गोंडवाना विद्यापीठ, गडचिरोली

(;महाराष्ट्र शासन अधिसूचना क्रमांक २००७/(३२२/०७) विशि –४ महाराष्ट्र अधिनियम १९९४ (१९९४ चा महा.३५) च्या कलम ३ च्या पोटकलम (२) अन्वये दिनांक २७ सप्टेंबर, २०११ रोजी स्थापित राज्य विद्यापीठ .)

महाविद्यालय व विद्यापीठ विकास मंडळ
डॉ. एस.एम. रोकडे
संचालक (प्रभारी)

एम.आय.डी.सी. ग्रेड कॉम्प्लेक्स गडचिरोली – ४४२६०५(महा.)
फोन:०७१३२–२२३३२२ फॅक्स नं. ०७१३२–२२३३२२
Email : bcud.gondwanauniversity@gmail.com
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web : unigug.org

जा. क्र/बि.सी.यू.डी./७०५/२०१६

दिनांक : ०६/०९/२०१६

विद्याविषयक लेखापरिक्षण
महत्वाचे

परिपत्रक

    गोंडवाना विद्यापीठाशी संलग्नीत सर्व महाविद्यालयांना परिपत्रकाद्वारे कळविण्यात येते की, महाराष्ट्र विद्यापीठ अधिनियम, १९९४ च्या कलम ३६(७) व ९०(१), ९०(२) नुसार विद्यापीठ परिसंस्था किंवा विभाग, पदव्युत्तर केंद्र आणि महाविद्यालये, यांची विद्याविषयक लेखापरिक्षण (Academic Audit) करण्यासाठी विद्यापीठाद्वारे निर्देश क्र. १९३/२०१६ Academic Audit of Developtment and Collabroarative Programmes of University Institutions OR Department, Post Graduate Centers and Collges, २०१६ तयार करण्यात आलेला आहे. सदर निर्देशाच्या अनुषंगाने संलग्नीत महाविद्यालयांनी, महाविद्यालयाचे विद्याविषयक लेखापरिक्षण (Academic Audit) करून घेण्यासाठी निर्देशातील परिशिष्ट – ब, मध्ये महाविद्यालयाची संपुर्ण माहीती भरून व सोबत वित्त व लेखा अधिकारी, गोंडवाना विद्यापीठ, गडचिरोली यांचे नावाने रू. ३०,०००/– चे धनाकर्ष जोडून प्रस्ताव दिनांक ०७ सप्टेंबर, २०१६ पर्यंत संचालक, महाविद्यालय व विद्यापीठ विकास मंडळ यांचेकडे सादर करण्यासाठी विद्यापीठाचे अधिसुचना क्र. बि.सी.यु.डी./७००/२०१६, दिनांक ३०/०८/२०१६ निर्गमीत करून कळविण्यात आलेले होते.

    तथापि दिनांक ३०/०८/२०१६ रोजी आयोजीत व्यवस्थापन परिषदमध्ये विद्याविषयक लेखापरिक्षण करण्यासाठी महाविद्यालयाकडून आकारण्यात येत असलेले प्रस्ताव शुल्क रू.३०,०००/– ऐवजी रू. २०,०००/–शुल्क आकारण्याबाबत तसेच प्रवास भत्ता व इतर अनुषंगीक खर्च महाविद्यालयांने करावा असा निर्णय झालेला आहे.

    त्या अनुषंगाने विद्यापीठाशी संलग्नीत सर्व महाविद्यालयांनी, महाविद्यालयांचे विद्याविषयक लेखापरिक्षण करून घेण्यासाठी निर्देशातील परिशिष्ट–ब, मध्ये महाविद्यालयाची संपुर्ण माहीती भरून व सोबत वित्त व लेखा अधिकारी, गोंडवाना विद्यापीठ, गडचिरोली यांचे नावाने **रू. २०,०००/– चे धनाकर्ष जोडून प्रस्ताव दिनांक ३० सप्टेंबर, २०१६** पर्यंत संचालक, महाविद्यालय व विद्यापीठ विकास मंडळ यांचेकडे सादर करावा. तसेच विद्याविषयक लेखापरिक्षण करण्यासाठी भेट देणाऱ्या समितीस प्रवास भत्ता व व इतर अनुषंगीक खर्च महाविद्यालयांने करावा.

    सधन्यवाद!

संचालक, (प्रभारी)
महाविद्यालय व विद्यापीठ विकास मंडळ
गोंडवाना विद्यापीठ, गडचिरोली
गोंडवाना विद्यापीठ
गडचिरोली (म.रा.)

GONDWANA UNIVERSITY, GADCHIROLI

Direction No. 193 of 2016.

ACADEMIC AUDIT OF DEVELOPMENT AND COLLABORATIVE PROGRAMMES OF UNIVERSITY INSTITUTIONS OR DEPARTMENTS, POST GRADUATE CENTERS AND COLLEGES, DIRECTION, 2016.

(Direction issued under provision of Section 14(8) of the Maharashtra Universities Act, 1994)

Whereas, the Maharashtra Universities Act,1994 has come into force with effect from 21 st July 1994;

AND

Whereas, the above said Act is applicable to the Gondwana University, Gadchiroli with effect from 2nd Oct. 2011;

AND

Whereas, it is the duty of the university, as provided under section 5(25) of the above said Act, to inspect, where necessary, colleges and recognized institutions through the suitable machinery established for the purpose and take measures to ensure that proper standards of instruction, teaching and training are maintained by them, and adequate library, laboratory, hostel, workshop and other academic facilities are provided for;

AND

Whereas, the Board of College and University Development, which is an authority as per provision made under section 24(5) of the above said Act, has a power to organize academic audit of development and collaborative programmes of university, institutions or departments, post graduate centers and colleges, according to the provisions of the statute at least once in three years or earlier, if deemed necessary and make necessary recommendations to the university for implementation, as provided under section 36 (7) of the above said Act;

AND

Whereas, it is provided under section 90(1) of the above said Act, that every affiliated college and recognized institution shall furnish such reports, returns and other particulars as the university may require for enabling it to judge the academic standards and standards of academic administration of the college or recognized institution;

AND

Whereas, to serve the purpose mentioned in above para, provision for the machinery is also made under section 90(2) of the above said Act which has empowered the Vice Chancellor to clause inspection of every university department or institution, affiliated college or recognized institution at least once in every three years by one or more committees appointed by him in that behalf which shall consist of the members mentioned under clauses (a), (b), (c) and (d) of sub-section (2) of section 90 of the above said Act:

AND

Whereas, the Vice-Chancellor has appointed a committee on 07/05/2015 for preparing the proformas to organize the Academic and administrative audit of the University institutions or departments, Post Graduate centers and colleges. The committee has prepared the proformas in respect of University department and University institution, conducted college, affiliated college and recognized institution, Faculty profit and grading report.

