GONDWANA UNIVERSITY, GADCHIROLI

Direction No. 18 of 2023

"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, 2023".

Whereas, the Maharashtra Public Universities Act, 2016 has come into force with effect from 1ˢᵗ March' 2017(hereinafter referred to as the "Act") and the same has been made applicable to the Gondwana University (hereinafter the "University");

AND

Whereas, under section 37(1)(j) of the Act it is the duty of the Board of Deans of the University 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 and further as per the provisions of section 37(1)(k) of the Act academic audit is also relevant for the purpose of continuation of affiliation and continuation of recognition of institutions;

AND

Whereas, as per the provisions of section 37(1)(j) of the Act an "academic audit committee" is required to be constitutedfor the purpose of conduct of academic audits of colleges, institutions and departments of the University;

AND

Whereas, the Board of Deans of the University in it's meeting held on 7-02-2019 resolved to establish a system of academic audit / inspection of university departments, institutions, and affiliated colleges of the University for the purpose of continuation of affiliation to colleges and continuation of recognition to institutions and has accordingly prepared the necessary proformas;

AND

Whereas, the Academic Council in its meeting held on 25-02-2019 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 and in its meeting held on 16-03-2019 considered the said Draft proformas of academic audit prepared by

the Board of Deans vide item no. 19 and recommended the same with suggestions/corrections to the Management Council for consideration and approval;

AND

Whereas, the Management Council in it's meeting held on 18-03-2019 considered the Procedure and 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, as per section 71(18) of the Act a Statute laying down norms for grant of affiliation s required to be made but since Statute making s a time consuming process to meet exigency of the University in granting continuation of affiliation to colleges and continuation of recognition of the institutions Directions were issued from time to time starting with Direction No. 16 of 2019 and since as per the proviso to section 12(8) of the Act the life of any Direction is six months only and presently no Direction on the subject matter in question is alive;

Now, therefore, I, Prof. Prashant Bokare, Vice-Chancellor, Gondwana University, Gadchiroli in exercise of the powers vested in me under Section 12(8) of the Act, 2016, do hereby issue the following Direction incorporating the provisions of the last lapsed Direction 5 of 2020 with suitable modifications :-

1. This Direction shall be called, **"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, 2023"**

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 32(3) of the Act;
   (b) 'Board of Deans' means the board constituted as per provision made under section 36(2) of the Act;

(c) "Chancellor" and "Vice-Chancellor" means, respectively, the Chancellor and the Vice-Chancellor of the University;

(d) '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;

(e) '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 as appointed from outside the Gondwana University jurisdiction;

(j) 'Internal Evaluator' means the person as appointed from within the Gondwana University jurisdiction;

(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 a teacher as defined in section 2(61) of the Act.

(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 section3 of the Act;

(r) 'university area' means the area specified against the name of the university in the Schedule of the Act;

(s) 'university Department'meansa Departmentestablishedand 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 teacher as defined in section 2(68) of the Act.

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. Procedure to conduct academic audit

(a) 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) 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.

(b) 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 with Annexure – VII and should also be kept ready for verification by visiting committee if deputed as provided under section 117(2) of the Maharashtra Public Universities Act, 2016.

(c) List of the applicants shall be placed before the Board of Deans of the university which shall prepare the list of colleges /recognized institution and university departments/ institutions/ conducted colleges to be audited by a academic committee at the university and recommend it accordingly to the Academic Council for consideration and approval. The last date for submitting such application online to the university shall be on or before last working day of July / December every year. The college/institution should apply for academic audit one academic year before the terminal year of continuation of affiliation, as the case may be.

5.A. Constitution of Audit Committee:-

i. For the purpose of this Direction the Board of Deans of the University shall constitute an "Academic Audit Committee". This committee shall comprise minimum four members. 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. From amongst the internal one shall not be below the rank of principal/professor and the other evaluator shall not be below the rank of associate professor. Similarly, from amongst the external evaluators, who should be from outside university jurisdiction, one shall not be below the rank of principal/professor and the other evaluator shall not be below the rank of Associate Professor.

ii. The Board of Deans shall appoint one of these even members of the academic audit committee as its chair-person.

6. Functions of the academic audit committee

(a) 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 and be awarded to the given college / institute / 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 117(2) of the Act.

(b) 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.

(c) 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.

(d) 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.

(e) Any member of such committee shall not visit more than 3 such applicantcolleges/institutions.

(f) Such committee shall recommend the revised grade to the Board of Deans and that the Board of Deans shall finalize the appropriate grade to be awarded for granting continuation of affiliation/recognition.

