

Zone:

Name of the College and Address: **Govt. Degree College, S. KOTA**
Name of the Lecturer: **Dr. K. RAO**
Name of the Subject: **Chemistry**
Date of joining in Degree College/Date: **27-08-2021**

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

Date of Retirement

30-06-2047

Name of the College and Address GOLP Degree College, S. Kola Name of the Lecturer Bhaskore Rao Pinnoli Name of the Subject Chemistry Date of joining in Degree College/Date 27-08-2021									
Date of Retirement 30-06-2047									
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 (W) for Key Indicator	Key Indicator Grade Points (KIGP) (A=3, B=2, C=1, D=0)	Key Indicator Weighted Grade Points (KIWGP) = KIGP X W	KIWGP as per Academic Advisor's grading	Guidelines
I-CURRICULAR ASPECTS									
1	Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	Preparation and Implementation of 1. Annual Academic / Curriculum Plan 2. Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BCOS 1. Additional inputs related to Curriculum of the course taught 2. Value added courses offered & completed 3. Certificate 4. Diploma 5. Any Online courses like MOOCs	Course wise /Sem wise Records for the Academic Year Course wise /Sem wise Records for the Academic Year Invitation Letter & Attendance Course wise /Sem wise additional inputs Reports	2x5= 10 2x5= 10 10 10	50	A	90	90	1) All five key indicators =3 Grade points/A 2) Any four key indicators =2 Grade points/B 3) Any two key indicators =1 Grade points/C 4) No Indicator=0/D
2	Curriculum Feasibility/Enrichment	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Report on Certificate/ Diploma a) Any Online courses like MOOCs b) Reports of Feedback c) Analysis Reports d) Action taken Report	2x5=10 10	20	C	20	20	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
3	Feedback system			10	10	A	30	30	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
II-TEACHING, LEARNING & EVALUATION									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners 1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1. Course wise /Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2. Course wise /Sem wise Activities designed for Slow, Moderate and Advanced learners 1. Course wise /Sem wise Reports on Bridge Courses conducted 2. Course wise /Sem wise Report on Remedial coaching conducted	10 2x5=10	20	A	60	60	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise / Sem wise Reports	50	50	A	150	150	1) All five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =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 (Wt) for Key Indicator	Key Indicator Grade Points (KIGP) (A=4, B=3, C=2, D=1)	Key Indicator Weighted Grade Points (KIWWGP) = KIGP X Wt	KIWWGP as per Academic Advisor's grading	Guidelines
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized ✓ 2. Report on Participation in Seminars/Conferences/ Workshops/ Guest Lectures/ Invited talks ✓ 3. Awards and recognition ✓ 4. Participation in Short term/ Orientation / Refresher courses/ITPs ✓ 5. H- Content Development / MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90	90	1) Any five key indicators = 3 Grade points/A 2) Any three key indicators = 2 Grade points/B 3) Any two key indicators = 1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and literature 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 tool of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5	30	A	90	60	1) All four key indicator Metrics = 3 Grade points/A 2) Metrics 1, 2, 4 = 2 Grade points/B 3) Metrics 1, 2, 3 = 1 Grade point/C 4) Below two=0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes (Course wise) 2. Report on Student seminars/ Student demonstrations 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5 5 5 5 5	30	A	90	90	1) All five key indicators = 3 Grade points/A 2) First KI Metric and any three other = 2 Grade points/B 3) First KI Metric and any two other = 1 Grade point/C 4) Below two=0/D
III-RESEARCH, INNOVATIONS AND EXTENSION									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects	Letters of intimation and award letters (For Current Year only. Either Ongoing OR Completed)	5 10 5	20	D	20	-	1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC-JCARB Listed journals/ Any book with ISBN shall be considered) 5. Research Grantship 6. Awards in recognition of research work Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/ Domain related)	Reports in the NAAC format	10 10 10 10	60	D	0	-	1) Any three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator=0/D

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 Score	Predetermined Weightage (W) for Key Indicator	Key Indicator Grade Points (KIGP) (A=4, B=3, C=2, D=1)	Key Indicator Weighted Grade Points (KIWGP) = KIGP X W	KIWGP as per Academic Advisor's 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	60	1) All Two key indicators = 3 Grade points/A 2) Any one key indicator = 2 Grade points/B 3) No Indicators=0/D
Total Grade points					590			1080	

Name & Signature of the Principal

Chithambaram
(Dr H KESAVAN)