AND

Whereas, the Vice-Chancellor has approved the above mentioned proformas under provision of section 14(7) of the Maharashtra Universities Act, 1994 on behalf of the Management Council on 5/07/2016 for their use in the Direction to be issued regarding Academic and administrative audit of the University institutions or departments, Post Graduate centres and colleges.

AND

Whereas, the matter is required to be regulated by the statute;

AND

Whereas, no statute is provided for regulating the above said matter in the university;

AND

Whereas, preparing statute, passing it by the senate and assented to it by the Chancellor is time consuming process;

AND

Whereas, the matter is required to be regulated with immediate effect.

Now, therefore, I, Dr. N. V. Kalyankar, Vice-Chancellor, Gondwana university, Gadchiroli in exercise of the powers vested in me under Section 14(8) of the Maharashtra Universities Act, 1994, do hereby issue the following Directions:-

1. This Direction shall be called, "Academic audit of development and collaborative programme of university institutions or departments, Post graduate centers and colleges, Direction, 2016."

2. This Direction shall come into force with effect from the date of its issuance.

3. In this Direction, unless the context otherwise requires:-

(a) 'Academic Council' means the council constituted as per provision made under section 29(2) of the Act;

(b) 'Act' means the Maharashtra Universities Act 1994 i.e. Maharashtra Act No. XXXV of 1994 (hereinafter referred to as the Act);

(c) 'Board of college and university Development means the board constituted as per provision made under section 36(2) of the Act;

(d) 'Collaboration' means collaborative academic activity of the university with other universities, academic institutions (local, regional, national or international), research institutions and organizations (research, agriculture, industry, trade and commerce);

(e) 'College' means a college conducted by the university or affiliated to the university, situated in the university area;

(f) 'Dean of the faculty' means the Dean elected by the members of the faculty from amongst themselves as provided under section 15(2) of the Act;

(g) 'Director' means a head of an institution including a centre or a school of the university as designated by the management council;

(h) 'Director; Board of College and University development' means the Director nominated by the Vice Chancellor under provision of section 16(1) of the Act;

(i) 'Head of the Department' means head of the Department in a particular subject or group of subjects in the university and designated to be so by the Vice Chancellor; and 'Institution' means an academic institution of higher learning, not being a college, associated with and admitted to the privileges of the university;

(j) 'Management council' means the council constituted as per provision made under section 27(1) of the Act.

(k) 'Principal' means a head of college, specialized educational institution, Post graduate centre or other recognized institution duly approved by the university;

(l) 'Recognized institution' means an institution of higher learning, research or specialized studies, other than a college, and recognized to be so by the university;

(m)	'Senate' means the senate constituted as per provision made under section 25(2) of the Act;
(n)	'State Government' means the Government of Maharashtra;
(o)	'Teacher' means teacher as defined under section 2(34) of the Act;
(p)	'University' means the Gondwana University, Gadchiroli mentioned in the schedule of the Act;
(q)	'University area' means the area specified against the name of the university in the schedule of the Act;
(r)	'University Department' means a Department established and maintained by the university;
(s)	'University Grants Commission' means the University Grants Commission established under the University Grants Commission Act 1956;
(t)	'University teacher' means a teacher appointed by the University;
(u)	'Vice Chancellor' means the Vice Chancellor appointed by the Chancellor under provision of section 12(1) of the Act including Acting Vice Chancellor appointed by the chancellor under provision of section 12(7) of the Act;

4. Objectives of Academic and Administrative Audit :-

(a)	To monitor the implementation of academic norms prescribed by the University bodies, State/Central Government, university grants commission;
(b)	To prevent violation of academic norms in the university/college/institution;
(c)	To see the administrative effectiveness becomes conducive for academic development of the university/college/institution;
(d)	To evaluate the performance of the university departments, schools, centers / institutions and colleges and appreciate their achievements and give suggestions for further improvement of the quality of teaching; research, administration, curricular and extracurricular activities; and
(e)	In order to maintain academic and administrative discipline, a system of academic and administrative audit will function as a monitoring and evaluation mechanism for academic programmes and administrative functioning and will play an important role in the development of the university departments/Institutions/colleges.

5. After visiting the departments/institutions/colleges and interacting with the HOD's/Directors /Coordinators/Principals, teaching and non teaching faculties; students alumni and parents, and validating the data, the committee would give valuable suggestions on the following points :-

(a) Availability of teaching and non teaching faculty;

(b) Infrastructural facilities available for carrying out academic and administrative activities;

(c) Efforts taken for curricular development:

(d) Teacher quality;

(e) Teaching methods adopted and use of ICT in teaching; learning process;

(f) Feedback mechanism used for assessing the performance of teachers by students and for curricular development;

(g) Faculty development programmes implemented by the department / institution /college;

(h) Strengths, weaknesses, opportunities and challenges of the department / institution /college:

(i) Research facilities and research output in the form of publications and patents;

(j) Computer, internet and library facilities available;

(k) Mentoring system, introduction of remedial classes; bridge courses, guidance for NET / SET and competitive examinations.

(l) Skill development and personality development programmes;

(m) Generation of funds and optimum utilization;

(n) Evaluation methods adopted for internal and external examinations; and

(o) Future plans of the department / institution / college

6. Methodology to organize audit :-

    (1) The departments / institutions /colleges and administrative sections are expected to submit the necessary information in the proforma under **Appendix -A** or **Appendix –B** appended to this direction, as the case may be, to the university. The information provided should include the achievements, curricular, co-curricular activities and extracurricular activities carried out, participation of students in various activities and their achievements and participation of teachers in national and international conferences, seminars and workshops. The funds generated by the faculty and the department / institution / college, the purpose and the names of funding agencies and duration of the project should be indicated. Individual faculty profile indicating their contribution in teaching, research and extension activities and their achievements, awards and prizes received along with supporting data should also be kept ready in the department / institution / college. The format for preparing the faculty profile in appended to this Direction as **Appendix-C.**

    The department institution / college should keep all the data such as feedback forms collected from students and other stakeholders on curricular developments, infrastructural facilities and performance of teachers for validation of the committee. The information about consultancy services, collaboration with other reputed universities and institutions, placement records, students admitted and their results in final examinations, mentoring system and financial support provide to students etc. should also be kept ready during the visit of the committee.

    (2) (i) Every university department or institution or conducted college or affiliated college or recognized institution shall be inspected for the purpose of academic and administrative audit, at least once in every three years, by one or more committees appointed by the Vice Chancellor in that behalf which shall consist of the following members namely :-

        (a) The Director, Board of College and university Development or a Dean nominated by the Vice chancellor – chairperson;

        (b) One expert, not connected with the university, nominated by the Academic Council;

        (c) One expert to be nominated by the Management Council, and

        (d) One expert, to be nominated by the Senate.
            Provided that, no member no such committee shall be connected with the Management of the college or the institution concerned.

    (ii) The committee shall submit its report to the vice chancellor for his consideration and for further action as may be necessary.

