



GONDWANA UNIVERSITY, GADCHIROLI

Direction No. 16 of 2019

(Issued under section 12(8) of the Maharashtra Public Universities Act'2016)

“Procedure for awarding grade based on conduct of Academic audit for university departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions and continuation of affiliation to colleges and continuation of recognition to institutions Direction, 2019”.

(Under Section 37(1) (j) and (k) of the Maharashtra Public Universities Act, 2016)

Whereas, the Maharashtra Public Universities Act, 2016 has come into force with effect from 1st March'2017 (herein after referred to as the Act);

AND

Whereas, the above said Act is applicable to the Gondwana University, Gadchiroli;

AND

Whereas, it is the duty of the Board of Deans, as provided under section 37 (1) (j) of the above said Act, to conduct academic audit of the University departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions, which shall be carried out by an Academic Audit Committee, having an equal number of internal and external members;

AND

Whereas, the Board of Deans, which is an authority as per the provision made under section 26(5) of the above said Act, is empowered to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit as provided under section 37(1)(k) of the Act;

AND

Whereas, the Board of Deans in it's meeting held on 7-02-2019 has resolved to establish a system of academic audit / inspection of university departments, institutions, and affiliated colleges of Gondwana University, Gadchiroli for the purpose of continuation of affiliation to colleges and continuation of recognition to institutions as provided under the section 37(1)(j) and (k) of the above said Act and accordingly prepared the proformas for academic audit;

AND

Whereas, the Academic Council in its meeting held on 25-02-2019 has considered the system of academic audit vide item No. 19 for the purpose of continuation of affiliation to colleges and continuation of recognition to institutions as provided under the section 37(1)(k) of the above said Act;

AND

Whereas, the Academic Council in its meeting held on 16-03-2019 has considered the Draft proformas of academic audit prepared by the Board of Deans vide item No. 19 for the purpose of continuation of affiliation to colleges and continuation of recognition to institutions as provided under section 37(1)(k) of the above said Act and has recommended the same with suggestions/corrections to the Management Council for consideration and approval;

AND

Whereas, the Management Council in its meeting held on 18-03-2019 has considered the Proforma for academic audit / inspection vide item No. 52 and resolved as follows:

“The Draft proformas of academic audit / inspection as prepared by the Board of Deans be updated after inviting suggestions from the concerned stake holders and that the Board of Deans shall be the authority to finalize the proforma for academic audit / inspection from time to time”

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 assent to it by the Chancellor is a time consuming process;

AND

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

Now, therefore, I, Dr. Namdeo V. Kalyankar, Vice-Chancellor, Gondwana University, Gadchiroli in exercise of the powers vested in me under Section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby issue the following Directions:

1. This Direction shall be called, “**Procedure for awarding grade based on Conduct of Academic audit of university departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized**

institutions and continuation of affiliation to colleges and continuation of recognition to institutions Direction, 2019”.

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) ‘Act’ means the Maharashtra Public Universities Act’2016 i.e. Maharashtra Act No. VI of 2017 (hereinafter referred to as the Act);
 - (b) ‘Academic Council’ means the council constituted as per provision made under section 32(3) of the Act;
 - (c) ‘Board of Deans’ means the board constituted as per provision made under section 36(2) of the Act;
 - (d) "Chancellor" and "Vice-Chancellor" means, respectively, the Chancellor and the Vice-Chancellor of the University;
 - (e) ‘Collaboration’ means collaborative academic activity of the university or college or institution with other universities, academic institutions including local, regional, national or international institutions, research institutions and organizations in the field of agriculture, industry, trade and commerce, sports, social, cultural, science, technology and any other field;
 - (f) ‘College’ means a college affiliated to the university, situated in the university area or jurisdiction;
 - (f) ‘Dean of the faculty’ means the Dean appointed by the Vice-Chancellor on the recommendations of the selection committee for the purpose as provided under section 15(2) of the Act;
 - (g) ‘Director’ means a head of an institution including a center or a school of the university as designated by the management council or a head of a recognized institution;
 - (h) ‘Department’ means a Department teaching a particular subject or a group of subjects in a college or an institution as prescribed in the Statutes;
 - (i) ‘External Evaluator’ means the person not connected with the Gondwana University, Gadchiroli jurisdiction;
 - (j) ‘Internal Evaluator’ means a person with in the jurisdiction of Gondwana University, Gadchiroli;
 - (k) ‘Management council’ means the council constituted as per provision made under section 30(4) of the Act;
 - (l) ‘Principal’ means a teacher who is duly approved as a Principal by the University;
 - (m) ‘Recognized institution’ means an institution of higher learning, research or specialized studies, other than a college, and

recognized to be so by the University;