(g) 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.

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

(i) However colleges/institutions 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 ademand draftin the nameof 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 re-apply for academic audit to improvise 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 recognition of the institution.

Place: Gadchiroli
Date: 18|10|2023,

(Dr. Prashant Bokare)
Vice-Chancellor

GONDWANA UNIVERSITY, GADCHIROLI

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

List of Annexures

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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-accreditated 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 oversees 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.

2) Participation of faculty members in conferences/seminars/workshops/symposia/orientation programmes/refresher course. (Also provide details regarding presentation of papers, number

of special talks, number of guest lectures, number of key note address delivered etc as **Annexure V**):

i) Within India

ii) Abroad

3) National or State Awards/Honours conferred on faculty members:

4) Foreign assignments undertaken if any:

i) Academic

ii) Administrative

5) Indian assignments undertaken if any:

i) Academic

ii) Administrative

6) Organisation of academic activities such as workshops/seminars/conference/refresher course etc. (provide details as per **Annexure VI**):

7) Any other relevant details if any, please specify:

VIII. CONTRIBUTIONS TO RESEARCH:

(A) **Research Activities**:

i) Total no of recognised supervisors:

ii) Total no of research scholars (**Annexure VI**):

iii) Total no of Post-Doctoral Fellows:

iv) Total no of M Phil Scholars:

v) No of subjects in which recognition sought as research center:

(B) PROJECTS AND COLLABORATIONS:

Sr No	Projects and Collaborations	Academic Year	
		Department	Individual
1	No of projects undertaken/collaborations initiated		
2	Intra-Departmental projects undertaken		
3	Intra-Departmental programmes undertaken		
4	Industry-Institute-Interaction activities		

IX. Details of extension activities carried out in the university department/institution/college:

X. Details of collaboration, linkages, innovations and consultancy services carried out by the university department/institution/college:

XI. Extra-curricular activities (**Annexure VI**):

i) Participation in sports, games etc:

ii) Achievements:

iii) Any other, please specify:

XII. (i) Examination Results of the university department/institution/college during last academic year:

Sr. No.	Name of the course	No. of students appeared	Merit	Number of student's			
				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) Examination Reforms if any, adopted by the Univ. department/college?: ---------------------

XIII. PROBLEMS AND CONSTRAINTS FACED BY THE UNIVERSITY DEPARTMENT / INSTITUTION / COLLEGE IN ACHIEVING ACADEMIC OBJECTIVES:

XIV. Details regarding Add on courses and skill based courses

XV. Environmental and E-practices undertaken by the university department/institution/ college.

Date :   Signature of competent Authority

Place :   (NAME--------------------------)

ANNEXURE –I (A)

GONDWANA UNIVERSITY, GADCHIROLI

LIST OF THE FACULTY (Regular)

(20   -20   )

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

Date :

Place :

Signature H.O.D.

(NAME--------------------------)

ANNEXURE – 1 (B)

GONDWANA UNIVERSITY, GADCHIROLI

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 H.O.D.

(NAME--------------------------)

ANNEXURE – II

GONDWANA UNIVERSITY, GADCHIROLI

CATEGORY WISE NUMBER OF NON-TEACHING/SUPPORTING STAFF

(20   -20   )

Sr. No.	NON-TEACHNING (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 :

Place :

Signature H.O.D.

(NAME--------------------------)

ANNEXURE – III

DEPARTMENTAL WORKLOAD PROFORMA

ACADEMIC YEAR: (20   -20   )

NAME OF THE DEPARTMENT :--

Sr. No.	Name of the Teacher Designation	Subject	Class	Teaching	Tutorials/Pro0jects	Laboratory work	Total Work load

Total work-load of the Department :---

Work-load of the regular Teachers :---

Work-load of the contributory Teachers :---

Date :

Place :

Signature H.O.D.

(NAME---------------------------)

ANNEXURE IV

Details of Publications with Citation Index and Impact Factor

Details of Participation of faculty members

ANNEXURE – VI

GONDWANA UNIVERSITY, GADCHIROLI

CO-CURRICULAR AND EXTRA-CURRICULUR ACTIVITIES

ACADEMIC YEAR: (20   -20   )

Sr. No.	Name of the Teacher	No. of Students Registered for Ph.D.	Extra-curricular activities/Organization of Events	Seminar / Conference / Workshop & Research Projects	others
1	2	3	4	5	6

Date :

Place :

Signature H.O.D.

