Punyashlok Ahilyadevi Holkar Solapur University, Solapur [Maharashtra]

Academic, Research and Development Section

Certificate of Academic and Administrative Audit (AAA)

This is to certify that, as per the Maharashtra Public Universities Act 2016, u/s 117 (2) and the recommendation of Academic and Administrative Audit (AAA) Committee,

Shri Shivaji Mahavidyalaya, Barshi college has secured **366** out of **400**, **91.50%** with 'A' Grade.

This AAA Certificate is valid for three years from the date of Assessment and Audit.

Date : Feb. 2023

Prof. Dr. Rajesh D. Gadewar
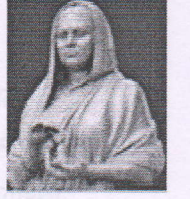Pro-Vice-Chancellor

Dr. Mrunalini Fadnavis
Vice-Chancellor

शैक्षणिक, संशोधन आणि विकास (संलग्नता विभाग) विस्तारीत क्रमांक : १२२

जा. क्र.: पुअहोसोविसो/संलग्नता/२०२२/4337

दिनांक : 10 JUN 2022

प्रति,

१	प्राचार्य डॉ. एस. डी. नवले एन. बी. एन.कॉलेज ऑफ इंजिनिअरिंग केगांव, सोलापूर मो. नं. ९२२४३५०१२१	अध्यक्ष
२	डॉ. संतोष राजगुरु आर्टस अॅन्ड कॉमर्स कॉलेज, माढा, ता. माढा, जि. सोलापूर ४१३२०९ मो. नं. ९८२२८७०७४२	सदस्य
३	डॉ. डी. के गायकवाड संचालक, डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, उपकेंद्र, उस्मानाबाद मो. नं.८६६८५०७६८०	सदस्य
४	प्राचार्य डॉ. जयसिंग देशमुख रामकृष्ण परमहंस महाविद्यालय, विद्यानगर, ताबरी विभाग, बार्शी रोड, उस्मानाबाद ४१३५०१ मो. नं.९४२३२६९८३२	सदस्य

विषय : महाविद्यालयाचा किंवा मान्यता प्राप्त परिसंस्थेचा विद्याविषयक दर्जा व विद्याविषयक प्रशासनाचा दर्जा (Academic and Administrative Audit) ठरवून अहवाल सादर करण्याबाबत.

संदर्भ : विद्यापीठाचे परिपत्रक क्र. पुअहोसोविसो/संलग्नता/२०२१/९११७३, दिनांक १६/०१२/२०२१

महोदय/महोदया,

उपरोक्त विषयास अनुसरुन आपणास कळविण्यात येते की, शैक्षणिक वर्ष २०१७-१८, २०१८-१९, व २०१९-२० या वर्षाचे प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांचे विद्याविषयक दर्जा व विद्याविषयक प्रशासनाचा दर्जा (Academic and Administrative Audit) करण्याचे ठरविले असून, सदरबाबत खालील महाविद्यालयाची तपासणी करुन सविस्तर अहवाल सादर करण्यासाठी महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ कलम ११७ (२) नुसार वरीलप्रमाणे आपले नामनिर्देशन झाले आहे. त्याबद्दल आपले हार्दिक अभिनंदन!

अ. क्र.	महाविद्यालयाचे नाव, पत्ता व फोन नंबर	समितीने महाविद्यालयास भेट देण्याची तारीख
१	श्री. शिवाजी महाविद्यालय, बार्शी, ता. बार्शी, जि. सोलापूर ४१३४०१ मो. नं. ९८२२५१६७२६	संबंधित महाविद्यालयाच्या प्राचार्यांनी समिती अध्यक्ष यांचेशी संपर्क साधून भेटीची तारीख घ्यावी व समिती अध्यक्षांनी समिती सदस्यांशी संपर्क साधून महाविद्यालयास भेट देऊन अहवाल दि. १५/०६/२०२२ पर्यंत या कार्यालयास सादर करावा.

२) काही अपरिहार्य कारणास्तव जर एखादया समिती अध्यक्ष/सदस्यास सदरच्या समितीवर कामे करणे अशक्य असेल, तर त्यांनी त्वरित उपकुलसचिव, शैक्षणिक, संशोधन व विकास विभाग यांना लेखी कळवावे. त्यानंतर विद्यापीठ प्रशासनाकडून पर्यायी अध्यक्ष/सदस्यांची नियुक्ती करण्यात येईल.
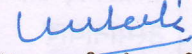
३) महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ मधील तरतूद, महाविद्यालयाची तपासणी सूची व गुणदान पध्दतीचा नमूना महाविद्यालयाने भेटीच्या वेळी उपलब्ध करुन देणार आहे.

अ) समितीने महाविद्यालयाची तपासणी केल्यानंतर अहवालामध्ये सर्व बाबी सुस्पष्टपणे नमूद करावे.

ब) महाविद्यालयाने उपलब्ध करुन दिलेल्या तपासणी सूची व गुणदान पधदतीच्या नमून्याप्रमाणे महाविद्यालयाची तपासणी करुन समितीने आपला अहवाल सादर करावायाचा आहे. (महाविद्यालयाकरिता सदरचा तपासणी सूची व गुणदान अहवालचा नमूना प्रस्तुत विद्यापीठाच्या su.digitaluniversity.ac.in व sus.ac.in या संकेतस्थळावर Academic Research & Development - Affiliation या मथळयाखाली उपलब्ध आहे).

क) समितीच्या अध्यक्ष/सदस्यांनी TA/DA संबंधित महाविद्यालयाकडून घ्यावा.

आपला विश्वासू,

(डॉ. यु. व्ही. मेटकरी)
उपकुलसचिव
शैक्षणिक संशोधन आणि विकास

प्रत : मा. प्राचार्य, श्री. शिवाजी महाविद्यालय, बार्शी, ता. बार्शी, जि. सोलापूर

२/- महाविद्यालयाला या पत्राची प्रत देवून कळविण्यात येते की, शैक्षणिक वर्ष २०१७-१८, २०१८-१९, व २०१९-२० या वर्षाचे प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांचे विद्याविषयक दर्जा व विद्याविषयक प्रशासनाचा दर्जा (Academic and Administrative Audit) करण्याचे ठरविले असून, त्याअनुषंगाने आपल्या महाविद्यालयाची तपासणी करुन सविस्तर अहवाल सादर करण्यासाठी महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ कलम ११७ (२) नुसार विद्यापीठ प्रशासनाकडून उपरोक्त प्रमाणे समिती गठीत करण्यात आली आहे. सदरील समिती आपल्या महाविद्यालयाशी संपर्क करुन लवकरच भेट देणार आहे.