6

(3) The committee should be appointed twice in every year. The committee should spend minimum one week and maximum two weeks to visit various departments of the university, depends upon the number of university departments, meet teachers and students representative as well as administrative staff, check time tables, academic and administrative records. The committee may give report covering the following points, to know whether the academic and administrative norms were followed or not, after going through the academic and administrative records as given below :-

(i)   Working days (for instruction, for research);
(ii)   Working hours;
(iii)   Time table;
(iv)   Utilization of classrooms;
(v)   Utilization of library;
(vi)   Utilization of services of teachers;
(vii)   Utilization of computers;
(viii) Utilization of equipments;
(ix)   Utilization of research facilities and research man power;
(x)   Admission criteria and procedure;
(xi)   Student attendance;
(xii)   curriculum (whether revised, covered etc);
(xiii) Qualifications of teacher as per U.G.C. Regulations;
(xiv)   Workload of teachers;
(xv)   Performance appraisal of teachers
(xvi)   Research Quality – publications;
(xvii) Utilization of other facilities, like gymkhana, playground etc.
(xviii) Examinations whether conducted in time, result declared intime, Certificates / Diplomas / Degrees given in time, complaint, if any;
(xix)   Administrative structure;
(xx)   Procedures for various activities concerning students, teachers; scholars, non-teaching staff etc;
(xxi)   Decision making process – utilization of administrative facilities, effectiveness of administrative structure, any other matter relating to the academic standard may also be included in the report.

7.   An affiliated college/recognized institution desirous of getting the audit done by the university through the mechanism indicated in this Direction shall have to pay Rs. 30,000 through demand draft in the name of Finance & Accounts Officer, Gondwana University, Gadchiroli along with the filled in proforma provide under **Appendix-B** appended to this Direction to be submitted to the Director, Board of College and University Development on or before last working day of July/December.

List of the applicants shall be placed before the meeting of the Board of College and University Development of the university which shall prepare the list of colleges/recognized institution and university departments/ institutions/ conducted colleges to be audited and recommend it to the Management Council for approval

with any addition or deletion On approval by the Management Council, if it appears that some non-applicant colleges/ recognized institutions are included in the said list then the Director, Board of College and University Development shall communicate to the said college(s) / recognized institution(s) the intention of the Management Council and ask to submit an application in the proforma provided under **Appendix-B** along with the fees mentioned at above and the manner prescribed for payment. The last date for submitting such application to the university shall be decided by the Director, Board of College and University Development. The same procedure (excluding fees) shall be followed for the university department(s) institution(s) / conducted colleges(s) for submitting an application either in proforma under **Appendix-A or B** as may be applicable.

T.A. – D.A. to the members of the visiting committee shall be borne by the affiliated college / recognized institution as per the provision made in the ordinance of the university.

8. The list of the colleges / recognized institutions, conducted colleges and university departments approved by the Management Council for the purpose of audit shall be scrutinized by the Director, B.C.U.D. on the basis of faculties included in the entire list for coming to conclusion as to 'how may faculty wise experts may be required to work on the visiting committees to be appointed for the purpose by the Vice Chancellor representing the Academic Council, the Management Council and the Senate.

The list of Require number of faculty wise experts shall be placed before the Academic Council, the management Council and the Senate for nominating double the number of experts on behalf of the authority concerned. The Vice Chancellor shall nominate one person out of each panel prepared by each authority on each committee to be appointed for visiting the identified university departments, university institution(s), conducted colleges, affiliated college(s) and recognized institution(s).

It shall be mandatory for each committee to submit its report to the University on or before the last day of November/April (Next calendar year) as the case may be.

9. (1) Reports of the visiting committees shall be placed before the Grading committee along with the **Appendices - A or B** as the case may be. This Grading committee shall be appointed by the Vice Chancellor which shall consist of the following members namely:-
   (a) person not below the rank of Professor – Chairperson
   (b) One person from amongst the members of the Academic Council.
   (c) One person from amongst the members of the Management Council.
   (d) One person from amongst the members of the B.C.U.D.
   And
   (e) One person from amongst the members of the Senate.
   No member of the Grading committee shall be a member of any visiting committee. Director, BCUD shall act as a Secretary of the said committee.

(2) A meeting of the committee shall be convened on the date determined by the chairperson by a notice issued by the Director, B.C.U.D.

(3) The quorum for the meeting shall ordinarily be one third of the number of the sitting members. If there is no quorum the meeting shall be adjourned by the chairperson to a specific time on the same day, or on a later date and no quorum shall be necessary for such adjourned meeting.

(4) When the chairperson is absent and no provision is made for any other person to preside, the members present shall nominate a person from amongst themselves to preside at the meeting.

(5) All items, questions, matters on the agenda shall be decided by a majority of votes of members present. The chairperson shall have a vote. In case of equality of votes the chairperson shall have a casting vote.

(6) The Secretary shall have right to participate in the deliberations but shall not have the right to vote.

(7) The committee shall consider the information and proofs submitted by the college/institution/department along with the information included in the report of the concerned college/institution/department and award overall grade to the college/institution/department as provided under 'Note2' of the format of the Report of Grading Committee which is appended to this Direction as **Appendix-D**

(8) Report of the Grading Committee shall be placed before the meeting of the Board of College and University Development which shall recommend the grade to be awarded to the college/institute/university department or university as a whole to the management Council for approval. The decision of the management Council regarding award of grade shall be final.

(9) The said grade shall be communicated to the college/institution/department, along with the report of the Grading Committee and the report of the visiting committee on or before the last day of February/July (Both in next calendar year).

(10) The college/institution may apply for audit to improve the performance in the awarded grade. The procedure provided in this Direction shall be applicable for the above said purpose.

Gadchiroli: -

Date :- 20/07/2016

Dr. N. V. Kalyankar
(Vice-Chancellor)
Gondwana University, Gadchiroli

Gondwana University, Gadchiroli

INFORMATION FOR THE ACADEMIC AND ADMINISTRATIVE AUDIT

(Academic year session 20 - 20)

(Heads of the Departments are requested to provide the information related to the Department to the Director, BCUD on or before 31ˢᵗ, July/December, 20-----)

NAME OF THE UNIVERSITY DEPARTMENT:

I. GENERAL INFORMATION OF THE DEPARTMENT:-

1)   Year of Establishment of the Department:

2)   Name of Present Head of the Department: _____

3) (A). Faculty Positions:

Sr. No.	Name of the Post	Sanctioned Post	Present Position	Vacant Post
1	Professor			
2	Associate Professor			
3	Assistant Professor			
	Total			

(B).   List of Faculty (Regular / Contributory (Clock Hours Basis) with their designations, Qualifications, fields of specialization, years of experience, etc.)

Please give details as per format given in **ANNEXURE- I (A) & I (B)**

4)   Category-wise number of non-teaching staff.
Please give details as per format give in **ANNEXURE- II**

5) Is the existing man power
(teaching and non-teaching) sufficient in terms
of intake capacity and no. of courses for the
effective implementation of academic program?:_____ _____
If no. specify the deficiencies with   _____   _____
Justification:

II.   ACADEMIC INFORMATION:

1) Mission statement of the Dept.