(NAME--------------------------)

Annexure VII

(Attested Photocopies to be attached with the Inspection Committee Report)

The following documents are to be furnished before the committee:

1. Letter of University regarding College inspection U/S 37(1) (j) and (k) of the Maharashtra Public Universities Act, 2016.
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/Courses offered.
5. List of CDC, Governing Body Members, Student council, and other statutory/desired committees
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 Acknowledgement 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 applicable
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 / Re-accreditation Letter
20. Copy of College recognition under 2 (F)& 12 (B)of UGC, New Delhi
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 fees in the 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. Academic excellence of students
26. Special merit shown in Sports / Athletics events
27. Special merit shown in cultural events
28. NOC from Development Cell of the university regarding submission of college information for annual report of the university.
29. Any other relevant information which the committee may be desirous of in particular.

GONDWANA UNIVERSITY, GADCHIROLI
M.I.D.C. ROAD COMPLEX, GADCHIROLI – 442 605 (M.S.)

Inspection Report of College & Recognized Institution
Under Section 37(j) and (k) of Maharashtra Public Universities Act'2016

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

Grading System Adopted:

Grade A: 75 % and above

Grade B: Between 55 % to 74.99 %

Grade C: Between 40 % to 54.99 %

Grade D: Less than 40 % (Not up to the mark)

Total Points: 400

Points Secured:

Grade Secured:

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/yyyy)

    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 2f & 12 B?(If Yes, Give details) :

                                       Yes / No :

        Letter No   : _____

        Date   : _____

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

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

vii. Whether College Development Committee formed

(Attach Separate Sheet):_____   Yes / No : ☐

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

    Whether Affiliated / Permanent Affiliated / Autonomous College? Yes / No: ☐

ix. Streams / Faculties   : _____

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

If Yes, Grade with CGPA : _____   Year : _____

LOI submission dates if any _____   Yes / No :   ☐

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

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

xiii. State the vision, mission and objectives of the institution (Attach Separate Sheet): ____

Yes / No :   ☐

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

_____

(Central Govt. Level / State Govt. Level / University Level)   Yes / No: ☐

Particulars of Principal   :

1) Name   : _____
2) Academic Qualification
   (With Specialization)   : _____
3) Details of Experience   : _____
   a) Teaching   : _____
   b) Administrative
4) Date of Appointment of regular Principal: _____ Yes/No: ☐
   a) Institution order No   : _____
   b) University Approval   : _____
5) Awards / Prizes if any   : _____
6) NAAC Accreditation under the existing Principal regime?

(Central Govt. / State Govt. / University Level)   Yes / No :   ☐

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 threeYears): _____

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 :   ☐

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

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

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

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

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

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

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

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

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

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

Yes/No: ☐

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)						

6.Students admission details of last three Years : As per intake Capacity & reservation policy

(Attach separate Sheet for each programme)

Yes/No: ☐

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 results (Class wise /Division wise / Subject wise)

Details for last three Years:

Overall Result of the university department/institution/college (Any one of the following):

1. < 40%   Yes / No :   ☐

2. > 40% &<= 50%   Yes / No :   ☐

3. > 50% &<= 60%   Yes / No :   ☐

4. > 60% &<= 70%   Yes / No :   ☐

5. > 70% &<= 80%   Yes / No :   ☐

Give detailed information in the format given below: (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	Pass with First Class																		
	Pass with Second Class																		
	Pass Class																		
	Merit if any																		
04	ATKT																		
05	Fail																		
06	% Passing																		
07	Drop-out rate																		

7(a) Number of academic merits in last 3 years (UG, PG & Diploma courses of the college)

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

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) ☐

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) ☐

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

12. College linkages network and interact with beneficiaries such as industry, research bodies and the

university in effective operationalization of the curriculum (Give details) : Yes/No

☐

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)
Yes/No
☐

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 : ☐

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, NME-ICT, Open Educational Resources, Mobile Education): Yes / No : ☐

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 : ☐

17. Does the institute monitor and evaluates the quality of teaching learning? (Give detail) :
Yes / No : ☐

18. a) No. of Class rooms (Adequate No.) Yes / No : ☐
b) No. of Laboratories – Subject wise: Yes / No : ☐

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

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

Yes / No : ☐

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

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

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

20. No. of recognized Ph.D. Guides in the College (Give names, subjects & period of recognition)
(Give detail) : Yes/No
☐

21. List of students registered for M. Phil & Ph.D. (only college teaching faculty)
(Give details for the last 3 years): Yes/No
☐

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

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

    a)   With Industry :   Yes /No :   ☐

Name of the Industry	Purpose	Duration / Period

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

Name of the University / College	Purpose	Duration / Period

    c)   With Research Institute :   Yes / No :   ☐

Name of the University / College	Purpose	Duration / Period

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

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

25. 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)								

Yes/NO   ☐

26. 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)

Yes/No

27. 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 Yes/No

National Level Yes/No

State Level / Regional Level Yes/No

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

29. Fulfillment of Exam duties at Universities by the teacher –

Yes/No

30. No. of Major sports / cultural events organized

Yes/No

31. Involvement in Innovative / Community Service/Student development through NSS, NCC, Student Welfare Programmes (provide details), Interaction with Industry, Other Colleges / Institutes, NGO's etc.   Yes/No

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

Yes / No :

33. Details of Honours /Awards /Prizes received to college / Teaching faculty/ nonteaching Staff:

Yes/No

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

Yes / No :

35. Whether any case launched against College / teaching faculty regarding Examination malpractices?   Yes / No :

36. Healthy practices adopted by the college in administration, teaching or other academic areas :(give list of the activities)(1 Mark per activity)   Yes / No :

Annexure X

Section 'B': Infrastructural Facilities

1. Details of Academic building :

a) Total undisputed ownership and possession of land measuring Area:_____

(As per norm) Yes / No : ☐

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

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

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

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

(a) Infrastructural facilities ☐

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.:

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 Audio-Video
   • Smart Board
   • Multimedia

m) Auditorium:

b)Extra – curricular activities – ☐

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: ☐

(1) Total number of books: __ (minimum 6000) a) Arts:__ b) Commerce: __c) Science __

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

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

(4) No. of 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) Teaching staff visiting register
     maintained:___

(23) Weekly percentage of visiting staff:___

(24) Other – student teacher library if any:___

(25) Physical verification of stock register:___

(26) Books purchased in current year:_____

(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 :**

 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 Proforma maintained ? :
 6. Do teachers follow the code of conduct?
 7. Are approved teachers appointed in case of 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 automation (with details of Software)   Yes/No
 b. I)Recruitments as per Govt. norms :
 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 :**

 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 :

 1. Constitution of Grievance Committee   :
 2. Ragging Committee   :
 3. Committee for the Prevention of sexual harassment
 (VISHAKHA)
 4. Committee for Prevention of Sexual harassment   :
 5. Students council   :
 6. Alumni association   :
 7. Parent Teacher Meet   :

7) **Financial Details:**

 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 (Coursed run without Government grants) :

d) Consultancy Services (Consultancy to Industry, Agriculture, Business etc) :

(Attaché Separate sheet in following format)

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

8. Does your College pay annual fees to the University regularly ?

(Attach photo copies of last three years receipts received from the University) (Last three year)

Yes / No :

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

Yes / No :

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					

10. Computer facilities and ICT Infrastructure:

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 Matrix / LASER)	
06	Internet facility(Dial-up/ Broadband/Wi-fi)	
07	UPS,LCD,TV if any	
08	Smart Class rooms	

11. Information for Annual Report of the University submitted: Yes / No : ☐

If yes, provide acknowledgement obtained from development cell of the University.

12. State any other relevant highlighted information about the college :

Yes / No : ☐

Report to be signed for Submission by

President of CDC   Principal & Secretary of CDC

GONDWANA UNIVERSITY, GADCHIROLI

Report of the Local Inspection/Gradation Committee

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

Name of the College/Institution/Department:

Date of previous Affiliation/Recognition:

Sr No	Particulars	Weightage (w) Maximum Score	Score Obtained	Remarks
1	College Information	50		
2	Academic Activities	217		
3	Infrastructural Facilities	133		
	Total	**400**		

Note:

1) Analysis based on information and proofs submitted by the college / institution / university department and the information included in the given report.

2) For awarding overall grading to the colleges/institution/university department, following marking/grading system is adapted.

Grade Secured   **Recommended period of affiliation**

Grade A: >= 75 %   **For 3 years**

Grade B: >= 55 % and < 75 %   **For 2 years**

Grade C: > =40 % and < 55 %   **For 1 year**

Grade D: < 40 %   **Not recommended**

The committee hereby declare and recommend that the given college / institution / university department has secured Grade___ and hence as per the table given above, recommended for affiliation period of___ year/s.

Signatures

Chairman

Member   Member   Member

Date: Place: