SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED (M.S.)

Inspection of College and Recognized Institution and Academic Administration Audit Report

As per Maharashtra Public Universities Act, 2016
(Mah. Act. No. VI of 2017u/s 117)

Name of College   : _____
(With full address)
_____

College code   :

Year of Academic Audit   :

Outward No. Date:

To,
Hon. Vice Chancellor
Swami Ramanand Teerth Marathwada University,
Nanded.

Subject: Report of the Inspection of the college and recognized institution and Academic Administration Audit Report (As per Maharashtra Public University, Act 2016 With under Section 117)

Reference: University Letter No. _____ Dated:

Respected Sir,

As per the above refered letter Academic Administration Audit Report Committee under my chairmanship was constituted for inspecting

_____ (Education Society)

_____ (College Name)

Our committee visited this college/institute on _____(date). I am submitting here with the report along with documents received from the concerned college. Hence, it is requested that the report may be accepted.

Thanking you.

Yours faithfully,

Chairman
Academic Administration Audit Report Committee

(Note: Every Page and document should be signed by chairman)

Summary of the Marks Distribution and allotment for

Academic and Administrative Audit

Sr. No.	Criteria	Allotted Marks	Marks obtained	Percentage of marks
1.	Governance and policy Making	40		
2.	Infrastructure and student Amenities	• 240 (Multi-faculty with Science) • 220 (Single / Multi-faculty without Science)		
3.	Management of Finance	40		
4.	Administrative Criteria	60		
5.	Academic Criteria	200		
	A. Accreditation	10		
	B. Human Resource	32		
	C. Learning Resource	05		
	D. Curriculum coverage	13		
	E. Faculty and Student Development	60		
	F. Result and placements	47		
	G. Extracurricular Activities	13		
	H. Research and consultancy	20		
6.	Socio-Economic Criteria	20		
	Total Marks	• 600 (Multi-faculty with Science) • 580 (Single / Multi-faculty without Science)		

Grading Scheme		
Grade	Range of marks obtained in % for awarding grade	Remark
O	> 90%	Excellent
A	>80 % to 90%	Best
B	>70 % to 80%	Very Good
C	>60 % to 70%	Good
D	>50 % to 60%	Satisfactory
E	40 % to 50%	Average
F*	< 40	Not up to mark
* Not upto mark, issue show cause notice to the college		

Points Secured and Grade Secured:

-Remark: College/Institution Secured _____ Marks and Secured _____ Grade

Chairman

Application

1. Name of the College : _____
    (As per Government Approval
    Letter attached copy)   _____

    Address   : _____

                              _____

    College/Institution   : _____
    establishment Year

    Telephone: STD Code   : _____ No. _____ Fax _____

    E-Mail ID   : _____

    Website Address   : _____

    Type of Institute/College: Women's/Co-Education/Men only

    By Shift   : Regular/Day/Evening

    Location   : Urban/Rural/Hilly Area

    It is Recognized Minority   Yes / No

    Institution   :

    Status of University affiliation   Permanent / One Year / Two Year /   Three
                           : Year/Three Year and above.

    UGC 2f/12b Approval: Grant-in-Aided/Non grant in Aid/
    Source of Funding   Permanently Non-grant in Aid
    Courses Taught in the College   1. Arts
                           :   2. Science
                                   3. Commerce

    Date of Accreditation :   Cycle 1 : _____ (/ /) Grade___
                              Cycle 2 : _____ (/ /) Grade___
                              Cycle 3 : _____ (/ /) Grade___
                              Cycle 4 : _____ (/ /) Grade___

2. **Name of Trust/Society:**   _____

    Address   : _____

                              _____

    Year of establishment :   _____

    Telephone: STD Code: _____ No. _____ Fax _____

    Cell No :

3. **For Communication :**

Name of the Principal	:
Mobile No.	:
Telephone	:
Email-ID	:
Approved by University (Letter No)	:
Name of the Vice-Principal	:
Mobile No.	:
Telephone	:
Email-ID	:
Fax	:
Name of the O.S./Registrar / Head Clerk	:
Mobile No.	:
Telephone	:
Email-ID	:
Fax	:

4. **Details of recognition/ Approval by Statuary/Regulatory bodies like AICTE, NCTE, MCI, BCI, PCI, RCI, Bar Council, Council of Architecture. etc. (Other than UGC) Government Resolution.**

Statuary Regulatory Authority	Recognition/ Approval Details Institution/ Dept. programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remark

(Attach the recognition/Approval letter)

5. **Other Information:** (If Yes attach copy)

    a. Is the College applied for availing the autonomous Status   Yes/No

    b. Is the College recognised by UGC as a College with potential for Excellence (CPE)   Yes/No

    c. For its performance by any other government agency? (other than UGC)   Yes/No

6.   Details of Students enrolled: (Academic Year : 20   - 20   )

Level	Faculty	Class	Male	Female	Total Strength	Intake Capacity
UG	Arts					
	Science					
	Commerce					
	Other Courses					
PG	Arts					
	Science					
	Commerce					
	Other Courses					
Integrated Programme:						
P.G.						
Ph.D.						
M.Phil.						
Certificate Course						
UG Diploma						
PG Diploma						
Research Centres : Give Subject wise						

Note: Attached Ph.D. Registered Students prof.

Criteria-I

Governance and policy making: (40 Marks)

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1	CDC in placeas per university act	Yes		02		
		No		00		
2	Whether two meetings of CDC were conducted during last year or not? (1 mark for each year, last 3 years)	Yes		03		
		No		00		
3	Officers appointed for RTI issues	Yes		02		
		No		00		
4	Anti-ragging Committee and meetings	Yes		02		
		No		00		
5	Sexual Harassment Prevention Committee & meetings	Yes		02		
		No		00		
6	Internal Quality Assurance Cell	Yes		04		
		No		00		
7	Whether the AQAR send regularly?	Yes		04		
		No		00		
	If Yes, details regarding submission of AQAR to NAAC (No. of reports sent/ No. of reports to be sent)					
	AQAR (i) ----- (DD / MM /YYYY)					
	AQAR (ii) ----- (DD / MM /YYYY)					
	AQAR (iii) ----- (DD / MM /YYYY)					
	AQAR (iv) ----- (DD / MM /YYYY)					
8	Scholarships monitoring &implementation committees established and regular meetings	Yes		02		
		No		00		
9	Is Grievance Redressal Committee established and regular meetings	Yes		02		
		No		00		

10	Purchase Committee and meetings	Yes		02		
		No		00		
11	Student Council	Yes		02		
		No		00		
12	Minutes of Student Council Meetings	Yes		01		
		No		00		
	Student council meetings:					
	(Current academic year – 2)	(Current academic year -1)			Current academic year	
	Meeting (date)	Meeting (date)			Meeting (date)	
	Meeting (date)	Meeting (date)			Meeting (date)	
13	Library Committee and meetings	Yes		02		
		No		00		
14	Students development cell established	Yes		02		
		No		00		
15	Development fund Utilization Committee and meetings	Yes		02		
		No		00		
16	Vision/Mission & Goals	Yes		02		
		No		00		
17	Exam Committees	Yes		02		
		No		00		
18	Whether Citizen chart Prepared and Board displayed	Yes		02		
		No		00		

Criteria-II

Infrastructure and Students Amenities/facilities:

240 - (Multi-faculty with Science), 220 - (Single / Multi-faculty without Science)

Sr. No.	Criteria	Observation		Mark	Marks allotted	Marks obtained	Remark
1.	Total Undisputed ownership and possession of land measuring area (as per norms)	Urban 03 Acers	Yes		5		
			No		0		
		Rural 05 Acers	Yes		5		
			No		0		
2.	(a) College Building/ Buildings	Own			5		
		Rental			3		
	(b) Type of construction	RCC			5		
		Temporary			3		
3.	Built up area as per University/UGC norms (Attach norms)	a. More or as per Norms			5		
		b. 75% of norms			2		
		c. Less than 75% of norms			1		
4.	Adequate well-furnished class rooms as per strength of College Required No. :_____ Available No. :_____	a. Above 75%			5		
		b. Below 75%			2		
5.	Digital Class Rooms	a. Above 03			10		
		b. Below 03			05		
6.	Number of books added in the Library during last three years	a. Above 1000			5		
		b. 500-1000			3		
		c. Less than 500			1		
7.	Journals subscribed (hard copies)	a. Above 10			5		
		b. 5-10			3		
		c. Below 5			1		

8.	Daily Library usage out of total students	a. More than 10%		2		
		b. 05%-10%		1		
		c. Less than 05%		0		
9.	Library Facilities					
a.	Separate library building	Yes		5		
		No		00		
b.	Common Reading Room	Yes		5		
		No		0		
c.	Staff Reading Room	Yes		5		
		No		0		
d.	Night Reading room	Yes		2		
		No		0		
e.	Reprographic Facilities (Xerox)	Yes		2		
		No		0		
f.	Qualified and approved librarian appointed	Yes		3		
		No		0		
g.	Required library staff appointed	Yes		3		
		No		0		
h.	Student visiting register maintained	Yes		2		
		No		0		
i.	Student complaint/ Suggestion box maintained	Yes		2		
		No		0		
j.	Teaching staff visiting register maintained	Yes		2		
		No		0		
k.	Fire Extinguish Equipment (Updated / Time to Time refined)``	Yes		2		
		No		0		
l.	Other: –student teacher library if any (MoU, Society, etc.)	Yes		1		
		No		0		
m.	Physical verification of stock register	Yes		3		
		No		0		

n.	No. of e-data bases	Yes		1		
		No		0		
o.	No. of non-book materials	Yes		1		
		No		0		
p.	Internet browsing record register	Yes		1		
		No		0		
q.	Book Issue / Receive record register	Yes		1		
		No		0		
r.	Book bank facility	Yes		1		
		No		0		
s.	Accession Register	Yes		2		
		No		0		
10.	Library Automation					
a.	OPAC	Yes		2		
		No		0		
b.	N list	Yes		2		
		No		0		
c.	Digital Library Facility	Yes		2		
		No		0		
d.	Internet facility for Staff	Yes		2		
		No		0		
e.	Internet facility for student	Yes		2		
		No		0		
11.	Details of Library books/Journals/News Papers					
a.	Total No. of Books (Min. 10000)	10000 above		10		
		5000- below 10000		05		
		Below 5000		02		
b.	No. of Titles Available (Min. 1000)	1000 above		10		
		500- below 1000		05		
		Below 500		02		
c.	College magazine	Yes		2		

		(Published yearly)	No		0		
d.		No. of News Papers (Min.10)	10 and above		03		
			5 - below 10		02		
			Below 5		01		
e.		Books/ journals Published by College/Institution (Last 03 Years)	Yes		3		
			No		0		
12.		Sufficient Funds allotted to the Library by management Utilization of funds (Last 3 Years)	1 lack and above		5		
			50000 – below 1 lack		3		
			Below 5000		1		
13.		Principal Cabin with rest room	Yes		02		
			No		0		
14.		Girls Common Room	Yes		2		
			No		0		
15		Boys Common Room	Yes		2		
			No		0		
		OR (For above 14 and 15)					
14/15		For Women's College only - Common Room for girls	Yes		4		
			No		0		
16.		Well Furnished Staff room	Yes		2		
			No		0		
17.		Store room	Yes		2		
			No		0		
18.		Gym	Yes		2		
			No		0		
19.		Separate Seminar Hall	Yes		2		
			No		0		
20.		Auditorium	Yes		2		
			No		0		
21.		Girls Hostel	Yes		2		
			No		0		
22		Boys Hostel	Yes		2		

		No		0	
	OR (For above 21 and 22)				
21/22.	For Women's College only - Girls Hostel	Yes		4	
		No		0	
23.	Principal Quarter Within Campus/ Nearby College	Yes		2	
		No		0	
24.	Adequate of Toilets for Girls	Yes		2	
		No		0	
25	Adequate Toilets for Boys	Yes		2	
		No		0	
OR (For above 24 and 25)					
24/25.	For Women's College only - Adequate of Toilets for Girls	Yes		4	
		No		0	
26	Adequacy Toilets for Staff	Yes		4	
		No		0	
27.	Play Ground	Yes		5	
		No		0	
28.	Special facilities for Special Person (Divyang) students	Yes		2	
		No		0	
29	Pure drinking water facilities	Yes		2	
		No		0	
30	Canteen	Yes		2	
		No		0	
31	Health centre facility with first Aid	Yes		2	
		No		0	
32	Guest Room	Yes		2	
		No		0	
33	Career Guidance cell	Yes		2	
		No		0	

34	Placement Cell	Yes		2		
		No		0		
35	Teacher-Guardian Scheme	Yes		2		
		No		0		
36	Group Insurance Faculty for student	Yes		1		
		No		0		
37	NSS Unit with Room	Yes		1		
		No		0		
38	NCC Unit with Room	Yes		1		
		No		0		
39	Indoor-Outdoor game facility	Yes		1		
		No		0		
40	Separate Administrative Block	Yes		2		
41	Backup facilities for electricity (Inverter/Generator)	Yes		5		
		No		0		
42	Solar Energy	Yes		5		
		No		0		
43	Water Harvesting	Yes		5		
		No		0		
44	Fire Extinguisher office	Yes		2		
		No		0		
45	Independent Examination office	Yes		2		
		No		0		

Computer facilities: (Maximum 10 Marks)

Sr. No.	Particulars	Availability	Marks	Marks allotted
01	No. of Computers terminals (01 marks for 1-10 number / 03 marks for more than 10 number)		03	
02	Hardware specialization		01	
03	No. of terminals in LAN		01	
04	Relevant legal software		01	
05	Printers		02	
06	Internet facility		01	
07	UPS, LCD,TV if any		01	

For Science Faculty (20 marks)

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1.	No. and size of Laboratories as per University norms Required No. :_____ Available No. :_____	a. Above 75%		5		
		b. 50-75%		2		
		c. Below 50%		1		
2	Adequacy of Laboratory equipment's as per curriculum	a. Above 80%		3		
		b. 50-80%		2		
		c. Below 50%		1		
3	Library Automation					
a.	Departmental Library	Yes		2		
		No		0		
b.	Computer facility as department	Yes		2		
		No		0		
4	Botanical Garden	Yes		3		
		No		0		
5	Central Instrumentation Centre	Yes		3		
		No		0		
6	Proper Sewerage	Yes		2		
		No		0		

Criteria-III

Management of Finance: **(40 Mark)**

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1	Last Year Budget Provision	Yes		3		
		No		0		
2	Audit Report of Last three year	Yes		5		
		No		0		
3	Compliance of audit report	a. Above 90 %		2		
		b. below 90 %		0		
4	Cash Book and Ledger	Yes		2		
		No		0		
5	GOI Scholarship record	Yes		2		
		No		0		
6	Student Fee Register	Yes		2		
		No		0		
7	Dead Stock Registers	Yes		2		
		No		0		
8	Whether the receipt of student aid fund fees is fully utilized for the same	Yes		4		
		No		0		
9	Funds from different bodies/Sources (give details of last three years)	Yes		6		
		No		0		
10.	Generation of funds Through self-financing courses (courses run without government grants)	Yes		2		
		No		0		
11.	Generation of funds Through Consultancy services (all) (attaché separate sheet inflowing format)	Yes		5		
		No		0		

Sr. No.	Name of Agency	Central Govt./State Govt./NGO/Self Finance/ Consultancy	Title of Scheme	Year	Amount
1					
2					

	Criteria	observation	Mark ✓	Marks allotted	Marks obtained	Remark
12	Does your college pay affiliation fees to the University regularly? (attach photo copies of last Five (05) years receipts)	Yes		5		
		No		0		

Criteria-IV

Administrative Criteria: **(60 Mark)**

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1	Academic Calendar prepared	Yes		1		
		No		0		
2	Division of work	Yes		1		
		No		0		
3	Teaching plan submitted by teachers	Yes		2		
		No		0		
4	Office atomization (with details software)	Yes		2		
		No		0		
5	Appointment letters given to all teaching and non-teaching staff	Yes		2		
		No		0		
6	Are Confirmation orders issued to teachers and non-teaching after completion of probation? (Attach Copy)	Yes		2		
		No		0		
7	Service book record of all staff is updated and maintained in duplicate	Yes		2		
		No		0		
8	Amount towards Pay Slip/GPF/CPF/DCPS/NPS of staff is deposited with concerned office and Receipts given	Yes		2		
		No		0		
9	Provision for gratuity of all staff is made by Govt./Institution	Yes		2		
		No		0		
10	Is salary paid as per University/Govt. norms to employers?	Yes		2		
		No		0		
11	Is salary paid as per University/Govt norms to self-financing course teachers?	Yes		2		
		No		0		
12	Amount of income tax and professional tax deposited regularly to the concern office.	Yes		2		
		No		0		
13	Whether permission file submitted to concern office	Yes		2		

	within stipulated time?	No		0		
14	Whether the fees charged as per university & Govt. norms	Yes		2		
		No		0		
15	Whether the teachers are relived for RC/OC/ST within time?	Yes		10		
		No		0		
16	Whether the CAS benefits are given to teachers in proper time?	Yes		10		
		No		0		
17	Whether any Grievances are filled against institution or Principal in court of law or in University Grievance cell ?	Yes		0		
		No		5		
18	Whether any inquire committee is established/ Visited against institution principal or its staff	Yes		0		
		No		5		
19	Whether Seniority list of teaching staff is maintained & updated	Yes		2		
		No		0		
20	Whether seniority list of Non-Teaching staff is maintained & updated	Yes		2		
		No		0		

Criteria-V

Academic Criteria: **(200 Mark)**

A.   Accreditation   (10 Marks)

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1.	Accreditation by NAAC	a. Reaccredited		10		
		b. Accredited		5		
		c. Fresh applied		2		
		d. Not applied		0		

B.   Human Resource   (32 Marks)

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1.	Principal	a. Regular		5		
		b. In charge (Approved) (Less than one year)		2		
		c. Above one Year		0		
		d. In charge (Unapproved)		0		
2.	Physical Director	a. Regular		2		
		b. In charge		1		
3.	Librarian	a. Regular		2		
		b. In-charge		1		
4.	Number of regular Faculty as per University approved workload Required : _____ Available: _____	a. 100%		5		
		b. 80%-99%		4		
		c. 60-79%		2		
		d.40-59%		1		
		e. Below 40%		0		
5.	Whether the post of Registrar/ Office	Yes		2		

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
	Superintendent is approved/and filled?	No		0		
6.	Number Approved Non-teaching No. of Posts :_____ Available: _____	a. 100%		4		
		b. 80%-99%		3		
		c. 60-79%		2		
		d.40-59%		1		
		e. Below 40%		0		
7.	Percentage of Teachers with Ph.D. qualification (only higher qualification can be consider while Showing percentage)	a. Above 40%		4		
		b. 30%-40%		3		
		c. 20-30		2		
		d. Up to 20%		1		
		e. Nil		0		
8.	Percentage of Teachers with M. Phil. qualification	a. Above 40%		4		
		b. 30%-40%		3		
		c. 20-30		2		
		d. Up to 20%		1		
		e. Nil		0		
9.	Percentage of Teachers with NET/SET qualification	a. Above 40%		4		
		b. 30%-40%		3		
		c. 20-30		2		
		d. Up to 20%		1		
		e. Nil		0		

C.   **Learning Resources**   (05 Marks)

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1.	No. of LCD Projectors	a. More than 5		5		
		b. 4		4		
		c. 3		3		
		d. 2		2		
		e. 1		1		
		f. Nil		0		

D.   Curricular Coverage   (13 Marks)

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1.	Theory subject lesson plan prepared and followed	Yes		2		
		No		0		
2.	Industry/ Study tour/Practical plan prepared followed	Yes		2		
		No		0		
3.	Student Feedback about Satisfactory Coverage of Curriculum	Yes		2		
		No		0		
4.	Actual presentee of students in class at the time of visit	a. Above 75%		5		
		b. 64-74%		3		
		c. Below 64% - 40%		1		
		c. Below 40%		0		
5.	Assessment of student before University examination (Internal Examination)	a. Conducted		2		
		b. Few items conducted		1		
		c. Not conducted		0		

E.   Faculty and Student Development   (60 Marks)

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1.	Research Papers published					
a.	No. of Research papers published in international journals with impact factor during last three year (UGC listed)	a. 10 and above		7		
		b. 5-9		5		
		c. 2-4		3		
b.	No. of Research papers published in National journals with impact factor during last three year (UGC listed)	a. 10 and above		5		
		b. 5-9		4		
		c. 2-4		3		

c.	No. of research publications in National Journal with ISSN Number during last three years by faculty	a. 10 and more		7		
		b. 5-9		5		
		c. Less than 4		2		
2.	No. of faculty presented papers in symposium/ Workshop/ conference/ seminar in last 3 year by faculty	a. 5		5		
		b. 3		3		
		c. Less than 3		1		
		d. Nil		0		
3.	Books published with/without ISBN in last 3 years by faculty	a. 5 or more		5		
		b. 1-4		3		
		c. Nil		0		
4.	No. of faculties contributed as resource persons at QIP/symposium/ Workshop/ Conference/ seminar in last 3 year	a. More than 4		4		
		b. 1-3		3		
		c. Nil		0		
5.	Contribution of Institution and faculty members to the development of the curriculum of the University (as M.C. Member, Dean, Senate, Academic council, BOS, Faculty etc.	a. More than 03		5		
		b. Less than 03		3		
		c. No		0		
6	No. of QIP/ Symposium/ Workshop/ Conference/Seminar organized by College at International/ National /Regional/University level in last 3 years	a. More than 9		5		
		b. 6-9		3		
		c. 1-5		2		
		d. Nil		0		
7	Awards to Teachers (Govt. and University only)	a. International		7		
		b. National		5		
		c. State		3		

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
		d. University		2		
8	Experts lectures organized in the college during last 3 years (out of Institution Experts)	a. More than 12		5		
		b. 12		4		
		c. 9		3		
		d. 6		2		
		e. 3		1		
		f. Nil		0		
9	No. of personality Development programme organized for student for last three years	a. More than 05		5		
		b. 3-4		3		
		c. 1-2		2		
		d. Nil		0		

F.   Result and placements   (47 Marks)

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1	No. of students in University merit list in final year in last three years	a. More than 3		3		
		b. 2		2		
		c. 1		1		
		d. Nil		0		
2	No. of students passed in first class and above in final year	a. above 60%		3		
		b. 30-60%		1		
		c. Below 30%		0		
3	Average result of final year of last 3 years	a. above 90%		3		
		b. Above 75%-90%		2		
		c. 60%-75%		1		
		d. Less than 60%		0		
4	Campus placement of final year students during last 3 years	a. Above 30%		3		
		b. 20%-30%		2		
		c. Below 20%		1		
		d. Nil		0		
5	Students going for	a. Above 70%		3		

	higher education during last 3 years	b. 50%-70%		2		
		c. Below 50%		1		
		d. Nil		0		
6	Faculty recognition for guiding research (M.Phil./Ph.D.)	a. More than 5		5		
		b. 3-4		4		
		c. 1-2		3		
		d.-		0		
7	Awards and recognition received for extension activities during last three years to the college	Yes		5		
		No		0		
8	Awards and recognition received for extension activities during last three years to the faculty	Yes		2		
		No		0		
9	Awards and recognition received for extension activities during last three years to the student	Yes		2		
		No		0		
10	Special Merit show in sports by students	a. International		7		
		b. National		5		
		c. Inter University		3		
		d. University		2		
11	Special Merit show in cultural events by students	a. International		7		
		b. National		5		
		c. Inter University		3		
		d. University		2		
12	Special Merit Show in NSS/NCC Students	a. National		04		

G. Extracurricular Activities   (13 Marks)

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remark
1	Sports competition organized at National/inter university zone in Last 3 Years	Yes		5		
		No		0		
2	Organizing Inter zonal/Zonal Sports Competitions during last 3 years	Yes		2		
		No		0		
3	Organization of State/m University level Quiz/ Education competition in last three year (By NSS/NCC or other departments)	Yes		2		
		No		0		
4	Organizing Youth festival at University level events during last 3 years	Yes		2		
		No		0		
5	Organizing Youth festival at District level events during last 3 years	Yes		2		
		No		0		

H.   Research and consultancy   (20 Marks)

1	(a) Miner research Project completed in last three years	a. 02 or more		4		
		b. one		2		
		c. Nil		0		
	(b) Miner research project undertake (ongoing) in last three years	a. 02 or more		3		
		b. one		2		
		c. Nil		0		
2	(a) Major research Project completed in last three years	a. 02 or more		4		
		b. one		2		
		c. Nil		0		
	(b) Major research project undertake (ongoing) in last three years	a. 02 or more		3		
		b. one		2		
		c. Nil		0		
3	No of Consultancy Services Undertaken by Faculty in last three Years	a. 02 or more		6		
		b. one		4		
		c. Nil		0		

Criteria-VI   Socio-Economic Criteria   (20 Mark)

1	Whether alumni association exists or not?	a. Registered		3		
		b. Unregistered		2		
		c. Not exist		0		
2	Alumni meet once in a Year?	Yes		2		
		No		0		
3	Contribution of Alumni in development of college (expert lectures/ Placements/ funding/ Sponsorship etc.)	a. Multiple activities		2		
		b. single activity		1		
		c. No activity		0		
4	No. of MOU with Industry, Government, NGO or any other organisation	a. More than 2		3		
		b. Less than 1		2		
		c. Nil		0		
5	College organized blood donation camp during last 3 years	a. 2 or More		2		
		b. 1		1		
		c. Nil		0		
6	No. of programme organized for environmental awareness	a. 3		3		
		b. 2		2		
		c. 1		1		
		d. Nil		0		
7	Contribution of faculty to Social Activity (Give Proof)	a. More than 2		2		
		b. Less than 2		1		
8	Contribution of Institution to Social Activity (Give proof)	a. More than 2		3		
		b. Less than 2		1		

Summary of the Marks Distribution and allotment for Academic and Administrative Audit

Sr. No.	Criteria	Allotted Marks	Marks obtained
1.	Governance and policy Making	40	
2.	Infrastructure and student Amenities	• 240 (Multi-faculty with Science) • 220 (Single / Multi-faculty without Science)	
3.	Management of Finance	40	
4.	Administrative Criteria	60	
5.	Academic Criteria	200	
	A. Accreditation	10	
	B. Human Resource	32	
	C. Learning Resource	05	
	D. Curriculum coverage	13	
	E. Faculty and Student Development	60	
	F. Result and placements	47	
	G. Extracurricular Activities	13	
	H. Research and consultancy	20	
6.	Socio-Economic Criteria	20	
	Total Marks	• 600 (Multi-faculty with Science) • 580 (Single / Multi-faculty without Science)	

Recommendations of the Academic Inspection Committee:

The Academic Inspection Committee unanimously/by majority states that the academic status of

_____ (Name of the College) is ------------

(Excellent/ Best/ Very Good/ Good/ Satisfactory/ Average / Not up the mark)

Chairman   **Member**   **Member**   **Member**

(_____) (_____) (_____) (_____)

Academic Committee's Remarks:

After interacting with all possible stake holders of the college and verifying the physical facilities and documents the committee in light of the above observations states that the following efforts needs to be taken for the academic development of the students and college.

Criteria-I   **Governance and policy Making**

1. _____

2. _____

Criteria-II   **Infrastructure and student Amenities**

1. _____

2. _____

Criteria-III   **Management of Finance**

1. _____

2. _____

Criteria-IV   **Administrative Criteria**

1. _____

2. _____

Criteria-V   **Academic Criteria**

1. _____

2. _____

Criteria-VI   **Socio-Economic Criteria**

1. _____

2. _____

Members who interacted with the committee:

Sr. No.	Member	Name	Remarks
1	Principal		
2	Management Representative		
3	Student Council		
4	Teaching Staff		
5	Non-Teaching Staff		
6	COC/DCDAC Members		
7	Anti ragging conveners		
8	Sexual Harassment Prevention conveners		
9	Internal Quality Assurance conveners		
10	Scholarship conveners		
11	Grievance Redressal conveners		
12	Purchase Committee and meetings conveners		
13	Canteen conveners		
14	Career Guidance conveners		
15	N.S.S. Programme Officer		
16	NCC conveners		
17	Sports Director		
18	Librarian		
19	Alumni Associate conveners		

Chairman   **Member**   **Member**   **Member**

(_____)   (_____)   (_____)   (_____)

Place :

Date :

Annexure – I

(Attested Photocopies attached with Inspection Committee Report)

The following documents were furnished before the committee:

1. Letter of University regarding College inspection U/S -90 of M. University act 1994 Dated…

2. A Society Registered Under the Registration of Societies Act 1860 through the Chairman or Secretary of Society or a Trust Registered Under the Charitable Trusts Act 1950 or Any other Relevant Acts through the Chairman or Secretary of the Trust or a Company Established Under Section 25 of Companies Act 1956

3. University Approval Letter for the Academic Year / Permanent Affiliation ……

4. Maharashtra Government sanction / Resolution for Recognition of Programs.

5. List of LMC and Governing Body Members

6. Attendance Register (Muster, Teaching & Non-Teaching)

7. List of Teaching & Non Teaching Staff (As per prescribed Format)

8. Roster, Teaching (If Applicable)

9. Roster, Non-Teaching Staff (If Applicable)

10. Last three Years Advertisements for Recruitment (If Applicable)

11. Salary Statements and Acknowledge Of Concerned Bank (Current month)

12. P.F. Returns / IT –No. 16 form/ Govt. Assessment from J.D. (H.E.) (Last Year)

13. Built Up Area Statement dully Signed by Architect

14. Land Use Certificate, 7/12 extract & NA Order if any

15. Summaries of Library Details & Last Five Pages of Accession Register, Stock Register

16. Summaries of Equipment/Computer etc. & last three pages of Dead Stock Register

17. Balance Sheets with Audit Reports (Last three year)

18. Academic Calendar for the Current Year

19. NAAC Accreditation Letter / Reaccreditation Letter No.

20. Copy of College Covered Under 2(F) & 12(B) of UGC

21. Fixed Deposit Receipts if any

22. Last Year Affiliation Fees and other fee Receipt submitted to University & NOC from University authority for all types of fee in given format for different programmes.

23. Last three year admission & result information: Class wise, Division wise, Subject wise drop out

24. Vision, mission and objectives of the institution

25. Special merit shown in Sports/Athletics events

26. Special merit shown in cultural events

27. Any other relevant information which committee require

1. **Kindly fill up the information in following table and provide the relevant documents as a proof**

Equity

Initiatives	Current status	Envisaged by five years from current academic years
Number of Equal opportunity cells		
How many departments and colleges have facilities for physically challenged students		
Number of schemes for special needs of tribal and disadvantaged groups		
Number of students benefitting from scholarships/schemes for economically and socially challenged students		
Schemes for special needs of transgender		

2. **Mention the facilities available for physically challenged students:**

   1.

   2.

   3.

   4.

   5.

3. **Number of technical programmes accredited with Tier I (WA) under NBA**

Number of technical programmes across all affiliated colleges	Current status	Envisaged by five years from current academic years

4. **Developing R&D partnership with Industry:**

Number and type of industries engaged with

Type of Industry	Current status	Envisaged by five years from current academic years
Manufacturing		
Services		
Agro based		
Other		
Total		

5. **Details of engagement with industry**

Type of engagement	Current status	Envisaged by five years from current academic years
Industrial Consultancy		
Technology Transfer		
MoUs/Collaborations		
Number of faculty working on industrial projects		
Number of students working on industrial projects		

6. **Number of patents/IPRs**

IPR	Current status	Envisaged by five years from current academic years
Patents granted		
Patent published		
Copy right		
Total		

7. **Engagement with regional economic development and aspirations:**

Details of engagement of university with local bodies and social programmes (Zilla Parishads, Gram Panchayats, etc. in the form of consultancy, third party assessments / M&E of Jalyukt Shivar works, RWS schemes, Unnat Bharat Abhiyan, Unnant Maharashtra Abhiyan, Swatch Bharat, other government schemes, GPDP preparation)

Details	Current status	Envisaged by five years from current academic years
Number of engagement		
Number of faculty involved in		
Number of students involved in		

Engagement of the university (through R&D investment, support in terms of technical/knowledge/ business solutions) with local community, MSMEs, Self-help- groups, tourism and hospitality and to enhance utilization of local resources (natural/cultural/human)

Details	Current status	Envisaged by five years from current academic years
Number of engagement		
Number of faculty involved in		
Number of students involved in		

8. **Development of skills and entrepreneurship:**

Number of courses offered in skill development and entrepreneurship

Details	Current status		Envisaged by five years from current academic years	
	No. of Units	No. of Courses	No. of units	No. of Courses
Skill Courses				
Entrepreneurship courses				

(Write name of course offered by your college)

9. **Degree Courses:**

Sr. No.	Course Name	Duration
1		
2		

10. **One Year PG Diploma:**

Sr. No	Course Name	Duration
1		
2		

11. **Certificate Courses (Duration 06 Months) :**

Sr. No	Course Name	Duration
1		
2		

12. **Post Graduate Course:**

Sr. No.	Course Name	Duration
1		
2		
3		

13. **Details of mandatory internships/in-plant trainings**

	Number of programmes with mandatory internship					
	Current status			Envisaged by five years from current academic years		
	< 30 days	30-60 Days	>61 Days	< 30 days	30-60 Days	>61 days
Professional UG PG						
Non-professional UG PG						

14. **Details of centres for technology dissemination and incubation/innovation centres**

	Current status	Envisaged by five years from current academic years
All University Departments		
All Affiliated Colleges		
Total		

15. **Placement Cells**

	Current status	Envisaged by five years from current academic years
Number of placement cells in the university (includes affiliated colleges)		
Number of students covered by the placement cells		
Number of students actually placed		

16. **Details of courses offered in liberal, fine and performing arts, tourism and hospitality**

Details	Current status	Envisaged by five years from current academic years
For example : Fine Art		
Performing Art		
Liberal Art		
Folk Art		
Tourism and Hospitality		
Any other art forms		
Total		

17. **Details of centres set up for preservation/study/appreciation of local culture/history/art forms**

Name of university department/ College	Current status	Envisaged by five years from current academic years
University campus		

18. **Details of student clubs/groups set up for practice/promotion of local, liberal, fine and performing arts**

Name of university department/ college	Current status	Envisaged by five years from current academic years

19. **Focus on students' welfare :**

Details	Current status	Envisaged by five years from current academic years
Number of career counseling and guidance centres in the university		
Number of students counseled and guided per year		
Number of courses conducted per year on life skills and value education		
Number of students covered per year by the courses on life skills and value education		
Number of centres for training in competitive Examinations		
Number of students covered per year by the centres for training in competitive examinations		
Number of "Learn and Earn" Schemes For Students		
Number of students benefitting from "Learn and Earn" Schemes		

20. **Achieving excellence in sports**

Details	Academic year (CY - 4)	Academic year (CY - 3)	Academic year (CY - 2)	Academic year (CY -1)	Current academic year	Envisaged by five years from current academic years
Health and fitness facilities (% satisfaction level)						
No. of students participating at State level competitions						
No. of students participating at National level competitions						
No. of students participating at Asian level competitions						
No. of students participating at Olympic/International level competitions						

(Signature &Stamp)

Head of Institute/Principal

21. परिशिष्ट — 'अ'

College Code	
Establishment Yr	
College Name in English	
College Name in Marathi	
Address	
Place	
Taluka	
District	
Pin code	
STD Code	
Phone-1	
Phone-2	
Fax	
Principle Mobile No	
Email id	
Website	
College Approved - GR of Establishment No.	
GR of Establishment Date.	
University Affiliation Letter No.	
University Affiliation Date	
College for Boys / Girls	
Granted / Non Granted / Per. Non Granted	

Principal
Signatory and Stamp

22. प्रपत्र — 'ब'

College Code	
Society Name English	
Society Name Marathi	
Place	
Taluka	
District	
Society Registration No	
Society Reg Date	

Principal
Signatory and Stamp

23. प्रपत्र — 'क'

Course Granted / Non Granted	
Course Duration	
Course Approved - GR No	
GR Date	
University Course Affiliation Letter No	
Affiliation Date	
Actual Admitted Students for the Year	
Academic year (CY -4)	
Academic year (CY -3)	
Academic year (CY -2)	
Academic year (CY -1)	
Current academic year (CY)	

Principal
Signatory and Stamp

24. **प्रपत्र — 'ड'**

अभ्यासक्रमाचे नाव	आवश्यक पदसंख्या	नियुक्त केलेली पदसंख्या	रिक्त पदे	विद्यापीठाची मान्यता आहे काय? असल्यास विद्यापीठ मान्यतेचे पत्र
उदा..........				
बी.ए. — प्रथम, द्वितीय, तृतीय वर्ष				
बी.कॉम. — प्रथम, द्वितीय, तृतीय वर्ष				
बी.एस्सी.—प्रथम, द्वितीय, तृतीय वर्ष				
याप्रमाणे अन्य अभ्यासक्रमांचीही माहिती देण्यात यावी				

Principal
Signatory and Stamp

25. **प्रपत्र — 'इ'**
   ## शैक्षणिक व प्रशासकीय इमारतीचे बांधकाम

तपशील	चौरस फुट	आवश्यक	प्रत्यक्षात
प्राचार्य कक्ष			
कार्यालय			
इलेक्ट्रॉनीक्स / संगणक प्रयोगशाळा			
रसायनशास्त्र प्रयोगशाळा			
पदार्थविज्ञान प्रयोगशाळा			
जीवशास्त्र प्रयोगशाळा			
ग्रंथालय			
लेडीजरुम			
रेकॉर्डरुम			
नॅकरुम			
स्टाफ रुम			
सभागृह			
मोठेव्याख्यान कक्ष			
स्वच्छतागृह (२० विद्यार्थ्यांमागे एक स्वच्छतागृह)			
महिलांसाठी स्वतंत्र स्वच्छतागृह व प्रसाधने			
व्हरांडा			

एन.सी.सी. रुम			
एन.एस.एस. रुम			
वाहनतळ (दुचाकीवाहनांसाठी)			
पाणी सुविधा (पाणी पट्टी पावती)			
वीज सुविधा (वीज देयकाची प्रत)			
ड्रेनेज सुविधा (स्थानिक प्राधिकारणाचे नकाशासह प्रमाणपत्र)			
होस्टेल सुविधा (परिसरातील २० टक्के विद्यार्थ्यांची राहण्याची सोय असल्याचे प्रमाणपत्र)			

Principal
Signatory and Stamp