2) Special goals set by the Department:

    (a)   Short-term   _____

    (b)   Long-term   _____

3) Specializations offered by the Department : _____

4) Whether the Department is covered
under UGC-SAP-DRS/DSA/CAS/DST FIST/
CSIR ? :
Any other (Specify):   _____

5) Current academic Programmes / Specialization offered in the Department.
(Attach Syllabus)

(A) Degree, Diploma & Certificate

Sr. No.	No. OF COURSES OFFERED BY THE DEPARTMENT	Name of the Course
1	U. G.	
2	P. G. Diploma	
3	P. G. Degree	
4	M. Phil.	
(B)	Research Programmes	Numbers of students
i)	Ph. D.	
	• Students Receiving Scholarship	
	• Others	
ii)	Post Doctoral Fellowship	
	• Students Receiving Scholarship	
	• Others	

6) **Curriculum Development**

(a) Year in which the present syllabi have been revised: _____

(b) Is there any need for revision of syllabi?
Give justification _____

(c) Whether the Department contemplates to start
Any new course? (Specialization/elective/diploma/
certificate) :

(d) Whether the Department has taken
any initiative to submit its proposal
for Academic Autonomy: _____

(7) (a) Number of students in the Department during the Academic year for the following Courses:

COURSES	ACADEMIC YEAR
U. G.	
P. G. Diploma	
P. G. - I	
II	
M. Phil.	
Ph. D.	
Post Doctoral	
Add on courses (if any)	

(b) **Students Performance**

- No. of Students admitted in previous academic year _____
- No. of Drop-outs

(i) Within four months of joining: _____

(ii) After four months of joining: _____

- Appeared for the examination : _____
- No. of Students passed/percentage: _____
- Passed in first class :
- Ranks if any :
- Average percentage of attendance of the students in the Department:

(c) Specify the procedure for admission of students followed by the Department. :

8) Number of students enrolled in the Department according to regions and countries :

	20 - 20		
	U. G.	P. G.	Ph. D. Others
No. of students from Maharashtra			
No. of students from other States			
No. of NRI students			
No. of other overseas students			
Total			

9) (a) Students feed-back about academic offering
of the Department : _____

(b) Feed-back of industries regarding relevance
of curriculum:

10) Please specify any other Courses/: _____
Seminars/Workshops/Conferences/ _____
Symposia conducted by the Department _____
in the year _____

III. DETAILED WORKLOAD OF TEACHERS : --

(a) Departmental Workload (Provide information
in the ANNEXURE-III:

(b) Working Hours of the Department :
along with copy of the time-table. _____

(c) Total Teaching Days of the :
Department in the Academic Year

IV. WORKING SPACE AVAILABLE FOR THE DEPARTMENT:

a)	Geographic Area of the Department	(In Sq. mt.)	
b)	No. of Class room	Total Area in Sq.mt.	
c)	No. of Laboratories	Total Area in Sq.mt.	
d)	Other rooms available	Area in Sq.mt.	

V. INFRASTRUCTURAL FACILITIES: --

1) (a) Infrastructural facilities: (Major items costing more than 1 lakh)

Name of Instrument	Cost	Date of purchase	Working/Not Working

(b)

i	No. of Computers in the Dept.	(a) Working	
		(b) Non working	
ii	No. of Printers in the Dept.	(a) Working	
		(b) Non working	
iii	Computers & its accessories available in the Dept. No. of scanner in the Dept.	(a) Working	
		(b) Non working	
iv	Do the Dept. possesses Computers Lab?		
v	Do the Dept. provides Internet/e-mail facilities?		

2) Departmental Library:

Whether the department has departmental library? : Yes / No

It yes, then give the following details

Sr. No.	Details	Academic session
i.)	No. of books Purchased	
ii.)	No. of periodicals / journals subscribed	
(a)	Indian	
(b)	Foreign	
iii.)	Others	

VI. GRANTS RECEIVED FROM VARIOUS FUNDING AGENCIES BY THE DEPARTMENT:-

Funding Agencies	Academic session
University	
U.G.C.	
C.S.I.R.	
D.S.T.	
Any other	

VII. 1) ACADEMIC ACHIEVEMENT OF THE DEPARTMENT

Sr.No.	PUBLICATIONS	ACADEMIC SESSION
i	No. of papers published in Foreign Journals (referred)	
ii.	No. of papers published in Indian Journals (referred)	
iii.	Conference Proceedings	
iv.	Citation Index	
v.	Impact Factor	
vi.	Books	
vii.	Other Publications	
viii.	Details of Unpublished Works	
ix.	Patents	
(a.)	Granted	
(b.)	Filed	

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2) Participation of Faculty Members in Conferences/
Seminars/Workshops/Symposia/Orientation
Programme/Refresher Courses. (Give details of
Participation, Presentation of papers, No. of Special Talk
No. of Guest Lectures, No. of Keynote address delivered):____

    (i) Within India   :
    (ii) Abroad   :

3) National or State Awards/Honors: :
   conferred on Faculty Members

4) Foreign assignments
    i) Academic   :
    ii)Administrative   :

5) Indian assignments
    i) Academic   :
    ii) Administrative   :

6) Organization of academic activities such
   as Workshop / Seminar / Conference /
   Refresher Courses, etc.) (Annexure IV) :

7) Any other:

VIII (A) Research Activities:

    (i) Total No. of Recognized supervisors :

    (ii) Total No. of Research scholars (Annexure IV) :

    (iii)Total No. of Post doctoral Fellows:

    (iv)Total No. of M. Phil scholars:

(B) PROJECTS AND INTERACTIONS

Sr. No.	PROJECTS AND INTERACTIONS	Academic year	
		Department	Individual
1.	Projects undertaken by the Department / Individual during the year.		
2.	Intra-Departmental Collaborative Programmes / Projects undertaken by the Faculty during the year.		
3.	Inter-Departmental Programmes / Projects undertaken by the Faculty during the year.		
4.	Department-industry interaction		

IX.   **Details of Extension Activities carried out in the Department :-**

X.   **Details of Consultancy Services Carried out in the Department :-**

XI.   **Extra-Curricular and Co-curricular Activities (Annexure IV)**

(i)   Participation in sports, Gymkhana etc.: _____

(ii)   Achievements : _____

(iii)   Any other : _____

XII.   (i)   **Examination Results of the Department for the last academic year: (   )**

Sr. No.	Name of the course	No. of students appeared	Merit	NUMBER OF STUDENTS			
				1st Class	2nd Class	Passed	% of Passed students
a.							
b.							
c.							
d.							
e.							