विद्याविषयक दर्जा व विद्याविषयक प्रशासनाचा दर्जा (Academic and Administrative Audit) बाबतचा महाविद्यालयाची **तपासणी सूची व गुणदान अहवालाचा नमूना प्रस्तुत विद्यापीठाच्या su.digitaluniversity.ac - व sus.ac.in या संकेतस्थळावर Academic Research & Development व Affiliation या मथळयाखाली उपलब्ध आहे.** सदरचा तपासणी सूची व गुणदान अहवालाचा नमूना समितीस उपलब्ध करुन दयावा, **त्याचप्रमाणे समिती अध्यक्ष/सदस्यास महाविद्यालयाकडून TA/DA आदा करण्यात यावा.**

पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर
Punyashlok Ahilyadevi Holkar Solapur University, Solapur
केगाव, सोलापूर - ४१३ २५५, महाराष्ट्र (भारत)

दूरध्वनी क्र.०२१७-२७४४७७१/ ७२/ ७३/७४ (११ लाईन्स), फॅक्स : ०२१७-२३५१३००
संकेतस्थळ: http://su.digitaluniversity.ac.in, ई-मेल: affiliation@sus.ac.in
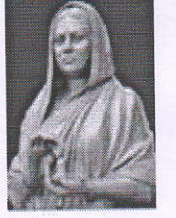
| शैक्षणिक, संशोधन आणि विकास (संलग्नता विभाग) विस्तारीत क्रमांक : १२२ |

परिपत्रक

प्रस्तुत विद्यापीठाशी सर्व संलग्नित महाविद्यालयांना या परिपत्रकान्वये कळविण्यात येते की, महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ कलम ११७ मधील तरतुदीनुसार संलग्नित महाविद्यालये / मान्यताप्राप्त परिसंस्था, महाविद्यालयाचा किंवा मान्यताप्राप्त परिसंस्थेचा विद्याविषयक दर्जा व विद्याविषयक प्रशासनाचा दर्जा (Academic & Administrative Audit) याची प्रत्येक तीन वर्षातून एकदा तपासणी करणे आवश्यक असल्याने त्यासंदर्भात महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ कलम ११७ (२) मधील तरतुदीनुसार समितीचे गठण करण्यात येत आहेत. सदर समित्या या निर्धारित कार्यक्रमानुसार त्यांना निर्धारित केलेल्या महाविद्यालयाची तपासणी करणेकामी विविध महाविद्यालयास माहे जानेवारी, २०२२ मध्ये भेट देणार आहेत.

यास्तव सर्व संलग्नित महाविद्यालयांना सूचित करण्यात येते की, महाविद्यालयांनी महाविद्यालयाचा किंवा मान्यताप्राप्त परिसंस्थेचा विद्याविषयक दर्जा व विद्याविषयक प्रशासनाचा दर्जा (Academic & Administrative Audit) करिता आवश्यक ती तयारी करावी.

जा. क्र. : पुअहोसोविसो/संलग्नता/२०२१/ 9173

दिनांक : 16 DEC 2021

सोबत : तपासणी सूची व गुणदान अहवालाचा नमूना जोडला आहे.

(डॉ. उ. वि. मेटकरी)
उपकुलसचिव, संलग्नता विभाग
शैक्षणिक, संशोधन आणि विकास

प्रति
मा. प्राचार्य/सचिव, सर्व संलग्नित महाविद्यालये,
पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर

प्रत माहितीस्तव : १) मा. अ. म. बाविस्कर, उपसचिव, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई.
२) मा. शिक्षण संचालक, उच्च शिक्षण संचालनालय, महाराष्ट्र राज्य, मध्यवर्ती इमारत, पुणे.
३) मा. विभागीय सहसंचालक, उच्च शिक्षण, सोलापूर विभाग, सोलापूर.

PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR (MS)
Inspection of college and recognized institution
Academic and Administration Audit (AAA) Report

FOR
THE COLLEGE/RECOGNISED INSTITUTION UNDER THE FACULTY OF ARTS/SCIENCE/COMMERCE
As per Maharashtra Public Universities Act 2016

(Mah. Act No. VI of 2017 u/s 117)

Performa for Academic and Administrative Audit of Colleges

Duration of Academic and Administrative Audit

_____ to _____

Name of the College

_____

_____

Note:

1. Academic and Administrative Audit format for affiliated colleges is available on university website https://su.digitaluniversity.ac/ for download.

2. The Principal of the college is required to submit all details to justify the remarks mentioned under Criteria 1 to 6.

3. All information should be in prescribed format with all supporting documents should be submitted for last three years in year wise manner as *Annexure*.

4. A duly completed format should be made available both in hard copy and electronic copy to the committee.

5. It is mandatory to display the audit report in the college website.

College Profile

1. **Name of the College:**

   ……..

   I. Address: ………..

   ……….

   II. Year of establishment: ………

   III. Telephone: with STD code: ……………………………………

   IV. Fax: …………………………………….

   V. E mail ID   : ……

   VI. Website Address: …….

   VII. Status of University affiliation: Permanent / One year / Two year / Three year

   VIII. UGC 2f recognition: Yes / No

   IX. UGC 12b recognition: Yes / No

   X. If applicable AICTE/DCI/PCI (other than UGC) approval: Yes / No

   XI. Source of Funding: Grant-in-Aid /Non granted/Permanently non-granted

   XII. Type of Institute/College: Women's/ Co-Education

   XIII. Recognized Institution with Minority Status: Yes/ No

   XIV. If Yes, Linguistic/Religious or any other: _____

   XV. Autonomous status: Yes / No

   XVI. If No, Applied for Autonomous: Yes / No

   XVII. Is the College recognized by the UGC as a College with

   Potential for Excellence (CPE)   **Yes / No**

   XVIII. By Shift: Regular/ Day/ Evening

   XIX. Location: Urban/Rural/Hilly area

   XX. Programs taught in the college under the faculty: 1. Arts
   2. Science
   3. Commerce

   Status of NAAC Accreditation:

Cycle	Period		Grade	CGPA
	From	**To**		
Cycle 1				
Cycle 2				
Cycle 3				
Cycle 4				

2. **Name of the Trust/Society:** …………………………………………………………………………………………………….

   Address: …….

   ………

   Year of establishment: ……

   Telephone: with STD/ code: ………………………….   Fax: ……………………………………

3. **For Communication:**

   a) Name of the Principal   :

      Mobile No.   :

      Telephone   :

      Emailid   :

      Fax   :

   b) Name of the VicePrincipal   :

      Mobile No.   :

      Telephone   :

      Emailid   :

   c) Name of the IQAC Coordinator:

      Mobile No.   :

      Telephone   :

      Email id   :

   d)   Name of the Registrar / O.S.   :

      Mobile No.   :

      Telephone   :

      Email id   :

4. a. No. of UG departments: Aided: unaided:

   b. No. of PG departments: Aided: unaided:

   c. No. of Recognized research centers:

   d. No. of certificate courses: University affiliated   _____

                                             Non affiliated run by college's _____

   e. No. Diploma courses (1 year):_____

5. Details of Student enrolled

Level	Faculty	Class	Sanctioned intake capacity	Actual enrollment			
				Male	Female	Total Strength	Sub Total
UG	Arts	B.A.- I					
		B.A. -II					
		B.A.- III					
	Science	B.Sc.-I					
		B.Sc.-II					
		B.Sc.-III					
		E.C.S.-I					
		E.C.S.-II					
		E.C.S.-III					
	Commerce	B.Com.-I					
		B.Com.-II					
		B.Com.-III					
		B. B.A.-I					
		B. B.A.-II					
		B. B.A.-III					
		B. C.A.I					
		B. C.A.II					
		B. C.A.III					
PG (Subject wise)	Arts	M.A.-I					
		M.A.-II					
	Science	M.Sc.-I					
		M.Sc.-II					
	Commerce	M.Com.-I					
		M.Com.-II					
M Phil	Arts						
	Science						
	Commerce						
Ph.D	Arts						
	Science						
	Commerce						
MBA/ MCA / MCS / Diploma if any							
Grand Total							

Criteria-I: Governance and Policy Marking   (25marks)