- (n) 'Senate' means the senate constituted as per provision made under section 28(2) of the Act;
- (o) 'State Government' or 'Government' means the Government of Maharashtra;
- (p) "teacher" means full-time approved professor, associate professor, assistant professor, reader, lecturer, librarian, principal, Director of an institution, Director of Knowledge Resource Centre, Director of Centre of Lifelong Learning and Extension, deputy or assistant librarian in the university, college librarian, Director or instructor of physical education in any university department, conducted, affiliated or autonomous college, autonomous institution or department or recognized institution of the university;
- (q) "university" means any of the public universities mentioned in the Schedule and includes a cluster university within the meaning of sub-section (6) of section 3;
- (r) 'university area' means the area specified against the name of the university in the Schedule of the Act;
- (s) 'university Department' means a Department established and maintained by the university as prescribed by the Statutes;
- (t) 'university Grants Commission' means the University Grants Commission established under the University Grants Commission Act'1956;
- (u) 'university teacher' means a full-time teacher appointed by the University;

4. Objectives of the Academic 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 ensure that 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 audit will function as a monitoring and evaluation mechanism for quality academic programmes and administrative functioning and will play an important role in the development of the university departments/Institutions/ colleges.

5. Methodology to conduct academic audit:-

- (1) The Dy. Registrar / Assistant registrar of the college section as the case may be, shall invite online information from university departments / institutions / colleges and administrative sections as provided under section 117(1) of the Act in the prescribed proformas viz Annexure I - VII appended to this direction. The information provided should include the details as to teaching and non-teaching positions, teaching workload, faculty publications, 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 etc. 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 also 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 department/institution/college should submit all the documents online such as feedback forms collected from students and other stakeholders on curricular developments, infrastructural facilities and performance of teachers for validation by 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 provided to students etc. Such list of documents to be submitted online is appended here with Annexure – VII and should also be kept ready for verification by visiting committee as provided under section 117(2) of the Maharashtra Public Universities Act, 2016.

- (2) List of the applicants shall be placed before the Board of Deans of the university which shall prepare the list of colleges /recognized institutions and university departments/ institutions/ conducted colleges to be audited by a academic audit committee at the university. The last date for submitting such applications online to the university shall be on or before last working day of July / December of the year. The college/institution should apply for

academic audit one academic year before the terminal year of continuation of affiliation/recognition, as the case may be.

- (3) The academic audit committee shall have equal number of internal and external evaluators/members. The size of the academic audit committee shall be decided depending on the number of faculties offered by the applicant college/institution. The academic audit committee shall be duly constituted by the Board of Deans consisting of minimum of 4 members. Out of these 4 members, 2 shall be the internal evaluators and 2 shall be the external evaluators. Out of these 2 internal evaluators, one shall not be below the rank of principal/professor and the other evaluator shall not be below the rank of Associate Professor. Similarly, other 2 external evaluators should be from outside university jurisdiction of which one shall not be below the rank of Principal/Professor and the other evaluator shall not be below the rank of Associate Professor.
- (4) The Board of Deans shall appoint one out of these members of the academic audit committee as its chair-person.

6. Functions of the academic audit committee:-

- (1) The academic audit committee shall verify the return reports and documents submitted by the concerned college/institution and award marks as per Annexure VIII-XI. On the basis of marks awarded by the academic audit committee, the grade shall be decided for the given college/institution / university department or university as a whole. The said grade shall be the proposed grade based on the verification of online submitted documents. This proposed grade shall be reported to the Pro-Vice-Chancellor for rectification by the visiting committee to be appointed by him as provided under section 17(2) of the Act.
- (2) The Pro-Vice-Chancellor shall constitute a committee for inspection of the given applicant college/institution as provided under section 117(2) of the Act keeping in view the number of faculties offered by the applicant college/institution. The recommendations regarding the grade by the committee shall be subject to the decision of the board of deans.
- (3) While constituting the above mentioned committee, the Pro-Vice-Chancellor shall take into consideration the panels recommended by the concerned Dean of the faculty, the Academic Council, the Senate and the Management Council.
- (4) The committee so appointed to cause inspection in the given university department / college, should expedite sufficient time, interact with teachers and students representative as well as administrative staff, check academic, administrative and other relevant documents/records as per Annexure-VII appended with this Direction and as per the provisions under section 108(1) of the Act.

The committee shall submit its report as per Annexure-VIII to XI to know whether the academic, administrative and other applicable norms were complied with or not.

- (5) Any member of such committee shall not visit more than 3 such applicant colleges/institutions.
- (6) Such committee shall recommend the appropriate grade to the Board of Deans and the Board of Deans shall finalize the appropriate grade to be awarded for granting continuation of affiliation/recognition.
- (7) Academic audit and physical verification of the college/institution by the committee shall be either in one year or two years or three years, as the case may be, depending upon the cessation of the continuation of affiliation/recognition of the college/institution respectively.

Process of academic audit and physical verification of the college/institution must be completed in the preceding year of the year of the cessation of continuation of affiliation/recognition.

However, college/institution having permanent affiliation/recognition granted by the university shall have to conduct academic audit within 3 years from the date of issuance of this Direction.

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 requisite fees as prescribed by the university from time to time through a demand draft in the name of Finance & Accounts Officer, Gondwana University, Gadchiroli or by cash on or before the last working day of July / December every year.
8. No member of the academic audit committee shall be the member of any visiting committee. The Board of Deans shall schedule, facilitate and support working of academic audit committees.
9. The quorum for the academic audit committee meetings 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.
10. 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.
11. 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.
12. The final awarded grade shall be communicated to the applicant college /

institution / department, along with the report of the academic audit committee and report of the visiting committee before the last working day of academic year.

13. The college / institution may apply for academic audit to improve the awarded grade. The procedure as specified in this Direction shall apply, mutatis mutandis, for the consideration of continuation of affiliation of the college or continuation of recognition of the institution.


(Dr. Namdeo V. Kalyankar)
Vice-Chancellor

Place: Gadchiroli

Date: 22.07.2019



**Academic audit for the continuation of affiliation to colleges
and continuation of recognition to institutions**

List of Annexures

- Annexure –I: (A) List of the Faculty (Regular)
- Annexure – I: (B) List of the Faculty (Contributory)
- Annexure – II: Category Wise Number of Non-Teaching/Supporting Staff
- Annexure – III: Departmental Workload Proforma
- Annexure - IV: Details of Publications with Citation Index and Impact Factor
- Annexure - V: Details of Participation of Faculty Members
- Annexure – VI: Co-Curricular and Extra-Curricular Activities
- Annexure – VII: List of attested documents to be submitted online and to be furnished before the Visiting Committee if deputed
- Annexure – VIII: Inspection Format for Academic Audit and Marking System for Evaluation of Academic & Infrastructural Facilities
- Annexure – IX: Section ‘A’: Academic Activities
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- Annexure – XI: Report of the Local Inspection / Gradation Committee



GONDWANA UNIVERSITY, GADCHIROLI

INFORMATION FOR THE ACADEMIC AUDIT

FOR THE ACADEMIC SESSION 20 - 20

NAME OF THE UNIVERSITY DEPARTMENT / COLLEGE / INSTITUTION:

Website Address:

I. GENERAL INFORMATION OF THE UNIVERSITY DEPARTMENT/COLLEGE:

1. Year of establishment of the University Department/College:

2. Name of present head of the University Department/College:

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(CHB) with their Designations, Qualifications, Fields of specialisations, years of experience etc)

Provide details as per Annexure I(A) and I(B)

4. Category wise number of Non-Teaching staff.

Provide details as per Annexure II.

5. Whether accredited/Re-accredited by NAAC/NBA: Yes/No

If Yes, Grade- Point Scale-

Date/Year of Accreditation-

6. Is the existing manpower (teaching and non-teaching) sufficient in terms of intake capacity and number of courses for the effective implementation of the given academic program/s?

If no, specify the deficiencies with proper justification:

II. ACADEMIC INFORMATION

- 1) Mission statement:
- 2) Specify goals set by the department/institution/college:
 - a) Short term-
 - b) Long-term
- 3) Specialisation offered by the department/institution/college:
- 4) Whether the department is covered under UGC-SAP-DRS/DSA/CAS/DST-FIST/CSIR?

Any other, please specify:

- 5) Current academic programs / specialisations offered in the department.

(A) Degree, Diploma and Certificate

Sr No	No of Courses offered by the department	Name of the course
1	UG	
2	PG Diploma	
3	PG Degree	
4	M Phil	

(B) Research Programmes

Sr No	No of Courses offered by the department	No of students
1	Ph D -Students receiving scholarship -Others	
2	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? If yes, give justification.

c) Whether the department/institution/college contemplates to start any new course?
(Specialisation/elective/diploma/certificate)

d) Whether the department/institution/college 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
UG	
PG Diploma	
PG-I	
PG-II	
M Phil	
Ph D	
Post Doctoral	
Add On Courses if any	

7)(b) Student Performance:

- Number of students admitted in previous academic year:
- Number of Drop-outs
 - Within four months of joining:
 - After four months of joining:
- Appeared for the examination:
- Number of students passed/percentage:
 - Passed in first class:
 - Ranks if any:
- Average percentage of attendance of the students in the department/institution/college:

7)(c) Specify the procedure for admission of students followed by the department / institution / college:

8) No of students enrolled in the department/institution/college according to the regions and countries:

	UG	PG	Ph D and 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 feedback about academics/co-curricular and extra-curricular activities at the department / institution / college:

(b) Student Council (provide details)

(c) Feedback of Industries regarding relevance of the curriculum:

10) Please specify any other course/seminar/workshops/conference/symposia conducted by the department/institution/college:

III. DETAILED WORKLOAD OF TEACHERS:

(a) Department/institution/college workload (provide information in the Annexure III):

(b) Working Hours of the department/institution/college along with copy of the time table:

(c) Total teaching days of the department/institution/college in the academic year:

IV. WORKING SPACE AVAILABLE FOR THE DEPARTMENT:

a) Geographic area of the department	In sq. mt.	
b) No of class rooms	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 item costing more than Rs 1 Lakh)

Name of the Instrument	Cost	Date of purchase	Working/non-working

Computers in the department	Working	
	Non-working	
Printers in the department	Working	
	Non-working	
Other printing accessories available in the department like scanners etc	Working	
	Non-working	
Whether the department has dedicated computer laboratory or shared or common	Provide details	
Whether the department provides free access to internet/wi-fi etc	Provide details	

1)(b) Department/institution/college central library:

Whether each department has internal library? Yes / No

Provide details for the particular academic session:

Details	Number	Amount
No of books purchased		
No of periodicals / journals subscribed		
Indian		
Foreign		
Others like e-journals, inflibnet etc		

VI. GRANTS RECEIVED FROM VARIOUS FUNDING AGENCIES BY THE DEPARTMENT/INSTITUTION/COLLEGE:

Funding Agency	Amount	Received	Academic Session	Description

VII. ACADEMIC ACHIEVEMENTS OF THE DEPARTMENT/INSTITUTION/COLLEGE:

1) PUBLICATIONS

Details	ACADEMIC SESSION	REMARKS
No of papers published in Foreign Journals (referred)		
No of papers published in Indian Journals (referred)		
Conference Proceedings		
Citation Index		
Impact Factor		
No of Books		
Other publications		
Details of unpublished works		
Patents		
Granted		
Filed		

*Note: Provide separately as **Annexure IV** giving details against Citation Index and Impact Factor.