(ii)   Failure rate of the students in the University _____
Examination:

(iii)   Rate of progression for Higher Studies: _____

(iv)   Rate of Progression for gainful /
Self-employment: _____

(v)   Is Examination Reform, if any, adopted by   _____
the Department? :

XIII.   **PROBLEMS AND CONSTRAINTS FACED BY THE DEPARTMENT IN ACHIEVING ACADEIC OBJECTIVES**

Date:-

Place:-

Signature of H.O.D.

(Name --------------------------)

Gondwana University, Gadchiroli

FORMAT

LIST OF THE FACULTY (Regular)

(20   - 20)

Name of the Teacher	Designation	Qualifications	Specialization	Teaching Experience in years	Age	Sex

Date:-   Signature of the H.O.D.

Place:-   (Name ----------------------------)

Gondwana University, Gadchiroli

FORMAT

LIST OF THE FACULTY (Contributory)

(20   - 20)

Name of the Teacher	Designation if working on full time basis	Qualifications	Specialization	Teaching Experience in years	Age	Sex

Date:-

Place:-

Signature of the H.O.D.

(Name --------------------------)

Gondwana University, Gadchiroli

FORMAT

CATEGORY WISE NUMBER OF NON-TEACHING /SUPPORTING STAFF

(20   - 20)

Sr. No.	NON-TEACHING (Supporting Staff)		Total Number		
			Regular	Ad-hoc	Other
1.	Technical				
2.	Administrative	Superintendent			
		U.D.C.			
		L.D.C.			
3.	Librarian				
4.	Peon				
5.	Farras				
6.	Sweeper				

Date:-   Signature of the H.O.D.

Place:-   (Name ------------------------------)

Gondwana University, Gadchiroli

DEPARTMENTAL WORKLOAD PROFORMA

ACADEMIC YEAR : (20   -20   )

NAME OF THE DEPARTMENT:_____

Sr. No.	Name of the Teacher & Designation	Subject	Class	Teaching	Tutorials /Projects	Laboratory Work	Total Work load
1.	2.	3.	4.	5.	6.	7.	8.

Total work-load of the Department: _____

Work-load of the regular Teachers: _____

Work-load of the contributory Teachers: _____

Date:-

Place:-

Signature of the H.O.D

(Name ----------------------------)

Gondwana University, Gadchiroli

EXTRA CURRICULAR ACTITIVITES

(Academic Year :- (20-----20-----)

Sr. No.	Name of the Teacher	No. of Students Registered for Ph.D	Extra curriculum activities/ Administration	Seminar/ Conference/ Workshop & Research Projects	Other
1	2	3	4	5	6

Date:-   Signature of the H.O.D.

Place:-   (Name ----------------------------)

GONDWANA UNIVERSITY, GADCHIROLI.
M.I.D.C. ROAD, COMPLEX, GADCHIROLI (M.S.)

Inspection Report of College & Recognized Institution
As per or U/S -90 of Maharashtra University Act, 1994

1. Name of College : _____
   (With full address) _____
   _____

2. Year of Academic Audit : _____

INSPECTION FORMAT FOR ACADEMIC AUDIT
Marking System for Evaluation of Academic & Infrastructural Facilities.

➤ College established with less than 5 years: Should Secure at least 45% points out of total points.
➤ College established in between 5 to 10 years: Should Secure at least 55 % points out of total points.
➤ College established in between 10 to 15 years: Should Securer at least 65% points out of total points.
➤ College established above 15 years: should Secure at least 80 % points out of total points.

Grade A : Above 90 %

Grade B : Between 76 % to 90 %

Grade C : Between 61 % to 75 %

Grade D: Between 51 % to 60 %

Grade E : Less than 50 % (Not up to mark)

Total Points   : 400

Points Secure :

Grade Secure :

1. a) Name of the College   : _____

   b) Name of the Parent educational   : _____
      Society which runs the College

2 College Information :
   a) Date of establishment of the college : .... (dd/mm/yy)
   b) Letter No. and date of approval   :
   i. Govt. of Maharashtra sanction   :
          Letter No   : _____
          Date   : _____
   ii. University Approval   :
          First   :
          Letter No.   : _____
          Date   : _____
          Permanent if any   :
          Letter No.   : _____
          Date   : _____

   iii. Whether the College belongs to   : _____
        Rural/ Urban Area

   iv. Whether recognized by UGC under   :
       2(f) & 12(B)? (If Yes, Give details)   Yes / No : 5/0
          Letter No   : _____
          Date   : _____

2

v.   Students Intake Capacity   : _____ (Adequate) Yes / No : 2/0 ☐

vi. Students Admitted   : _____ (Adequate) Yes / No : 2/0 ☐

vii. Members of LMC /Standing   : _____   Yes / No : 2/0 ☐
     Committee (Attach Separate Sheet)

viii. Status of the College - Affiliated/ Autonomous   : _____

     Whether College Affiliated /Autonomous College?   Yes / No : 2/10 ☐

ix. Streams / Faculties   : _____

x.   Whether Re-Accredited / Accredited by NAAC?   Yes / No : 5/0 ☐

     If Yes, Grade with CGPA   : _____ Year : _____

     LOI submission dates if any : _____   Yes / No : 2/0 ☐

xi. E-mail ID & Phone No.   : _____   Yes / No : 2/0 ☐

xii. College web site   : _____(Up dated) Yes / No : 2/0 ☐

xiii. State the vision, mission and : _____   Yes / No : 2/0 ☐
     objectives of the institution (Attach Separate Sheet)

xiv. Has College / Education   : _____
     Society received any Awards _____
     / Prizes if any   _____

     (Central Govt. Level / State Govt. Level / University Level)   Yes / No: 5/3/ 2/0 ☐
     (Maximum 10)

2. **Particulars of Principal(Maximum 5)**   :

    1) Name   : _____
    2) Academic Qualification
        (With Specialization)   : _____
    3) Details of Experience   : _____
        a) Teaching   : _____
        b) Administrative
    4) Date of Appointment: Principal : _____ Yes / No : 2/0 ☐
        a) Institution order No   : _____
        b) University Approval   : _____
    5) Awards / Prizes if any   : _____
                                        _____
                                        _____

    (Central Govt. / State Govt. / University Level)   Yes / No : 3/2/1/0 ☐

Section 'A': Academic Activities

1. Total No. of Sanction teaching Post :   _____

    a. No. of confirmed Teachers   :   _____

    b. No. Teachers on Probation   :   _____

    c. No. of confirmed / on Probation :   _____
       teachers with Ph.D.

    d. No. of confirmed / on Probation :   _____
       teachers with NET/SET

    e. No. of confirmed / on Probation :   _____
       teachers with M. Phil.

    f. No of Teaching post filled with :   _____
       Ad-hoc appointment

    g. No of Teaching Posts vacant   :   _____ Reserved category : _____

    h. Number of Visiting Faculty / Guest: _____
       Faculty engaged with the College

    i. Teacher-Student ratio for each of :   _____
       the programme/course offered
       (Last three years)

2. No. of sanctioned Non-teaching Staff :   _____
   posts.

    a. No. of filled post of Non-teaching :   _____
       staff

    b. No. of vacant posts of   :   _____
       Non- teaching staff

a) Any one of following :

   1. University approved teaching & non teaching staff more than 50 %   Yes / No : 3/1 ☐

   2. University approved teaching & non teaching staff (more than 60% & not less than 50%) Yes / No : 4/2 ☐

   3. University approved teaching & non teaching staff (more than 70% & not less than 60%) Yes / No : 5/3 ☐

   4. University approved teaching & non teaching staff (more than 80% & not less than 70%) Yes / No : 6/4 ☐

   5. University approved teaching & non teaching staff (more than 90% & not less than 80%) Yes / No : 7/5 ☐

b) Is College teaching & non teaching roster verified from competent authority?   Yes / No : 5/0 ☐

3. a) Number of working days during the last academic year : _____ Yes / No : 1/0 ☐
     (adequate no)

    b) Average time spend by the teacher in College   : _____ Yes / No : 1/0 ☐
     (As per norm)

    c) Is biometric facility available?   : _____ Yes / No : 1/0 ☐

4. Number of Teaching days during the last academic year : _____ Yes / No : 5/0 ☐
   (As per norm)

5. Details of programmes offered by the college (Give data for current academic year) :

(For each programme one point, **maximum 10**)   Yes/No : 1/0 [   ]

Sr. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate						
2	Post-Graduate						
3	Integrated Programmes P.G. if any						
4	Ph.D.						
5	M.Phil.						
6	Certificate Courses						
7	U.G. Diploma						
8	P.G. Diploma						
9	Any Other (Specify and provide details)						

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6. Students admission details of last three Years' : As per intake Capacity & reservation rule
(Attach separate Sheet for each programme)

(For each programme one point, **maximum 5**)   Yes/No : 1/0 ☐

Sr. No	Particulars	Year 2012-13				Year 2013-14					Year 2014 -15					
		I st Sem	II nd Sem	2nd Year	3rd Year	I st Sem	II nd Sem	III rd Sem	IV th Sem	3rd Year	I st Sem	II nd Sem	III rd Sem	IV th Sem	V th Sem	VI th Sem
01	Total Admitted Student															
02	Male															
03	Female															
04	Category ST															
05	SC															
06	NT-(1/2/3)															
07	SBC															
08	OBC															
09	OPEN															
10	Physically Handicapped															
11	Minority															

7. University Examination result (Class wise /Division wise / Subject wise)
Details for last three Years':

Overall Result of College (Any one of following) :

1. 40% or above up to 50 %   Yes / No :   3/1   ☐

2. 60% & not less than 50%   Yes / No :   4/3   ☐

3. 70% & not less than 60%   Yes / No : 5/4   ☐

4. 80% & not less than 70%   Yes / No : 6/5   ☐

5. More than 90%   Yes / No : 7/6   ☐

6

Give detail information in the format: (Use faculty wise Separate Sheets)

Sr. No	Particulars	Year 2012-13						Year 2013-14						Year 2014-15					
		Ist Year		IInd Year		IIIrd Year		Ist Year		IInd Year		IIIrd Year		Ist Year		IInd Year		IIIrd Year	
		I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem
01	Total Admitted Student																		
02	Appeared for Examination																		
03	Passed with First Class																		
	Passed with Second Class																		
	Pass Class																		
	Merit if any																		
04	ATKT																		
05	Fail																		
06	% Passing																		
07	Drop-out rate																		

8. Number of Add- on courses (Certificate, Diploma, Advanced level Diploma) self financing Courses introduced by the College.

(More than 5/ less than 5/0) : 5/2/0 ☐

9. Special merit shown in Sports / Athletics events at Inter collegiate level and above (Inter collegiate, Ashwamedh, Inter University, National/International level) by the students of the college in the last three years (Give details)

(More than 20/ less than 20/0) : 5/2/0 ☐

10. Special merit shown in cultural events at inter collegiate level and above (Inter collegiate, Indradhanush, Avishkar, Inter University, Zonal, National level) by the students of the college in the last three years (Give details)

(More than 20/ less than 20/0) : 5/2/0 ☐

11. College development and deploy action plans for effective implementation of the curriculum (Give detail) :

Yes / No : 3/0 ☐

12. College linkages network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum (Give detail) :

(More than 5/ less than 5/0) : 3/2/0 ☐

7

13. Contributions of the institution and /or its staff members to the development of the curriculum by the University (Such as BOS, Faculty member, Dean,Academic Council,etc) (Attach List)

(Dean/Academic Council / BOS member more than 5 / BOS member less than 5/0): 5/3/2/0 ☐
(Maximum 5)

14. Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'Yes' give details of such programme and the beneficiaries.

Yes / No : 2/0 ☐

15. What are the technologies and facilities available and used by the faculty for effective teaching? (Such as Use of ICT, Audio, Video, LCD, LAN, e-learning –resources, ME-ICT, Open Educational Resources, Mobile Education):

Yes / No : 5/0 ☐

16. Is there a formal mechanism to obtain feedback from students, Parents and stakeholders on Curriculum (Such as Student feedback for teaching & Course evaluation etc)?
If 'yes' Give details: Yes / No : 4/0 ☐

17. Does the institute monitor and evaluates the quality of teaching learning? (Give detail) :

Yes / No : 2/0 ☐

18. a) No. of Class rooms (Adequate No.) Yes / No : 4/0 ☐

b) No. of Laboratories – Subject wise: Yes / No : 4/0 ☐

c) Is any department recognized as Research Centre of the University? If yes (Give details):

(More than 5 /Less than 5 /No.): 5/3/0 ☐

d) List of Major equipments available in College (Adequate no.) (Attach Separate Sheet):

Yes / No : 4/0 ☐

19. No. of University / UGC /Any other Agency sponsored research projects completed during last three years (give details)

(More than 5 /Less than 5 /No.) : 5/3/0 ☐

20. No. of Research Projects submitted to UGC / CSIR /DST or other funding agencies for approval during the period of last three years (Give detail)

(More than 5/Less than 5/No) : 5/3/0 ☐

21. a) No. of Research Projects approved by UGC/CSIR/DST or any other funding agencies, with details (Give detail):

(More than 5/Less than 5/No) : 5/3/0 ☐

c) No. of recognized Ph.D. Guides in the College (Give names, subjects & period of recognization) (Give detail) :

(More than 5/Less than 5/No) : 5/3/0 ☐

22. List of students registered for M. Phil & Ph.D. (only college teaching faculty)

(Give details for the last 3 years):

(More than 5/Less than 5/ No) : 5/3/0 ☐

Name of the Student	Subject	Topic of Research	Name of the Guide	Date of Registration

23. Information about Collaborations / Linkages signed by the College :

a) With Industry : Yes /No : 3/0 ☐

Name of the Industry	Purpose	Duration / Period

b) With Universities / Colleges : Yes / No : 3/ 0 ☐

Name of the University / College	Purpose	Duration / Period

c) With Research Institute : Yes / No : 3/ 0 ☐

Name of the University / College	Purpose	Duration / Period

24. Whether college is preparing proposal for Autonomy? if Yes, Give detail : Yes / No : 5/0 ☐

25. Whether IQAC established in the college? if yes give details : Yes / No : 3/ 0 ☐

26. Seminar /Workshop / Conference organized by the College during the last three years :

	State/ National/ International	Funding Agency	Title	Duration	No. of Participants			Total Expenditure
					Abroad	Outside State	Within State	
Conference								
Seminar/ Symposia								
Workshops								
CPD Activities (Continuing professional Development)								

(More than 5/Less than 5/No) : 5/3/0 ☐

9

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27. No. of Seminar / Workshop / Conference attended by the Teachers of the College during the last three years :

a. Conference : International Level : _____ National Level : _____

State Level : _____ Regional : _____

b. Symposia : _____

c. Workshops : _____

d. CPD Activity (Continuing professional Development) : _____

(More than 5/Less than 5/No) : 5/3/0 ☐

28. No. of Research papers published by the Teachers of the College during the last three years :

a. International Level:

b. National Level:

c. State Level / Regional:

International Level (More than 10/between 10-5/Less than 5/No) : 20/10/5/0 ☐

National Level (More than 10/between 10-5/Less than 5/No) : 10/5/3/0 ☐

State Level / Regional Level (More than 10/between 10-5/Less than 5/No) : 5/3/1/0 ☐

29. No. of Refresher / Orientation courses/Short term courses attended by the Teachers of the College during the last three years: (Attach List)

(More than 10/Less than 10/No) : 5/3/0 ☐

30. (A) Fulfillment of Exam duties at Universities by the teacher :

(More than 10/Less than 10/No) : 5/3/0 ☐

31. No. of Major sports / cultural events organized.

(More than 10/Less than 10/No) : 5/3/0 ☐

32. Involvement in Innovative / Community Service / Student development through NSS, NCC, Student Welfare Programmes (in detail). Interaction with Industry, Other Colleges / Institutes, NGO's etc.

(More than 10/Less than 10/No) : 5/3/0 ☐

33. Whether college has Cell for Women atrocities / Sexual Harassment Cell?

Yes / No : 2/ 0 ☐

34. Details of Honors /Awards /Prizes received to college / Teaching faculty/ nonteaching Staff:

(More than 10/Less than 10/No) : 5/3/0 ☐

35. Whether any case filed against college staff in Police/ Courts of Law?

Yes / No : -5/ 2 ☐

36. Whether any case launched against College / teaching faculty regarding Examination malpractices? :

Yes / No : -5/ 2 ☐

37. Healthy practices adopted by the college in administration, teaching or other academic areas : (give list of the activities)(1 Mark per activity)

Yes / No : 5/ 0 ☐

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1. Details of Academic building :

a) Total undisputed ownership and possession of land measuring Area :_____
   (As per norm)   Yes / No : 10/0 ☐

b) College Building / Buildings : _____ Own/Rental: _____ Own/Rental : 5/3 ☐

c) RCC / Temporary   : _____   Yes / No : 5/0 ☐

d) Total built up area (Sq. feet): _____ (As per norms)   Yes / No : 5/2 ☐

2. Detail of the physical facilities available with adequate furniture for :

(a) Infrastructural facilities (for each 1 mark) – (Maximum 20 Marks)   ☐

a. Principal Cabin:

b. Faculty room :

c. Classrooms:

d. Technology enabled learning spaces:

e. Seminar halls:

f. Tutorial spaces(Internal Exam office):

g. Laboratories:

h. Botanical garden:

i. Animal house:

j. Specialized facilities:

- First aid Box

- T.V.

k. Equipments for teaching:

l. Equipments for Learning and research etc.

- Audio-Video

- Smart Board

- Multimedia

m. Auditorium:

n. Central Instrumentation Center:

o. Canteen:

p. Health Care Facility :

q. Boy's Common Room:

r. Girls Common Room:

s. Boy's Hostel(With capacity):

t. Girls Hostel (With capacity):

u. Gents Toilets:

v. Ladies Toilet:

w. Staff Toilet:

x. Disabled Friendly:

y. Proper Sewerage:

z. Inverter / Generator:

aa. Fire Extinguisher:

ab. Sanitary Napkins Vending machine

b) Extra – curricular activities – (For each adequate facilities one point) (maximum 10)   ☐

a. List of Sports equipments facility :

b. List Outdoor and indoor games facility:

c. Gymnasium:

d. Auditorium:

e. Space for NSS:

f. Space for NCC:

g. Space for Cultural activities:

h. Public speaking:

i. Space for Communication skills development

j. Space for Yoga, health and hygiene etc.

c) Details of Library Facilities: (For each adequate facilities one point)   (maximum 20) ☐

    (1) Total number of books   : _____ (minimum 6000)

        a) Arts : _____ b) Commerce: _____ c) Science: _____

    (2) Number of Titles available   : _____ (minimum 3000)

    (3) No. of Journals   : _____ (minimum 6)

    (4) No. News Paper   : _____ (minimum 5)

    (5) Book Bank Facilities (With no. of books)   : _____

    (6) Sufficient Funds allotted to the library and utilization of funds:
        a) Arts: _____ b) Commerce: _____ c) Science : _____ d) other: _____

    (7) Library automation (details of software with online & off line services): _____

    (8) Separate library building available   : _____

    (9) Total build up area in sq.ft.   : _____

    (10) Total Number of Journal back volumes   : _____

    (11) Well equipped & furnished library   : _____

    (12) Issue / Receive Counter   : _____

    (13) Separate reading room   : _____

    (14) Sufficient furniture   : _____

    (15) Fire Extinguisher   : _____

    (16) Books Insurance   : _____

    (17) Internet (With Capacity & No. of Terminals)   : _____

    (18) Qualified librarian appointed   : _____

    (19) Appropriate library staff appointed   : _____

    (20) Student visiting register maintained   : _____

    (21) Student complaint/Suggestion box maintained : _____

    (22) Books purchased in current year   : _____

    (23) Weekly percentage of visiting staff   : _____

    (24) Teaching staff visiting register maintained   : _____

    (25) Other – student teacher library if any   : _____

    (26) Physical verification of stock register   : _____

    (27) No. of e-data bases   : _____

    (28) No. of non- book materials   : _____

    (29) Internet browsing record register   : _____

    (30) Issue / Receive record register   : _____

3. Details of Teaching Staff & Facilities : (For each one point) (Maximum 8)

1. Are appointment letters issued to the teachers?   :
2. Are confirmation orders issued to the teachers?   :
3. Is salary paid as per University / Govt. Norms?   :
4. Are service books properly maintained?   :
5. Is PBAS Performa maintained?   :
6. Do teachers follow the code of conduct?   :
7. Are approved teachers appointed for non granted courses :
8. Whether the University academic calendar is followed   :
9. Average time period for receiving pension on retirement   :
   (within two months)
10. Are recruitment & promotion as per government norms?   :