Sr.No.	Criteria	Observation	Mark √	Marks Allotted	Marks Obtained	Remarks
1.	CDC In place	Yes		1		
		No		0		
2.	Whether two meeting were conducted during last year or not? (1 mark per year)	Yes		3		
		No		0		
3.	Officers addressing RTI issues	Yes		1		
		No		0		
4.	Admission Committee	Yes		1		
		No		0		
5.	Anti-ragging Committee	Yes		1		
		No		0		
6.	Sexual Harassment Prevention Committee / ICC/ Vishakha	Yes		1		
		No		0		
7.	Scholarships monitoring committee	Yes		1		
		No		0		
8.	Special Cell/Standing Committee	Yes		1		
		No		0		
9.	Redressal Committee	Yes		1		
		No		0		
10.	Purchase Committee	Yes		1		
		No		0		
11.	Student Council	Yes		1		
		No		0		
12.	Library Committee	Yes		1		
		No		0		
13.	Development fund Utilization Committee	Yes		1		
		No		0		
14.	Internal Examination Committee	Yes		1		
		No		0		
15.	Student Counseling Cell	Yes		1		
		No		0		
16.	Vision and mission	Yes		2		
		No		0		
17.	Internal Quality Assurance Cell	Yes		1		
		No		0		
18.	Whether the AQAR send regularly? (1 mark per year)	Yes		5		
		No		0		
	If Yes, details regarding submission of AQAR to NAAC (report submitted)					
	AQAR (i) ------- (DD / MM / YYYY)					
	AQAR (ii) ------- (DD / MM / YYYY)					
	AQAR (iii) ------- (DD / MM / YYYY)					
	AQAR (iv) ------- (DD / MM / YYYY)					
	AQAR (v) ------- (DD / MM / YYYY)					
Criteria – I	**Total Marks**			25		

Criteria-II: Infrastructure and Student Amenities   **(100 marks)**

Sr.No.	Criteria	Observation	Mark √	Marks Allotted	Marks Obtained	Remarks
1.	Total Undisputed ownership and possession of land measuring area (as per norms) Urban 03 Acre / Rural 05 Acre	Yes, as per norms		3		
		Less than norms		1		
2.	College building	Own		3		
		Rental		2		
3.	Built up area as per University/UGC norms	More or as per norms		3		
		75% of norms		2		
		Less than 075% of norms		1		
4.	Adequate well-furnished class rooms as per strength of College Required No: ……… Available No: ……….	Above 75%		2		
		Below 75%		1		
5.	No. of Laboratory as per university norms Required No.: ……… Available No.: ……….	Above 75%		3		
		50-75%		2		
		Below 50%		1		
6.	Adequacy of Laboratory equipment's as per curriculum	Above 80%		3		
		60-80%		2		
		Below 60%		1		
7.	Digital Class Rooms (1 mark for 3 digital class rooms) (Max marks - 3.)	Yes		3		
		No		0		
8.	Number of books added in the Library during last three years.	Above 500		3		
		250-500		2		
		Less than 250		1		
9.	National / International Journals subscribed (Hard copy/online)	Above 10		2		
		5-10		1		
		Below 5		0		
10.	Adequate space for library	Yes		1		
		No		0		
11.	Digital Library facility	Yes		1		
		No		0		

12.	Computer facilities with internet for staff and student in library	Yes		1	
		No		0	
13.	Book Bank facility	Yes		1	
		No		0	
14.	Inflibnet facility	Yes		1	
		no		0	
15.	Soul or any other library Software	Yes		1	
		No		0	
16.	Reading Room for student	Yes		1	
		No		0	
17.	Staff reading Room	Yes		1	
		No		0	
18.	Daily Library usage (% of students doing book transactions) out of total students daily	More than 20%		2	
		15% -20%		1	
		Less than 15%		0	
19.	Departmental library (1mark per dept. Library) (Max marks - 5.)	Yes		5	
		No		0	
20.	Principal Cabin with rest room	Yes		2	
		No		0	
21.	Girls Common Room	Yes		1	
		No		0	
22.	Boys Common Room	Yes		1	
		No		0	
23.	Well-furnished Staff room	Yes		1	
		No		0	
24.	Strong room	Yes		1	
		No		0	
25.	Store room/Chemical Store room	Yes		1	
		No		0	
26.	Gymkhana office	Yes		1	
		No		0	
27.	Play ground	Own		2	
		Rented		1	
28.	Indoor-Outdoor game facility	Yes		1	
		No		0	
29.	Gyam with equipment's	Yes		1	
		No		0	
30.	Swimming Tank	Yes		1	
		No		0	
31.	Administrative Block	Yes		1	
		No		0	
32.	Administrative Software (CMS or any other)	Yes		1	
		No		0	

33.	Auditorium / well-furnished seminar hall (1 mark per hall) (Max marks - 2.)	Yes		2	
		No		0	
34.	Museum / Commerce lab (1 mark per museum) (Max marks - 5.)	Yes		5	
		No		0	
35.	Botanical Garden	Yes		1	
		No		0	
36.	Girls hostel	Yes		1	
		No		0	
37.	Boys hostel	Yes		1	
		No		0	
38.	Principal Quarter Within campus/ Nearby College	Yes		1	
		No		0	
39.	Adequacy of Toilets for Girls	Yes		1	
		No		0	
40.	Adequacy of Toilets for boys	Yes		1	
		No		0	
41.	Reprographic facility	Yes		1	
		No		0	
		No		0	
42.	Lease line facility	Yes		2	
		No		0	
43.	Wi-Fi Facility	Yes		1	
		No		0	
44.	Virtual Classroom (1 mark per classroom) (Max marks - 4.)	Yes		4	
		No		0	
45.	Health care center – dispensary facility with first Aid	Yes		1	
		No		0	
46.	Career Guidance Cell	Yes		1	
		No		0	
47.	Competitive Exam Cell	Yes		1	
		NO		0	
48.	Placement cell	Yes		1	
		No		0	
49.	Teacher-Guardian Scheme	Yes		1	
		No		0	
50.	Group Insurance facility for students and staff	Yes		1	
		No		0	
51.	NSS facility	Yes		1	
		No		0	
52.	NCC facility	Yes		1	
		No		0	

53.	Student Complaint / Suggestion Box	Yes		1		
		No		0		
54.	Incubation center	Yes		1		
		No		0		
55.	Audio Visual Recording room	Yes		1		
		No		0		
56.						
57.	Provision of CCTV Surveillance	Yes		1		
		No		0		
58.	Cafeteria	Yes		1		
		No		0		
59.	Guest House	Yes		1		
		No		0		
60.	Bank / ATM in college campus	Yes		1		
		No		0		
61.	Post office in college campus	Yes		1		
		No		0		
62.	E-facility Center	Yes		1		
		No		0		
63.	Facilities for Differently abled student / Staff (Ramp / Wheel Chair/ Braille script / white cane etc)	Yes		1		
		No		0		
64.	Vending Machine	Yes		1		
		No		0		
65.	Parking for student and staff	Yes		1		
		No		0		
66.	Purifier Drinking water with RO system	Yes		1		
		No		0		
67.	Solar water heating system for hostels	Yes		1		
		No		0		
68.	Study tour organized during last three years	5 – 8		2		
		1 - 4		1		
		Nil		0		
Criteria – II II I	**Total Marks**			**100**		

Criteria-III: Management of Finance   **(30 marks)**

Sr.No.	Criteria	Observation	Mark √	Marks Allotted	Marks Obtained	Remarks
1.	Annual Budget	Yes		1		
		No		0		
2.	Execution of budget	Expenses As per budget		2		
		Less than budget		1		
3.	Receipt/Payment Account	Yes		1		
		No		0		
4.	Income/Expenditure	Yes		1		
		No		0		
5.	Balance sheet	Yes		1		
		No		0		
6.	Cash book	Yes		1		
		No		0		
7.	Ledger	Yes		1		
		No		0		
8.	Backward class scholarship record	Yes		1		
		No		0		
9.	Student Fees register	Yes		1		
		No		0		
10.	Dead Stock registers	Yes		1		
		No		0		
11.	Accession register	Yes		1		
		No		0		
12.	Audit report	Yes		1		
		No		0		
13.	Compliance of audit report	Above 90%		2		
		Less than 90%		1		
14.	Scholarships distributed in time to the concerned students	Yes		1		
		No		0		
15.	Whether the receipt of Gymkhana fees is fully utilized for the same	Yes		1		
		No		0		
16.	Whether the receipt of Student aid fund fees is fully utilized for the same	Yes		2		
		No		0		
17.	Funds from different bodies / Sources (Give details of last three years)	Yes		2		
		No		0		
18.	Generation of funds Through Consultancy	Yes		2		

	services (all) (attach separate sheet in following format)	No		0		
19.	Alumni Contribution	Above 5 lakh		5		
		4 – 5 lakh		4		
		3-4 lakh		3		
		1-3 lakh		2		
		Below 1 lakh		1		
		No		0		
20.	Earn and learn scheme fund distribution	Yes		2		
		No		0		
Criteria - III	**Total Marks**			**30**		

Criteria-IV: Administrative Criteria   **(50 marks)**

Sr.No.	Criteria	Observation	Mark √	Marks Allotted	Marks Obtained	Remarks
1.	Academic calendar	Yes		2		
		No		0		
2.	Administrative Calendar	Yes		1		
		No		0		
3.	Division of work	Yes		1		
		No		0		
4.	Teaching Plan	Yes		1		
		No		0		
5.	Office automation	Yes		3		
		No		0		
6.	Appointment letters issued to all teaching and non-teaching staff	Yes		2		
		No		0		
7.	Service book record of all staff is updated and maintained in duplicate.	Yes		2		
		No		0		
8.	Amount toward GPF/ CPF of staff is deposited with concerned office	Yes		2		
		No		0		
9.	Provision for gratuity of all staff is made by Govt./Institution	Yes		2		
		No		0		
10.	Amount of income tax and professional tax deposited regularly to the concern office	Yes		2		
		No		0		
11.	Whether the fees charged as per university & Govt.norms	Yes		2		
		No		0		
12.	Education level	UG, PG & Research		3		
		UG , PG		2		
		UG		1		
13.	Education Streams	Multi faculty		3		
		Two faculty		2		
		Single faculty		1		
14.	Total strength of the college	Above 2000		3		
		500-2000		2		
		Below 500		1		
15.	Whether student General register is maintained	Yes		1		
		No		0		

16.	Whether seniority list of teaching staff is maintained & updated	Yes		1		
		No		0		
17.	Whether seniority list of Non-teaching staff is maintained & updated	Yes		1		
		No		0		
18.	ISO Certification	Yes		2		
		No		0		
19.	NIRF Participation	Yes		2		
		No		0		
20.	Official subscription of LMS	Yes		3		
		No		0		
21.	Autonomous / CPE / Star College / DST-Fist	Yes		5		
		No		0		
22.	Whether SWOC analysis of college	Yes		2		
		No		0		
23.	Waste water management treatment Plant	Yes		2		
		No		0		
24.	Waste solid management (Vermi composting unit)	Yes		1		
		No		0		
25.	Rain water harvesting	Yes		1		
		No		0		
Criteria-IV IV	**Total Marks**			**50**		

Criteria-V: Academic Criteria   **(170 marks)**

Sr.No.	Criteria	Observation	Mark √	Marks Allotted	Marks Obtained	Remarks
A	**Accreditation Status**			**(5 Marks)**		
1.	Accreditation by NAAC	Reaccredited		5		
		Accredited		3		
		Applied		1		
		Not applied		0		
Criteria- V. (A) Accreditation Status		**Total**		**5**		
B	**Human Resource**			**(25 Marks)**		
1.	Principal	Regular		3		
		In charge (Approved)		1		
		In charge (Unapproved)		0		
2.	Physical Director	Regular		2		
		In charge (Unapproved)		0		
3.	Librarian	Regular		2		
		In-charge		0		
4.	Number of regular faculty appointed university approved as per workload Require: ………….. Appointed: …………	More than 80%		3		
		50%-80%		2		
		Less than 50%		1		
5.	Whether the post of Registrar/ Office Superintendent is approved/and filled?	Yes		1		
		No		0		
6.	Number of Approved Non-Teaching staff Post: ………….. Appointed: …………	More than 80%		3		
		50% - 80%		2		
		Less than 50%		1		
7.	Percentage of Teachers with Ph.D. qualification	Above 50%		3		
		25-50%		2		
		Below 25%		1		
		Nil		0		
8.	Percentage of Teachers with M.Phil/SET/NET qualification (Excluding Ph.D)	Above 40 %		4		
		31-40%		3		
		21-30%		2		
		Up to 20%		1		
		Nil		0		
9.	No. of Teaching staff appointed by management	Yes		2		
		No		0		
10.	Non-teaching staff	Yes		2		

	appointed or haired by out sourcing by management	No		0	
Criteria- V. (B) Human Resource		**Total**		**25**	
C	**Learning Resources**	**(10 Marks)**			
1.	No. of LCD projectors	More than 5		2	
		1-4		1	
		Nil		0	
2.	Faculties self-developed/ readymade PPT/ Flash presentations as a teaching aid	More than 50%		2	
		Less than 50%		1	
		Nil		0	
3.	Videos created by staff	More than 10		2	
		Less than 10		1	
		Nil		0	
4.	Book written by faculty	Yes		2	
		No		0	
5.	No. of computers available---- Computer Student ratio	1:20		2	
		Less than 1:20		1	
Criteria- V. (C) Learning Resources		**Total**		**10**	
D	**Curriculum Coverage**	**(15 Marks)**			
1.	Curriculum covered Following points should be taken into account. a. No. of lectures covered b. Theory subject lesson plan prepared and followed c. Field work / Industry Study tour/ Practical plan prepared and followed d. Student feedback about satisfactory coverage of curriculum	100%		10	
		75-100%		8	
		60-75%		5	
		Less than 60%		0	
2.	Attendance: Average attendance of theory, practical, and for all periodic tests theory and practical	Above 90%		3	
		75-90%		2	
		Below 75%		0	

3.	Assessment of students before university examination	Yes		2	
		No		0	
		Total		**15**	
Criteria- V. (D) Curriculum Coverage					
E	**Faculty and Student Development**			**(75 Marks)**	
1.	Major research Project completed or ongoing in last 3 years	Three or more		3	
		Two		2	
		One		1	
2.	Minor research project completed / ongoing in last 3 years	Four or more		2	
		Between 1-3		1	
		Nil		0	
3.	No. of research publications in National/International Journal listed in scopes /Web of science/ UGC CARE/ with ISSN Number during last three years	15 and more		5	
		10-14		4	
		Less than 10		2	
		Nil		0	
4.	Total Citations of the research publication by faculty	More than 500		10	
		300-500		5	
		100-300		2	
		Less than 100		1	
		Nil		0	
5.	No. of patents granted	More than 2		10	
		1-2		5	
		Nil		0	
6.	No. of presented papers in symposium/workshop/ conference/ seminar by faculty last 3 years	15 or more		4	
		Between 10-14		3	
		Less than 10		1	
		Nil		0	
7.	No. of consultancy services undertaken during last 3 years	6 or more		3	
		Between 1-6		2	
		Nil		0	
8.	Faculties contributed as resource persons at QIP/symposium/ workshop/ conference/ seminar in last 3 years	10 or More		3	
		Between 5-9		2	
		Less than 5		0	
9.	No. of participation in QIP/ symposium/ workshop/ conference /seminar of faculty in last 3 years	15 or more		3	
		Between 10-14		2	
		Below 10		0	
10.	No. of faculties deputed for improvement of	10% or more		3	
		Less than 10%		2	

