(Dr. M SATYANARAYANA)

2)

(K JHANSI LAKSHMI)

3)

(Dr. S RAGHUNADH SAGAR)




Government of Andhra Pradesh										
Academic & Administrative Audit of Degree Colleges (2022-23)										
Format - III A ( To be Filled by Faculty and handed over to Academic Advisor )										
Zone: II										
Name of the College and Address					District: ELURU					
Name of the Lecturer					SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU					
Name of the Subject					T. VIJAYA DURGA					
Date of joining					BOTANY					
					23-11-2019		Date of Retirement:		30-06-2057	
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 or Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Weighted Grade Points (KIWWG P) = KIGP X Wi	KIWWG Pass per Academic Advisor's grading	Guidelines	
<b>I-CURRICULAR ASPECTS</b>										
1	Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered)	Preperation and Implementaion of 1. Annual Academic Curriculum Plan 2.Course Objectives & Outcomes	Course wise/Sem wise Records for the Academic Year	2x5= 10	30	B	60	B	1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D	
		3. Teaching Diary 4. Lesson Plans	Course wise/Sem wise Records for the Academic Year	2x5= 10						
		5. Active Participation in BOS	Invitaion Letter & Attendance	10						
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught	a)Course wise/Sem wise additional inputs Reports	10	20	B	40	B	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
		2.Value added courses offered & completed a)Certificate b)Diploma c)Any Online courses like MOOCs	b)Report on Certificate/ Diploma c)Any Online courses like MOOCs	2x5=10						
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a)Reports of Feedback b)Analysis Reports c)Action taken Report	10	10	A	30	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>										
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners	1.Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners	10	20	A	60	A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D	
		1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1.Course wise/Sem wise Reports on Bridge Courses conducted 2.Course wise/Sem wise Report on Remedial coaching conducted	2x5=10						

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 or Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWG P) = KIGP X Wi	KIWWG Pass per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	A	1) All five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	D		D	1) Any five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	A	1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2,3 =1 Grade point/C 4) Below two=0/D

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 or Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWG P) = KIGP X Wi	KIWWG Pass 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 presentaion (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	A	1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B 3)First KI Metric and any two other =1 Grade point/C 4) Below two=0/D
<b>III-RESEARCH, INNOVATIONS AND EXTENSION</b>									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2.Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed )	5 10 5	20	C	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
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	C	60	C	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swachh Bharat/UBA etc)	Reports in the NAAC format Reports in the NAAC format	10 5+5	20	A A	 60	A A	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

S. No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator or Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWG) (KIWWG = P) = KIGP X Wi	KIWWG Pass per Academic Advisor's grading	Guidelines
12	<b>Functional MoUs /Collaborations with Govt and Non Governmental Organisations</b>	1.Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs - 5 points      Consultancy offered -10 Amount generated through Consultancy - 5 points	20	20	C	20	<b>C</b>	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
<b>IV - USE OF INFRASTRUCTURE &amp; LEARNING RESOURCES</b>									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Labs d.Use of Library e. Nlist usage. f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	<b>A</b>	1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
<b>V- ROLE IN STUDENT SUPPORT AND PROGRESSION</b>									
14	Student Support	1. Counseling of students as Mentor/ Class teacher a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance a)Academic guidance for the advanced learner (offering suggestions/reference books) b)Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings	Reports in the NAAC format	20 10 10 10	50	A	150	<b>A</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
15	Student Progression	Report on Programme/Course wise students' progression to a)Higher Education b)Employment c)Entrepreneurship	Reports in the NAAC format	10 10 10	30	A	90	<b>A</b>	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D

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 or Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
<b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b>									
16	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preparation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	A	1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C 4)Below two=0/D
<b>VII - BEST PRACTICES</b>									
17	Best Practices	Identification and Contribution to a)The Departmental Best practices b)Institutional Best practices	Reports in the NAAC format	20	20	A	60	A	1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
<b>Total Grade points</b>					<b>500</b>		<b>1160</b>		

  
 Name & Signature of the Principal  
**Principal**  
**Sir C.R.Reddy College for Women**  
**ELURU**

**Name & Signatures of the Academic advisors**

1)

  
 (Dr. M SATYANARAYANA)

2)

  
 (K JHANSI LAKSHMI)

3)

  
 (Dr. S RAGHUNADH SAGAR)

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

**Academic & Administrative Audit of Degree Colleges (2022-23)**

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

Name of the College: SIR CR REDDY COLLEGE FOR WOMEN

Date of Audit conducted: 22,23 Aug 2023

S.No.	Criteria	Recommendations by AA*	Action Taken
I	CURRICULAR ASPECTS	added courses by every department	Already started various certificate courses and value added courses by all departments
		Recommended to start Add on courses and Gender Sensitisation	All departments started add on courses and gender sensitisation initiatives
II	TEACHING, LEARNING & EVALUATION	Recommended to enroll all the students in MOOCs courses	All the students are encouraged to enroll in MOOCs courses
		Recommended to arrange field trips by all Departments	Some departments conducted field trips and remaining departments are also planning to conduct field trips
		Recommended to Lessons presented in LMS portal of CCE	The faculty transmit lessons in LMS portal designed by computer science departments
		Recommended to register all the faculty in MOOCs	All the faculty are implementing MOOCs courses. 48 faculty completed
		Recommended to enhance the monitoring of slow learners	Faculty are providing subject wise material for slow learners.

		Suggested to attend National, International Seminars, Conferences by all the departments	Participating in webinars
		Recommended to organise National, International Seminars, Conferences by all the departments	Planning to organise these events from next year.
		Advised all faculty to enroll as scholar and publish more research activities	Faculty are sensitised. So by IQAC.
III	RESEARCH, INNOVATIONS AND EXTENSION	Advised all faculty should pursue research activity	The same is advised in IQAC meetings
		Recommend to register the faculty with doctorate to take up research guide ship	Some faculty responded and registered for Ph.D
		Recommended to apply Major/Minor/Other Research Projects	NAAC Accreditation is mandatory will do after NAAC
		Recommended to Start ecosystem for innovation/ incubation centre and other initiatives for transfer of knowledge	Each department has been on the way of doing it.
		Recommendation to publish re-search papers by all the departments	Sensitised so by IQAC
		Recommendation to publish Books by all the departments	Sensitised so by IQAC
		Recommendation to publish Research papers in UGC notified journals by all the departments	Sensitised so by IQAC


		Recommendation to publish Research papers with Indexed publications by all the departments	Explained the benefit of these publications.
		Recommended to participate in National and International conferences (with ISBN)	Participating in on line mode.
		Advised to get MoUs with Industries	These are 28 MOUs
		Recommended to conduct IPR work shops	2 workshops conducted
IV	INFRASTRUCTURE & LEARNING RESOURCES	Media centre tube started	On the way of implementation
		Green house, Vermi compost to be started	On the way of implementation
V	STUDENT SUPPORT AND PROGRESSION	Recommended to student participation of Sports & Games in state level/national level institutions	Some are there but to be in created
		Recommended to provide PG Entrance coaching for UG students, NET coaching for PG students	Try to implement centrally by coaching centres
VI	GOVERNANCE AND LEADERSHIP	Recommended to assist the financial support to faculty to attend conference / workshop and membership for professional bodies	Some faculty are bang benefited



VII	INSTITUTIONAL VALUES AND BEST PRACTICES	Conservation of water, lights to be taken up	On the way of implementation
VIII	NIRF STATUS/STEPS TO BE TAKEN FOR BETTER NAAC GRADE	The Institution maintaining the data in NIRF Status	Maintaining
IX	IMMEDIATE REQUIREMENT IF ANY TO OBTAIN BETTER NAAC GRADE	Advised to recruit Doctorate holders and also sufficient financial resources	Try to complete by the management
X	SUGGESTIONS TO RESOLVE	It is unanimously resolved to enhance the skill oriented courses for the overall development of the Institution	Partially implemented
XII	FEED BACK	Advised to conduct feed back on curriculum, SSS	Being implemented

Name & Signature of the Principal

Date: 23-08-2023

  
Principal  
Str C.R.Reddy College for Women  
ELURU