4. Non- teaching staff :

a. Office atomization (with details of Software)   Yes/No : 6/0

b.   (For each one point)
   I) Recruitments as per Govt. norms   :   (maximum 5)
   II) Reservation as per Govt. & University Norms   :
   III) Are appointment letters issued to them?   :
   IV) Are confirmation orders issued to them?   :
   V) Is salary paid as per University/Govt.Norms?   :

5. Students Information : (For each one point)   (maximum 4)
   1. Student's group insurance   :
   2. Students welfare scheme   :
   3. Whether Students follow code of conduct   :
   4. Whether term examinations, practicals are   :
      conducted (proof to be verified)

6. Constituted management bodies as specified by the university
   Name of the body : (For each one point)   (maximum 5)
   1. Constitution of Grievance Committee   :
   2. Anti Raging Committee   :
   3. Committee for the Prevention of   :
      Sexual harassment (VISHAKHA)
   4. Students council   :
   5. Alumni association   :
   6. Parent Teacher Associ. Hon.   :

7. **Financial Details :** (For each adequate funding one point) (maximum 10) ☐

    1. Last Year Budget provision :

    2. Last Year expenditure / Total Amount incurred :

    3. Funds from different bodies / sources (give details for last three years):
       Generation of Funds (Details should be given)

    a) Fund raised from Government agencies
      i. State / Central Government :

      ii. UGC, AICTE, DST, CSIR etc. :

      iii. State / Central Government Sports authorities:

    b) Through Non- Government funding agencies for :
      e.g. Ford Foundation,Industries,WHO,NGOs etc.

    c) Through self financing courses :
      (Course run without Government grants)

    d) Consultancy Services :
      (Consultancy to Industry, Agriculture, Business etc.)
      (Attach Separate sheet in following format)

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

4. **Does your College pay annual fees to the University regularly?**
   (Attach photo copies of last three years receipts received from the University)
   (Last three years)

   Yes / No : 5/-2 ☐

a. **Dues if any** (College has to take NOC from relevant section of University):

   Yes / No : -5/2 ☐

Sr. No.	U.G./P.G./ Certificate/ Diploma etc.	Name of Programme	Title of Fee transfer to University	Year 2009-10 Amount	Year 2010-11 Amount	Year 2011-12 Amount	Amount yet to transfer if any
			Affiliation				
			Eligibility				
			Student Insurance				
			Student Welfare Fund				
			Disaster Fund/ Emergency Fund				
			NSS				
			Ashwamedh Fund				
			Gymkhana Fund				
			Any other				
			Affiliation				
			Eligibility				
			Student Insurance				
			Student Welfare Fund				
			Disaster Fund/ Emergency Fund				
			NSS				
			Ashwamedh Fund				
			Gymkhana Fund				
			Any other				
	Ph.D.						
	M.Phil						
	Certificate courses						
	UG Diploma						
	PG Diploma						
	Any other						
			Total Amount				

8. **Computer facilities :** (For each one point)   (Maximum 10) ☐

Sr. No.	Particulars	Availability
01	No. of Computer terminals	
02	Hardware specialization	
03	No. of terminals in LAN	
04	Relevant legal software	
05	Printers (Dot Matix / LASER)	
06	Internet facility(Dail-up/ Broadband/ Wi-fi)	
07	UPS,LCD,TV if any	

9. **State any other relevant highlighted information about the college :**

Yes / No : 5/2/0 ☐

Report be signed for Submission by

President of LMC   Principal & Secretary of LMC

Remarks from Committee:

Director,B.C.U.D. / Dean Gondwana University, Gadchiroli	One Expert Nominated by Academic Council	One Expert Nominated by Management Council	One Expert Nominated by Senate
Chairman	**Member**	**Member**	**Member**

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 of 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

Gondwana University, Gadchiroli

Format for preparation the faculty profile

(Refer Provision made under para 6(1) of Direction)

(Provided the information for last five years)

1. Name of the faculty:
2. Name of the university Department/Institution/College:
3. Educational qualifications:
4. Present Position:
5. Address for correspondence:
6. E-mail and correct number:
7. Specialization
8. Total teaching experience:
9. Courses taught:
10. Research experience:
11. Major research projects completed: Title of the project, Date of sanction and Duration, Grant received, Funding agency, Pl or Co-Pl.
12. Minor research projects completed: Title of the project., Date of sanction and Duration, Grant received, Funding agency, Pl or Co-Pl.
13. Number of students awarded Ph.D. degree: Name of the student, topic of research, date of registration, date of declaration of Ph.D. degree.
14. Number of students registered for Ph.D. degree: Name of the student, topic of research, date of registration.
15. Provide information as indicated in 11 and 12 above.
16. Participation in conferences, symposia, seminars and workshops:
17. Innovative processes developed in teaching and learning.
18. Participation in curricular development:
19. Participation in co-curricular and extra-curricular activities.
20. Refresher and Orientation courses attended:
21. Examination/Evaluation reforms initiated:
22. Publication of research papers: in peer reviewed journals, non-peer reviewed journals, conference proceedings, impact factors, citations, h-index. Numbers in SCOPUS.
23. Books published: with ISBN No., Without ISBN No., Chapters in books.
24. Patents Applied/Granted: National. International, commercialized:
25. Consultancy services provided and revenue generated:
26. Conference, seminars, symposia and workshops organized as convener/coordinator:
27. Number of collaborations:
28. Award/recognitions received: International, National ,State, University level.

Gondwana University, Gadchiroli
Report of Grading Committee
(Refer provision of para 9,8)of the Direction)
(Academic and administrative audit of development and collaborative programmes)

Sr.No.:

Name of the College/Institution/Department: --

Date of Affiliation/Recognition:- ---

Sr.No	Particular	Weightage(w) Maximum Score	Score Obtained	Remarks
1	Funds	5		
2	Administration, Teaching & Non Teaching appointments	20		
3	Efforts made for filing vacant teaching posts	5		
4	Physical Infrastructure	15		
5	Financial Management	10		
6	Library	10		
7	Internal Evaluation	10		
8	Students Welfare	5		
9	Examination System	10		
10	Research	10		
11	NAAC	5		
	Total	**100**		

Note:- 1. Analysis based on information & proofs submitted by the college/Institution/Department and the information included in the report concerned.

2. For awarding overall grading to the colleges/recognized institutes/university department, following marking system is used.

70 Above	-A
60 to 69	-B
50 to 59	-C
40 to 49	-D
Below- No Grade	

The committee hereby declare and recommend that the college/Institution/University Department may be awarded with "-------------" Grade

Signatures of :-

(Member of the Committee)   (Member of the Committee)

(Member of the Committee)   (Member of the Committee)

                                             (Chairperson of the Committee)

Date:- / /2016

Place: