

| Government of Andhra Pradesh Commissionerate of Collegiate Education           |                                                                                                                                  |                                                                                                                                                                                    |                                                                                                                                                                   |                                          |                                                |                                                         |                                                               |                                          |                                                                                                                                                       |
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| Academic & Administrative Audit of Degree Colleges (2022-23)                   |                                                                                                                                  |                                                                                                                                                                                    |                                                                                                                                                                   |                                          |                                                |                                                         |                                                               |                                          |                                                                                                                                                       |
| Format - III A ( To be Filled by Faculty and handed over to Academic Advisor ) |                                                                                                                                  |                                                                                                                                                                                    |                                                                                                                                                                   |                                          |                                                |                                                         |                                                               |                                          |                                                                                                                                                       |
| Zone: 1                                                                        |                                                                                                                                  |                                                                                                                                                                                    | District: VISAKHAPATNAM                                                                                                                                           |                                          |                                                |                                                         |                                                               |                                          |                                                                                                                                                       |
| Name of the College and Address                                                |                                                                                                                                  | A.M.A.L.COLLEGE, ANAKAPALLE                                                                                                                                                        |                                                                                                                                                                   |                                          |                                                |                                                         |                                                               |                                          |                                                                                                                                                       |
| Name of the Lecturer                                                           |                                                                                                                                  | M.KONDALA RAO                                                                                                                                                                      |                                                                                                                                                                   |                                          |                                                |                                                         |                                                               |                                          |                                                                                                                                                       |
| Name of the Subject                                                            |                                                                                                                                  | COMMERCE                                                                                                                                                                           |                                                                                                                                                                   |                                          |                                                |                                                         |                                                               |                                          |                                                                                                                                                       |
| Date of Joining in Degree                                                      |                                                                                                                                  | Monday, 19 June 2000                                                                                                                                                               |                                                                                                                                                                   |                                          |                                                | Date of Retirement:                                     |                                                               |                                          |                                                                                                                                                       |
| S.No                                                                           | Key Indicator                                                                                                                    | List of files/ documents to be kept ready as a proof of Key Indicator                                                                                                              | Information in support of the key indicator                                                                                                                       | Key Aspect Scores                        | Predetermined Weightage (Wi) for Key Indicator | Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0) | Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi | KIWWGP as per Academic Advisor's grading | Guidelines                                                                                                                                            |
| <b>I-CURRICULAR ASPECTS</b>                                                    |                                                                                                                                  |                                                                                                                                                                                    |                                                                                                                                                                   |                                          |                                                |                                                         |                                                               |                                          |                                                                                                                                                       |
| 1                                                                              | Curricular Planing and Implementation (for Autonomous Colleges - Efforts for Curriculum Desing and Development to be considered) | Preperation and Implementaion of<br>1. Annual Academic Curriculum Plan<br>2.Course Objectives & Outcomes<br>3. Teaching Diary<br>4. Lesson Plans<br>5. Active Participation in BOS | Course wise/Sem wise Records for the Academic Year<br><br><br><br><br>Course wise/Sem wise Records for the Academic Year<br><br><br>Invitaion Letter & Attendance | 2x5= 10<br><br><br><br>2x5= 10<br><br>10 | 30                                             | A                                                       | 30                                                            |                                          | 1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C 4)No Indicator=0/D |
| 2                                                                              | Curriculum Flexibility/Enrichment                                                                                                | 1. Additional inputs related to Curriculum of the courses taught<br>2.Value added courses offered & completed<br>a)Certificate<br>b)Diploma<br>c)Any Online courses like MOOCs     | a)Course wise/Sem wise additional inputs Reports<br><br>b)Report on Certificate/ Diploma<br>c)Any Online courses like MOOCs                                       | 10<br><br>2x5=10                         | 20                                             | B                                                       | 15                                                            |                                          | 1)All three key indicators =3 Grade points/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<br>a) Collected<br>b) Analyzed<br>c) Action taken                                                                                               | Course wise/Sem wise a)Reports of Feedback<br>b)Analysis Reports<br>c)Action taken Report                                                                         | 10                                       | 10                                             | A                                                       | 10                                                            |                                          | 1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D   |
| <b>II-TEACHING, LEARNING &amp; EVALUATION</b>                                  |                                                                                                                                  |                                                                                                                                                                                    |                                                                                                                                                                   |                                          |                                                |                                                         |                                                               |                                          |                                                                                                                                                       |

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| 4 | Catering to Student Diversity | 1. Report on grouping of students into Slow, Moderate and Advanced learners<br>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)<br>2.Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners | 10     | 20 | A | 10 |  | 1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D   |
|   |                               | 1. Report on Course wise Bridge Courses conducted<br>2. Report on Course wise Remedial coaching conducted<br>1. Report on student centered methods implemented (Course wise)<br>2.Report on implementation of ICT in teaching and learning (Course wise)<br>or<br>Report on implementation of Computer/Internet assisted learning (Course wise)<br>3. Report on the Use of LMS tools (Course wise)<br>4. Contribution for the development of LMS in the concerned subject<br>5. Report on innovative pedagogical Tools used | 1.Course wise/Sem wise Reports on Bridge Courses conducted<br>2.Course wise/Sem wise Report on Remedial coaching conducted                                                          | 2x5=10 |    | A | 10 |  |                                                                                                                                                       |
| 5 | Teaching-Learning Process     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Course wise/ Sem wise Reports                                                                                                                                                       | 50     | 50 | A | 40 |  | 1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C<br>4) Below two=0/D |

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| 6 | Teacher Profile and Quality    | 1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized<br>2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks<br>3. Awards and recognition<br>4. Participation in Short term/ Orientation /Refresher courses/FDPs<br>5. E- Content Development /MOOCs (Massive Open Online Courses)<br>6. Additional Qualifications acquired during the last two years | Reports and Certificates                                                                                                                                                                                               | 30 | 30 | B | 20 |  | 1)Any five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C<br>4) Below two=0/D |
| 7 | Evaluation Process and Reforms | 1. Report on Formative Evaluation (CIE)                                                                                                                                                                                                                                                                                                                                                                        | Department wise reports regarding<br>1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment<br>2. Departmental Internal Marks Register for CIA verified by the Principal | 10 | 30 | A | 30 |  | 1)All four key indicator Metrics =3 Grade points/A<br>2) Metrics 1, 2, 4 =2 Grade points/B 3)Metrics 1, 2,3 =1 Grade point/C<br>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  |    |   |    |  |                                                                                                                                                       |

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| 8                                       | Student Performance and Learning Outcomes                     | 1. Announcement and Attainment of Course Outcomes<br>2. Report on Student seminars/ Student demonstrations (Course wise)<br>3. Report on activities like Quiz/ Group discussion/ Poster presentaion (Course wise)<br>4. Report on Field trips (Course wise)<br>5. Report on Student Study projects (Course wise) | Course wise Reports                                                                         | 5x6=30       | 30 | A | 30 |  | 1)All five key indicators =3 Grade points/A 2)First KI Metric and any three other =2 Grade points/B<br>3)First KI Metric and any two other =1 Grade point/C<br>4) Below two=0/D |
| III-RESEARCH, INNOVATIONS AND EXTENSION |                                                               |                                                                                                                                                                                                                                                                                                                  |                                                                                             |              |    |   |    |  |                                                                                                                                                                                 |
| 9                                       | Funding obtained for Research (Govt./Non-Governmental Bodies) | 1. Minor Research Projects<br>2.Major Research Projects<br>3.Consultancy Projects                                                                                                                                                                                                                                | Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed ) | 5<br>10<br>5 | 20 | D | 0  |  | 1)All three key indicators =3 Grade points/A<br>2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D                          |

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| 10 | Research Publications and Awards | 1. Papers Published in Journals / Chapters published in edited volumes<br>2. Books published as single author<br>3. Books published as Co-Author<br>4. Papers/Chapters published as Co-Author<br>(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<br>15<br>10<br>5 | 60 | B | 25 |  | 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<br>4) No Indicator=0/D |
|    |                                  | 5.Research Guideship<br>6.Awards in recognition of research work                                                                                                                                                                                                                                                                      |                            | 10<br>10            |    |   |    |  |                                                                                                                                                         |
|    |                                  | Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)                                                                                                                                                                                                                                        | Reports in the NAAC format | 10                  |    | D | 0  |  | 1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D     |

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|                                             |                     | 1. Counseling of students as Mentor/ Class teacher<br>a. Student Profile Collection<br>b. Semester wise updation and maintenance.<br>2. Any other Study Material /Guidance<br>a)Academic guidance for the advanced learner (offering suggestions/refere nce books)<br>b)Handholding the slow learners (offering study material/ question banks)<br>3. Guiding/Monitori ng Students for CSP/Internship<br>4. Organizing/Partic ipation in Parent Teacher Meetings |                            | 20<br>10<br>10<br>10 |    |   |    |  |  |                                                                                                                                                     |
| 14                                          | Student Support     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Reports in the NAAC format |                      | 50 | A | 50 |  |  | 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/Cour se wise students' progression to<br>a)Higher Education<br>b)Employment<br>c)Entrepreneurshi p                                                                                                                                                                                                                                                                                                                                           | Reports in the NAAC format | 10<br>10<br>10       | 30 | A | 30 |  |  | 1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D |
| <b>VI- ROLE IN INSTITUTIONAL GOVERNANCE</b> |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |                      |    |   |    |  |  |                                                                                                                                                     |

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

Name & Signature of the Principal

Name & Signatures of the Academic advisors



*Sana H. S.*  
PRINCIPAL  
A.M.A.L. COLLEGE  
ANAKAPALLE

- 1)
- 2)
- 3)