Name & Signatures of the Academic advisors

1) *Dr. G. R. Srinivasan*
2) *Dr. V. Sudhakar*
3) *Dr. G. Raghav Srinivasan*

Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE TEACHERS
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated: 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	G.D.C. Skola
Name of the Lecturer with Employee ID No.	0256854, Dr. A. Prabhakar
Subject	Commerce

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

CATEGORY-I: TEACHING (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No.	Subject / Paper Taught	Method Adopted	Date / Semester	No. of Classes Assigned	No. of Classes Taught	Grading as per Self Evaluation	Grading as per the Principal Evaluation
1	Business Environment	Lecture Method	1st & 2nd Sem	$\frac{180 \times 8}{6} = 240$	$\frac{180 \times 8}{6} = 240$	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100
2	Venture Capital	Lect Method	4th Sem	240	240		
3	Mutual fund	Lect Method	3rd Sem				
4	Explanatory & Mgt-	Lect Method	4th Sem	240	240		
Total				710	710	Good	Good
Grading Obtained (Good / Satisfactory / Not satisfactory)							Good

Grading Criteria: (a) *Good* : 80% & Above, (b) *Satisfactory* : Below 80% but 70% & Above and (c) *Not satisfactory*: Less than 70%

Note: The Principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as an evidence for No. of classes taught).

CATEGORY II: ACTIVITIES (Involvement in the College Students related Activities/Research Activities)

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the present academic year only)	Name of the Activity Date /Period	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc.			
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.	2022-23	Yes	Yes
3	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/AIRPT, dissemination and general articles and any other contribution)	21-2022-23 2022-23	Yes	Yes
4	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.	2022 July to Nov	Yes	Yes
5	Organising Seminars/ Conferences/ Workshops/ other College Activities.	-	Yes	Yes
6	Evidence of actively involved in guiding Ph.D. students.			
7	Conducting Minor or Major Research Project sponsored by National or International Agencies.	-	-	
8	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
Total No. of Activities / Contributions involved in (No. of Yes)		146 of 180	Yes	Yes
Grading Obtained (Good / Satisfactory / Not satisfactory)		Good		Good

Grading Criteria:

- (a) **Good:** Involved in at least 3 Activities
- (b) **Satisfactory:** 1-2 Activities
- (c) **Not-satisfactory:** Not involved/undertaken any Activity

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per the Principal Evaluation
1	I - Teaching	Good	Good
2	II - Activities	Good	Good
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			Good

Overall Grading Criteria:

- Good*: Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)
- Satisfactory*: Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).
- Not Satisfactory*: If neither Good nor Satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Category - I and Category - II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for calculation of grade due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down as per the Acts, Statutes and Ordinances of the parent institution.

B. Publications (Other Than Research Papers)

(a) Books authored which are published by:							(b) Translation works in Indian and Foreign Languages by qualified faculties	
12 per International Publishers	10 per National Publishers	05 per Chapter in Edited Book	10 per Editor of Book by International Publisher	08 per Editor of Book by National Publisher	03 per Chapter or Research paper	08 per Book		
S.No.	Title of the Book	Name of the Publisher	ISSN/ISBN No.	International/ National	Date / Period	Single Author/ Chapter	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total								

C. Creation of ICT mediated Teaching Learning Pedagogy and content development of new and innovative courses and curricula

Particulars		Score
a. Development of Innovative pedagogy (P1 to Px) adopted in the class room)		05
b. Design of new curricula and courses (per Curricula / Course)		02
c. MOOCs	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/ credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08
d. e-Content (LMS-LSDs/SDCs)	e-Content (developed in 4 quadrants along with podcast) per module	12
		05

S.No.	Subject / Paper	e-learning Module	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1	De Commerce	Design and Curriculum	2022-23	02	02
2	Maths - Diagram	IPR	2023	20	20
3	E-Content's CLER	E-Content-Dev		12	12
Total				<u>34</u>	34

D. Research Guidance/ Projects

i. Research Guidance:

- i. M.Phil. Degree awarded : 02 per candidate
- ii. Ph.D. Thesis submitted : 05 per candidate
- iii. Ph.D. Degree awarded : 10 per candidate

S.No.	Research Guidance	No. of Candidates (Awarded/ Submitted)	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1	M.Phil. (Awarded)				
2	Ph.D. (Submitted)				
3	Ph.D. (Awarded)				
Total					

Note: For Joint Supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor, both shall get 70% each.

iv. Consultancy Projects: 03 per each Project:

S.No.	Category (Completed / Ongoing)	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total							

Note: Joint Projects: Principal Investigator and Co-investigator would get 50% each.

E. Patents, Policy Documents and Awards/Fellowship:

i. Patents:

Faculty of any Discipline		Score
International		10 per Patent
National		07 per Patent

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

ii. *Policy Documents: Submitted to an International Body/Organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government.

Faculty of any Discipline		Score
International		10 per Document
National		07 per Document
State		04 per Document

S.No.	Title	Agency	Status (International / National/State)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

iii. Fellowship/ Awards:

Faculty of any Discipline		Score
International		07 per Award/ Fellowship
National		05 per Award/ Fellowship

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

F. *Invited Lectures Delivered in Conferences / Seminars:

Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

Faculty of any Discipline	Score
International (Abroad)	07
International (within country)	05
National	03
State / University	02

S.No.	Title of the Paper	Organised By	International/ National/ State/ University level	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

Note: 1. *For the purpose of calculating research score of the teacher, the combined research score from the categories of E.ii. Policy Document and F. Invited Lectures/ Resource Person/ Paper presentation shall have an upper capping of thirty per cent of the total Research Score of the teacher concerned.

- The research score shall be from the minimum of three categories out of six categories.
- The self assessment score should be based on objectively verifiable records.

List of Enclosures:

-
-
-

ABSTRACT OF GRADE / SCORE

Criteria of Evaluation		Grade /Score Obtained (Self Evaluation)	Grade /Score given by the Principal	Remarks
Category - I : Teaching (Good / Satisfactory / Not satisfactory)				
Category - II : Activities (Good / Satisfactory / Not satisfactory)		Good	Good	
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)		Good	Good	
Category - III : Academic/Research Activities				
A. Research Papers Published in Journals				
B. Publications other than Journals (Books, chapters in Books)		40	40	
C. Creation of ICT		02	02	
D. i. Research Guidance		20	20	
D. ii. Research Projects Completed				
D. iii. Research Projects Ongoing				
D. iv. Consultancy				
E. i. Patents		12	12	
E. ii. Policy Document				
E. iii. Awards/Fellowship				
F. Invited Lectures in Conferences / Seminars				
Total (Category - III)		74	74	

Signature of the Lecturer

Signature of the Dept. I/C

Signature of the IQAC Coordinator

Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.


Signature of the Lecturer

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.


Signature of the Principal
Govt Degree College
Sungavarapukota
Vidyanagarani Dist

Zone: **2**

Name of the College and Address

Name of the Lecturer

Name of the Subject

Date of Joining to Degree College/Date

Dh. CYS ENGLISH

RAVIN DRANATH

03/10/2021

31/08/2023

Government of Andhra Pradesh Commissionerate of College Education											
Academic & Administrative Audit of Degree Colleges (2020-21)											
Form - III A (To be Filled by Faculty and handed over to Academic Auditor)											
Zone: <u>1</u>											
Name of the College and Address: <u>DH. C.V.S. RAVINDRANATH</u>											
Name of the Lecturer: <u>DH. ENGLISH</u>											
Date of Joining in Degree College/Date: <u>03/10/2021</u>											
District: <u>Y.S. JAGANNADHARAM</u>											
Date of Retirement: <u>31/05/2023</u>											
S.No											
Key Indicator											
List of files/ documents to be kept ready as a proof of Key Indicator											
Information in support of the key indicator											
Key Aspect Scores											
Predetermined Weightage (W _i) for Key Indicator											
Key Indicator Grade Points (KI GP) (A = 3, B = 2, C = 1, D = 0)											
Key Indicator Wise Weighted Grade Points (KIWWGP) = KI GP X W _i											
KIWWGP as per Academic Auditor's Grading											
Guidelines											
I-CURRICULAR ASPECTS											
1	Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan 2. Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS 6. Additional inputs related to curriculum of the courses taught	Course wise/Sem wise Records for the Academic Year Course wise/Sem wise Records for the Academic Year Invitation Letter & Attendance a) Course wise/Sem wise additional inputs Reports	2x5 = 10 2x5 = 10 10	30	A	90	90		1) All five key indicators = 3 Grade points/A 2) Any four key indicators = 2 Grade points/B 3) Any two key indicators = 1 Grade points/C 4) No Indicator = 0/D	
2	Curriculum Flexibility/Enrichment	2. Value added courses offered & completed a) Certificate b) Diploma c) Any Online courses like MOOCs Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	b) Report on Certificate/ Diploma c) Any Online courses like MOOCs Course wise/Sem wise Reports of Feedback a) Reports of Feedback b) Analysis Reports c) Action taken Report	2x5 = 10 10	20	B ₂ C	20	20		1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D	
3	Feedback system		Course wise/Sem wise Reports of Feedback a) Reports of Feedback b) Analysis Reports c) Action taken Report	10	10	B ₂ A	30	30		1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D	
II-TEACHING, LEARNING & EVALUATION											
4	Caring 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	B ₂ A	30	30		1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D	
5	Teaching-Learning Process	Report on implementation of Computer/ Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	A	150	150		1) All five key indicators = 3 Grade points/A 2) Any three key indicators = 2 Grade points/B 3) Any two key indicators = 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 Score	Predetermined Weightage (Wt) for Key Indicator	Key Indicator Grade Points (KIGP) (A=3, B=2, C=1, D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wt	KIWWGP as per Academic Advisor's grading	Guidelines
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/ FDPs 5. E- Content Development / MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	A	90	60	1) Any five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicators =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments, Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	90	1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2, 3 =1 Grade point/C 4) Below two=0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	60	1) All five key indicators =3 Grade points/A 2) First KI Metric and any three other =2 Grade points/B 3) First KI Metric and any two other =1 Grade point/C 4) Below two=0/D
III-RESEARCH, INNOVATIONS AND EXTENSION									
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1. Minor Research Projects 2. Major Research Projects 3. Consultancy Projects	Letter of intimation and award letters (for Current Year only) (Either Ongoing OR Completed)	5 10 5	20	D	0	0	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C
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	30	36	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 Grantship 6. Awards in recognition of research work Academic Extension activities through DRDC/ Faculty Outreach (Curriculum/ Skill/ Domain related)	Reports in the NAAC format	10 10		A	30	36	

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (W) for Key Indicator	Key Indicator Grade Points (KIGP) = A=5; B=4; C=3; D=0	Key Indicator Wise Weighted Grade Point (KIWWGP) = KIGP X Wt	KIWWGP as per Academic Advisor's grading	Guidelines
11	Extension Activities	Involvement in activities related to community service: a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODF/Swathi Bharti/UBA etc)	Reports in the NAAC format	5+5	20	A	60	60	1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D
12	Functional MoUs / Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoU - 3 points Consultancy offered - 10 Amount generated through Consultancy - 5 points	20	20	D	0	0	1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D
IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classroom b. Use of Virtual Classroom c. Use of Labs d. Use of Library e. Niter usage f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	60	1) Any four key indicators = 3 Grade points/A 2) Any three key indicators = 2 Grade points/B 3) Any two key indicators = 1 Grade point/C 4) Below two Indicators = 0/D
V- ROLE IN STUDENT SUPPORT AND PROGRESSION									
14	Student Support	1. Consisting 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	180	1) All four key indicators = 3 Grade points/A 2) Any Three key indicators = 2 Grade points/B 3) Any Two key indicator = 1 Grade point/C 4) Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to a) Higher Education b) Employment c) Entrepreneurship	Reports in the NAAC format	10 10 10 10	30	A	90	60	1) All three key indicators = 3 Grade points/A 2) Any two key indicators = 2 Grade points/B 3) Any one key indicator = 1 Grade point/C 4) No Indicator = 0/D
VI- ROLE IN INSTITUTIONAL GOVERNANCE									
16	Participation in Institutional Governance and Leadership	a) Contribution to Departmental Vision & Mission and Departmental Action Plan b) Participation in different institutional committees and preparation of committee reports c) Participation in different institutional activities that focus on value based education d) Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120	120	1) All four key indicators = 3 Grade points/A 2) Any Three key indicators = 2 Grade points/B 3) Any Two key indicators = 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 Score	Determine d Weightage (W) for Key Indicator	Key Indicator Grade Points (A =3, B=2, C=1, D=0)	Key Indicator Wgt. Weighted Grade Points (KIWWGP) = KIGP X Wt	KIWWGP as per Academic Adviser's 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	60	1) All Two key indicators = 3 Grade points/A 2) Any one key indicator = 2 Grade points/B 3) No indicator = 0/D
Total Grade points					500			1100	

Name & Signature of the Principal

Chittananda
(CH-KESANA-148002)

Name & Signatures of the Academic advisors

1)
2)
3)

G. D. J. Adhikari
CD-V-Sudhany