	academic qualification during last 3 years	Nil		0	
11.	No. of QIP/symposium /Workshop/ conference/seminar organized at International /National/State/ Regional/University level in last 3 years	9 or more		5	
		Between 6-9		3	
		Between 1-6		2	
		Nil		0	
12.	Experts lectures organized in the college during last 3 years	12 or more		5	
		Between 10-12		4	
		Between 7-9		3	
		Between 4-6		2	
		Between 1-3		1	
		Nil		0	
13.	No. of faculties received International /National/State/ University level awards in last 3 years	3 or more		5	
		2		3	
		1		2	
		Nil		0	
14.	No. of personality Development programme organized for student in last three years	9 or more		5	
		Between 6-9		3	
		Between 1-3		2	
		Nil		0	
15.	COC/ value added / job oriented / skill development courses	University Affiliated		2	
		College Affiliated courses		1	
		No		0	
16.	PBAS data from last 3 years	Yes		2	
		No		0	
17.	Student Mentor-Mentee Scheme	Yes		1	
		No		0	
18.	Earn while learn scheme	Yes		1	
		No		0	
19.	Institutional Scholarship for student	Yes		2	
		No		0	
20.	Staff Welfare Scheme	Yes		1	
		No		0	
Criteria- V. (E) Faculty and Student Development		**Total**		**75**	
F	**Result and Placements (30 Marks)**				
1.	No. of students in University merit list in final year in last three years	3 or more		3	
		2		2	
		1		1	

		Nil		0		
2.	No. of students passed in first class and above in final year	Above 60%		2		
		Between30-60%		1		
		Below 30%		0		
3.	Average result of final year of last 3 years	Above 90%		3		
		Between 75-90%		2		
		Between 60-75%		1		
		Less than 60%		0		
4.	Campus placement of final year students during last 3 years	Yes		3		
		No		0		
5.	Students going for higher education during last 3 years	Above 50%		4		
		Between 25%-50%		2		
		Below 20%		1		
6.	Faculty recognition for guiding research (M.Phil / Ph.D.)	More than 25%		5		
		10-25 %		3		
		1-10 %		1		
		Nil		0		
7.	Awards and recognition received for extension activities during last three years by the college	Yes		2		
		No		0		
8.	Awards and recognition received for extension activities during last three years by the faculty	Yes		2		
		No		0		
9.	Awards and recognition received for extension activities during last three years by the student	Yes		2		
		No		0		
10.	Special Merit shown in cultural events by students	Yes		2		
		No		0		
11.	Special Merit shown in	Yes		2		

	NSS / NCC Students	No		0		
Criteria- V. (F) Result and Placements		**Total**		**30**		
G	**Extracurricular Activities**			**(10 Marks)**		
1.	Sports competition organized at National/State level in last 3 years	Yes		2		
		No		0		
2.	Organization of state level Quiz/Elocution competition in last three years	Yes		2		
		No		0		
3.	Organization of Youth festival at University level events during last 3 years	Yes		2		
		No		0		
4.	Organization of NCC/NSS camp at district level during last 3 years	Yes		2		
		No		0		
5.	Organization of Inter zonal/Zonal sports competitions during last 3 years	Yes		2		
		No		0		
Criteria- V. (G) Extracurricular Activities		**Total**		**10**		
Criteria- V	**A+B+C+D+E+F+G Total Marks**			**170**		

Criteria-VI: Socio – Economic Criteria   **(25 marks)**

Sr.No.	Criteria	Observation	Mark	Marks Allotted	Marks Obtained	Remarks
1.	Whether alumni association	Registered		5		
		Unregistered		2		
		Not existing		0		
2.	Alumni meet organized once in a year?	Yes		2		
		No		0		
3.	Contribution of Alumni in development of college (Expert lectures/ Placements/ Funding/ Sponsorship etc.)	Multiple activities		2		
		Single activity		1		
		No activity		0		
4.	No. of MOU / linkages with Industry, Government, NGO or any other organization	3 or more		4		
		Between 1-2		2		
		Nil		0		
5.	Blood donation camp organized during last 3 years	2 or more		2		
		1		1		
		Nil		0		
6.	No. of programmers organized for environmental awareness	3		3		
		2		2		
		1		1		
		Nil		0		
8.	Energy Audit	Yes		1		
		No		0		
9	Green Audit	Yes		1		
		No		0		
10.	Gender Audit	Yes		1		
		No		0		
11.	Renewable Power resources (Solar/ wind/ biogas or any other)	Yes		2		
		No		0		
12.	Power Generators	Yes		2		
		No		0		
Criteria - VI	**Total Marks**			**25**		

Declaration by the Principal of the Institute:

I certify that the data included in this Academic Administrative Audit Report (AAR) are true to the best of my knowledge.

This AAR is prepared by the College / Intuition after internal discussions, and no part thereof has been outsourced.

I am aware that the AAR peer team will validate the information provided in this AAR during the peer team visit.

Place:
Date:

Coordinator AAA   **Principal of the college**

Seal

Please provide details for the last Three years in year wise manner of the following

Details of Teaching Faculty

Sr.No	Name	Designation	Qualification with specialization	Teaching Experience	Date of Joining the College / Institution	Pay Band	No. of Ph.D./ M.Phil. students guided for the last 3 years

Details of Projects undertaken by the Teachers (Last 3 years)

Principal Investigator	Title of the project	Type of the project Research/ Development / Consultancy	Agency	Duration	Amount	Status

Research papers (Last 3 years)

Sr. No.	Name of Teacher	No. of Publications	Citations (Google Scholar / Scopus / Web of Science)	h-index

Sr. No.	Name of Teacher	Title of the research paper	Name of the journal / volume / page number/ year	Impact factor

Seminars/ Conferences/Workshops organized (Last 3 years)

Sr.No	Name of Conference/ Seminars / Workshops	International / National / State / University / Local	Year

Awards / recognitions received at the national and international level by Teachers/students

Sr.No	Name of Faculty	Name of award	Awarding agency	International / National / State / University / Local	Year

List of Co - Curricular activities (Last 3 years):-

Sr.No	Name of Activity	Date

List of Extracurricular activities (Last 3 years):-

Sr.No	Name of Activity	Date

Date:

To,
The Pro Vice Chancellor,
PAH Solapur University,
Solapur

Subject: Submission of Report of Academic and Administrative Audit (AAA)

Ref:

Respected Sir,

As per the above cited reference regarding of the Academic and Administrative Audit (AAA) of the

(College Name)_____ .

The committee visited the College/ Institution on (DAY) _____ (Date) _____.Herewith I am

submitting Report along with the documents received from the Concern College / Institution.

Kindly accept the Report and acknowledge the same.

Thanking you

Yours faithfully,

Chairman
(Name)
Academic Administration
Audit Report Committee

Enclosure: Academic and Administration audit report

Academic and Administration audit report
(To be submitted by the chairman)

Name of the college: _____

Date of visit: _____

1. **Name of Academic and Administration audit committee members:**

Sr.No.	Name and address	Designation	Mobile No.	Email id
1.		Chairman		
2.		Member		
3.		Member		
4.		Member		

2. **Members who interacted with the committee:**

Sr.No.	Member	Name	Remarks
1.	Principal		
2.	Management representative		
3.	CDC members		
4.	Teaching staff		
5.	Non-teaching staff		
6.	Student council		

SUMMARY OF MARK DISTRIBUTION FOR INSPECTION

Sr.No.	Criteria	Allotted marks	Marks obtained
1.	**Governance and Policy Making**	**25**	
2.	**Infrastructure and Student Amenities**	**100**	
3.	**Management of Finance**	**30**	
4.	**Administrative Criteria**	**50**	
5.	**Academic Criteria**	**170**	
	A. Accreditation	05	
	B. Human Resource	25	
	C. Learning Resources	10	
	D. Curriculum coverage	15	
	E. Faculty and Students Development	75	
	F. Result and Placements	30	
	G. Extracurricular Activities	10	
6.	**Socio – Economic Criteria**	**25**	
	TOTAL MARKS	**400**	

10. Recommendations of the Academic and Administrative audit Committee:

The academic and administration Committee unanimously/by majority states that the academic status of …….
(Name of the college) is **excellent / good / satisfactory/ poor / very poor.**

Gradation of college based on the marks obtained in the Academic Inspection		
Grade	Percentage of Marks obtained	Remarks
A	More than 70%	Excellent (Issue letter of appreciation)
B	Between 60 and 70 %	Good
C	Between 50 and 60 %	Satisfactory
D	Between 40 and 50 %	Poor (Issue warning)
E	Less than 40 %	Very poor (Issue show cause notice)

11. Academic committee's remarks:

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

Criteria-I Governance and policy making
1. ……
2. ……
3. ……

Criteria-II Infrastructure and Student Amenities
1. ……
2. ……
3. ……

Criteria-III Management of Finance
1. ……
2. ……
3. ……

Criteria- IV Administrative Criteria
1. ……
2. ……
3. ……

Criteria-V Academic Criteria
1. ……
2. ……
3. ……

Criteria-VI Socio-Economic Criteria
1. ……
2. ……
3. ……

  Chairman   Member   Member   Member
(……………………)   (………………)   (……………………)   (……………………)

Place:
Date:

Punyashlok Ahilyadevi Holkar Solapur University, Solapur

Academic and Administrative Audit Report
(As per the provisions of sections 117(1)(2)& (3) of Maharashtra Public University Act 2016)

Faculty of Science of Technology:

Applicable for

Engineering & Technology, Architecture and Pharmacy Institutes

- Name of the Institute: _____

  _____

- Address: _____

  _____

- Date of visit of AAA committee to institute: _____

- Date of report submitted by AAA committee to university : _____

- Members of the AAA committee:

Sr. No.	Name	Designation

Instructions:

1. Institute Authorities / Principal shall prepare three copies of completed AAA report and submit it to the AAA committee. One of these copies shall bear signature of the Principal on each page.

2. Institute shall also submit a .pdf copy of the completed AAA report to AAA committee.

3. Wherever it is applicable, the norms of Pharmacy Council of India (PCI) or Council of Architecture (CoA) should be considered along with / instead of AICTE norms.

4. The committee shall obtain affiliation, EOA documents (of current academic year - CAY) submitted by institute to respective apex bodies (AICTE, PCI, CoA as applicable), deficiency report generated by respective apex bodies, information furnished by institute to apex bodies, DTE & University for the EOA and affiliation purpose.

5. The institute shall produce necessary documents in support of confirmation of the claim made. The AAA committee shall do the critical assessment/ verification of claims made by institute and verify information submitted by the institute in AAA report.

6. The entire requirement computed shall be in accordance with apex body's (AICTE/PCI/CoA) Application Process Handbook (or equivalent guidelines by applicable apex body) for current academic year and shall be confirmed from the Deficiency Report of the institute for the same academic year.

7. The institute shall furnish data for all cells/tab; no cell/tab shall be left blank. In case, if any cell/tab is not applicable, please write NA. For any zero/nil data, please clearly write NIL.

8. Wherever it is not specifically mentioned data shall be for respective previous academic year (CAY-1)

9. Final total marks will be calculated based on the parameters applicable to the type of Institutions (i.e. Engineering/Technology, MBA, MCA, Pharmacy, Architecture, etc.) depending upon the guidelines of respective apex bodies (such as AICTE, PCI, CoA as applicable) and the evaluation will be done proportionately.

PART A: Institute Profile

1. Institute Information:

1	Name of the College	
2	Year of Establishment	
3	Address	
4	Telephone	
5	Email ID	
6	Website Address	
7	Type of Institute / College	Govt./Govt. Aided/Private unaided
8	Location	Tehsil City
9	Status of University affiliation	*Please give details for affiliations of various UG/PG programmes*
10	UGC 2 (f) Approval	Yes/No
11	UGC 12 (B) Approval	Yes/No
12	AICTE Permanent Id	
13	NBA Accreditation Status	*Please give details for accreditations status of various UG/PG programmes*
14	NAAC Accreditation Status	*Please give details for accreditations status*
15	Details of Principal / Director	
	Name	
	Status of Approval	
	Approval Letter Details	
	Address	
	Email , Phone & Mobile No	

2. Trust/ Society Information

1	Name of the Trust / Society	
2	Year of Establishment	
3	Name of Chairman	
4	Name of Secretary	
5	Address of Secretary	
6	Phone No of Secretary	

3. Programme Information

(Please give details for all programmes available in institute including UG, PG and Ph.D. Please give information for first and second shift separately. Sanctioned Intake for second year onwards shall be total of first year & direct second year)

Sr No	Name of the Programme	UG/PG/ Ph. D	First Year S.I.*	First Year A.A.*	Second Year S.I.*	Second Year A.A.*	Third Year S.I.*	Third Year A.A.*	Final Year S.I.*	Final Year A.A.*

*S.I. : Sanctioned Intake for CAY-1, A.A.: Actual Admissions in CAY-1

4. Faculty Information

(Please give details for all programmes available in institute including UG, PG and Ph.D. Please give information for first and second shift separately)

Sr.	Programme & Type (UG / PG)	Faculty Required as per AICTE/PCI /CoA Norms	A. University Approved	B. On Contract Basis	C. Adjunct / Visiting from academia	D. Adjunct / Visiting from Industry	Total Faculty Available A+B+C+D	Student – Faculty Ratio
1	First Year							
2	Programme 1 (UG) I Shift							
3	Programme 1 (UG) II Shift							
4	Programme 1 (PG)							

Overall Faculty Cadre Ratio & Faculty- Student Ratio:

Sr.	Particulars		Ratio Required as per AICTE/PCI/CoA Norms	Ratio Available in the Institute
1	Faculty -Students Ratio for all programmes as per AICTE/PCI/CoA norms	UG		
		PG		
2	Faculty Cadre Ratio for all programmes as per AICTE/PCI/CoA norms	UG		
		PG		

PART B: Quality Indicator Framework
Criterion 1: Curricular Aspects (Total 60 marks)

1.1 Curriculum planning & delivery   (Total 60 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1	Overall curriculum covered for Theory & Lab Max : 5	76% to 100 %	5		
		60 % to 75 %	3		
		Less than 60 %	0		
2	Average attendance of students for theory, lab, tutorials etc. Max: 5	above 90 %	5		
		76 % to 90 %	3		
		Less than 75 %	0		
3	Academic calendar of institute in place & followed Max : 2	Yes	2		
		No	0		
4	Academic calendar of each department in place& followed Max : 3	All	3		
		75 % to 99 %	2		
		50 % to 74 %	1		
		Less than 50 %	0		
5	Faculty using modern teaching aids – LCD, ICT etc Max : 5	76% to 100 %	5		
		51 % to 75 %	3		
		25 % to 50 %	2		
		Less than 25 %	0		
6	Planning & conduction of ISE & ICA as per university norms Max : 5	76% to 100 %	5		
		51 % to 75 %	3		
		25 % to 50 %	2		
		Less than 25 %	0		
7	Quality of final year students projects Max : 5	Marks shall be awarded based on best and average sample projects	5		
8	No of students registered for MOOC/NPTEL/Swayam courses Max : 3	More than 51 %	3		
		25 % to 50 %	2		
		Less than 25 %	1		
9	Workshops/seminars arranged for content beyond syllabus Max : 2	2 or more per department	2		
		1 per department	1		

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
10	No of students (SY to Final Year) who have undertaken field projects/internship Max : 5	Above 50%	5		
		41% to 50%	4		
		31% to 40%	3		
		21% to 30%	2		
		11% to 20%	1		
11	Teacher's contribution in framing course curriculum through BOS/ syllabus workshop per department Max : 5	5 or More	5		
		3 or 4	4		
		1 or 2	2		
		Suggestions sent to BOS by letter/ mail	1		
12	Student satisfaction survey Max : 5	Conducted	1		
		Analysis carried	1		
		Analysis posted on website	1		
		Corrective measures initiated /taken	2		
13	Feedback from parents Max : 2	Conducted	1		
		Analysis carried & used	1		
14	Student course outcome survey or any other student's survey Max : 3	Conducted	1		
		Analysis carried & used	1		
		Analysis used	1		
15	Feedback from industry /employers Max : 5	Conducted	1		
		Analysis carried	2		
		Analysis used for betterment of academics/placement	2		

Criterion 2: Teaching Learning and Evaluation (Total 200 marks)

2.1 Student Enrolment and Profile (15 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1.	Average percentage of students from other States and Countries Max : 5	Above 40%	5		
		20 % to 40 %	3		
		Less than 20 %	0		
2.	Average Enrolment percentage (=Number of students admitted/Number of sanctioned seats*100) Max: 5	Above 90 %	5		
		51 % to 90 %	3		
		30 % to 50 %	2		
		Less than 30 %	0		
3.	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy (=Number of actual students admitted from the reserved Categories/Number of seats earmarked for reserved category as per GOI or State Govt rule *100) Max : 5	Above 90 %	5		
		51 % to 90 %	3		
		30 % to 50 %	2		
		Less than 30 %	0		

2.2 Catering to Student Diversity (15 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1.	The institution assesses the learning levels of the students after admission Max : 5	Yes	5		
		No	0		
2.	Programs for Advanced Learners Max: 5	Marks shall be awarded based on the special programs arranged for advanced learners	5		
3.	Programs for Slow Learners Max: 5	Marks shall be awarded based on the special programs arranged for slow learners	5		

2.3 Teaching- learning Process (55 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1.	Student centric methods used for enhancing learning experiences (e.g. Experiential learning, participative learning and problem solving methodologies) Max : 15	Marks shall be awarded based on the methods used for enhancing learning experiences	15		
2.	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (=Number of teachers using ICT/ Total No. of teachers*100) Max: 15	Above 90 %	15		
		51 % to 80 %	10		
		31 % to 50 %	8		
		Less than 30 %	0		
3.	Ratio of students to mentor for academic and stress related issues (=No. of students/No. of mentors) Max: 5	Marks to be given proportionally from a maximum of 5 to a minimum of 2 for average Student Faculty Ratio between 15:1 to 20:1, and zero for average higher than 20:1	5		
4.	Efforts taken for solving academic and stress related issues Max: 5	Marks shall be given based on the number of issues solved through efforts	5		
5.	Innovation and creativity in teaching-learning Max : 15	Marks shall be awarded based on the innovative methods used in teaching-learning	15		

2.4 Students enrolment and Teacher Profile (45 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1.	Average percentage of full time teachers against sanctioned posts (=Number of full time teachers/ Number of sanctioned posts*100) **Max : 10**	80%	10		
		Less than 80%	0		
2.	Average percentage of full time teachers with Ph.D. (=Number of full time teachers with Ph.D./ Number of full time teachers *100) **Max: 10**	Above 20 %	10		
		11 % to 20 %	5		
		Less than 10 %	0		
3.	Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies (=Number of full time teachers receiving awards/Number of full time teachers) **Max: 5**	Above 40 %	5		
		15 % to 40 %	3		
		Less than 15 %	0		

Summary: Faculty Requirement Shift-wise & Course-wise

	Total Sanctioned Intake	No. of Courses	No. of Students on the roll	No. of Faculty required as per SI
UG : 1st Shift				
UG : 2nd Shift				
Total UG (Shift 1+ 2)				
PG				
Grand Total (UG+PG)				

Total Faculty Required

Course Type	Required No. as per SI	Actual Number of Teachers		Adjunct Faculty available No.	Observations and Remarks
		University Approved	Through Local Selection Committee		
UG + PG					
Min 80% Regular Faculty					

Faculty Cadre Ratio & Faculty: Student Ratio (20 marks)

Sr. No.	Particulars		Ratio Required as per AICTE / PCI / CoA Norms	Ratio Available in the Institute	Indicator	Max Marks	Marks Obtained	Remark
1.	Faculty : Students Ratio Max: 10	UG	1:20		Marks shall be awarded based on the Cadre Ratio	10		
		PG	1:15					
2.	Faculty Cadre Ratio (Prof.: Asso. Prof.: A.P) Max: 10	UG	1:2:6			10		
		PG	1:1:1					

2.5 Assessment and Evaluation (30 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1.	The institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation Max : 10	Above 90%	10		
		75 % to 90 %	5		
		Less than 75 %	0		
2.	Quality of the ISE question papers (Based on OBE) Max: 10	Marks shall be awarded based on the quality of question papers	10		
3.	Quality of the Lab and Tutorial assignments (Based on OBE) Max : 10	Marks shall be awarded based on the quality of the assignments	10		

2.6 Student Performance and Learning Outcomes (40 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1.	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students Max : 10	Marks shall be awarded based on the way of communication	10		
2.	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution Max: 15	Marks shall be awarded based on Attainment of Pos, PSOs and COs	15		
3.	Average pass percentage of Students (=Total number of final year students who passed the university examination/Total number of final year students who appeared for the examination * 100) Max : 15	Above 90%	15		
		75 % to 90 %	10		
		Less than 75 %	0		

Criterion 3: Research and Innovations (Total 70 marks)

3.1 Research Publications and Awards (25 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1.	Faculty involvement in research. With average no. of publications in National/ International Journals in last 3 years Max : 10	Publications More than 50 % of required faculty strength	10		
		Between 36-50%	7		
		Between 20 -35	5		
		Less than 20 %	0		
2.	Total AICTE/DST /UGC/ University Funds received in last 3 years Max : 5	More than 20 lacs	5		
		Between15 upto 20 lacs	4		
		Between 10 upto 15 lacs	3		
		Between 5 upto 10 lacs	2		
		Between 2 upto 5 lacs	1		
3.	Faculty Recognition for Guiding Research (Ph.D.) Max : 5	1 mark per recognized research guide **(restricted to Max. 5 marks)**	5		
4.	Total no. of awards won by institute for research in last three years in Avishkar (faculty + students) Max : 5	More than 5	5		
		Total 4	4		
		Total 3	3		
		Total 2	2		
		Total 1	1		

3.2 Faculty Development (20 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1.	Total No. of faculty presented papers in symposium/workshop/ conference/ seminar in last 3 years Max : 5	15 or more	5		
		Between 10 to 14	3		
		Less than 10	1		
		Nil	0		
2.	Total No. of faculties	10 or More	5		

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
	contributed as resource persons at QIP/symposium/ workshop/ conference/ seminar in last 3 years Max : 5	Between 4-9	3		
		Less than 4	0		
3.	Total No. of faculty participations in QIP/ symposium/ workshop/ conference /seminar in last 3 years Max : 5	More than 25	5		
		Between 15-25	3		
		Between 10-15	1		
		Below 10	0		
4.	Total No. of faculties received International/ National/State awards in last 3 years Max : 5	3 or more	5		
		2	3		
		1	2		
		Nil	0		

3.3 Extension Activities (15 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1.	No. of extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development Max : 5	More than 3	5		
		Between 2-3	3		
		Total 1	1		
		Nil	0		
2.	Number of awards and recognitions received for extension activities from Government /recognized bodies Max : 5	More than 3	5		
		Between 2-3	3		
		Total 1	1		
		Nil	0		
3.	Faculty Recognition for Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organizations through NSS/NCC/Red cross/YRC etc., Max : 5	1 mark per recognition **(restricted to Max. 5 marks)**	5		

3.4 Collaborations (10 marks)

Sr.	Criteria	Indicator	Max Marks	Marks Obtained	Remark
1.	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc Max : 5	More than 5	5		
		Between 3 to 4	3		
		Between 1 to 2	1		
		Nil	0		
2.	Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. Max : 5	More than 5	5		
		Between 3 to 4	3		
		Between 1 to 2	1		
		Nil	0		

Criterion 4: Student Activities and Performance (Total 80 marks)

4.1 Student Admissions: (CAY-4 for 4 year course and CAY-5 for 5 year course) Max. Marks 20

Sr.No.	Particulars	Observation	Max. Marks	Select √	Marks Obtained	Remarks
1.	Percentage of students admitted with respect to SI at first year (CAY-4 for 4 year course and CAY-5 for 5 year course) Max : 12	a. 90% & Above	12			
		b.70 to 89%	9			
		c. 50 to 69%	6			
		d. 30 to 49%	3			
		e. Below 30%	1			
2.	Total Percentage students enrolled in institute for (CAY-4 for 4 year course and CAY-5 for 5 year course) Second Year to Final Year (Including Lateral Entry) Max : 8	a. 90% & Above	8			
		b. 70 to 89%	5			
		c. 51 to 69%	2			
		d. Below 50%	0			

4.2 Student Amenities: Max. Marks (15)

Sr. No.	Criteria	Observation	Max. Mark s	Select √	Marks Obtained	Remarks
1.	Average No of study tours organized during last three years (average of last 3 yrs)	a. 5 – 8	2			
		b.1 -4	1			
		c. Nil	0			
2.	Average Expert Lectures (External) organized in the college during last 3 years	a. More than 15	4			
		b. Between 10-15	3			
		c.Between7-9	2			
		d. Between 4-6	1			
		e.Less than3	0			
3.	Average No. of Personality Development Programs organized for student in last 3 years	a. More than 9	4			
		b. Between 5-9	3			
		c. Between 2-4	1			
		d. Less than 2	0			

4.	NSS facility	Yes	1			
		No	0			
5.	Book Bank facility available	Yes	1			
		No	0			
6.	Career Guidance Cell	Yes	1			
		No	0			
7.	Teacher-Guardian Scheme	Yes	1			
		No	0			
8.	Grievance Redressal Mechanism available in the college for students and staff	Yes	1			
		No	0			

4.3 Students Campus Placements: (Last 3 Years):   Max. Marks 20

Sr. No.	Programme/ Course	Sanctioned Intake	Number of Placement : Year wise			% of Placement compared to pass outs			Remark
			CAY-3	CAY-2	CAY-1	CAY-3	CAY-2	CAY-1	
1									
2									
3									
4									
5									
6									

Evaluation

Sr. No.	Particulars	Observation	Max. Marks	Select	Marks Obtained	Remarks
1.	Campus placement of final year students (Average of last 3 years)	Above 60%	20			
		Between 45%-60%	14			
		Between 30%-44%	9			
		Between 20%-29%	5			
		Between 10 %-19%	2			
		Below 10%	0			

4.4 Results Analysis (Last 3 Years):   Max. Marks 15

Sr. No.	Programme / Courses (UG/PG)	% Result :Year wise			% Students First Class with Distinction	% Students with First Class	% Above 50% marks	Remark
		CAY-3	CAY-2	CAY-1				
1								
2								
3								
4								
5								
6								
7								

Sr. No.	Particulars	Observation	Max. Marks	Select √	Marks Obtained	Remarks
Result Analysis (UG)			**(15Marks)**			
1	Average No. of students in University rank list in final year in last 3 years	More than 5	5			
		Between 3 to 5	2			
		Between 1 to 3	1			
		Nil	0			
2	Average of last 3 years No. of students passed in First class & above	Above 65%	5			
		Between 40-65%	3			
		Between 25-39%	2			
		Below 25%	0			
3	Average Passing % of final year students of last 3 years	Above 90%	5			
		Between 75-90%	4			
		Between 55-74%	2			
		Less than 55%	0			

4.5 Co-Curricular/ Extracurricular Activities: Max. Marks 10

Sr. No.	Particulars	Observation	Max. Marks	Select √	Marks Obtained	Remarks
1	Student representation in Sports University Team (Average of last 3 years)	a. More than 5	2			
		b. Between 1 to 5	1			
		c. Nil				
2	Organizing National Level Seminar/ Paper Presentation/Quiz /essay/competitio n (Average of last 3 years)	a. More than 3	2			
		b. Between 1 to 3	1			
		c. Nil	0			
3	Student's Participation in National Level Students Technical Competitions (Average of 3 years)	a. More than 20	2			
		b. Between 10 to 20	1			
		c. Less than 10	0			
4	No. of awards won by the students outside their home institution in various technical Symposiums	a. More than 15	2			
		b. Between 7 to 15	1			
		c. Less than 7	0			
5	No. of awards won by students in Youth Festival (Average of last three years)	a. More than 5	2			
		b. Between 3 - 5	1			
		c. Less than 3	0			

Criterion 5: Socio Economic Aspects (Total 35 marks)

5.1 Industry Institute Interaction   Max. Marks 15

Sr. No.	Criteria	Observation	Max. Marks	Select √	Marks Obtained	Remarks
1.	Total MOUs with Industries in last 3 years	More than 15	5			
		Between 10 to 15	4			
		Between 5 to 10	3			
		Less than 5	2			
2.	Average Industry Sponsored Projects in last 3 years	More than 15	5			
		Between 10 to 15	4			
		Between 5 to 10	3			
		Less than 5	2			
3.	Funds generated through Consultancy & Services to Industry (Average of last3 years)	More than 10 lacs	5			
		Between 5 to 10 lacs	4			
		Between 2 to 5 lacs	3			
		Less than 2 lacs	2			

5.2 Alumni Engagement   Max Marks : 10 marks

Sr. No.	Criteria	Observation	Max. Marks	Select √	Marks Obtained	Remarks
1.	Whether alumni association exists and registered.	Registered	4			
		Unregistered	2			
		Not exist	0			
2.	Alumni meet once in a year	Yes	2			
		No	0			
3.	Contribution of Alumni in development of college (Expert lectures/ Placements/ Funding/ Sponsorship etc.)	Multiple activities	4			
		Single activity	2			
		No activity	0			

5.3 Entrepreneurship Development Cell (ED Cell)   Max Marks : 10 marks

Sr. No.	Criteria	Observation	Max. Marks	Select √	Marks Obtained	Remarks
1.	Whether ED Cell is established?	Yes	2			
		No	0			
2.	Number of activities organized by ED Cell in last 3 years	More than 6	4			
		4 to 6	3			
		1 to 3	2			
		Nil	0			
3.	Number of current entrepreneurs from last three (passed out) batches	More than 8	4			
		4 to 8	3			
		1 to 3	2			
		Nil	0			

Criterion 6: Administration, Management and Finance (Total 85 marks)

6.1 Administration Max Marks :15 marks

Sr.No.	Criteria	Observation	Max. Marks	Select √	Marks Obtained	Remarks
1.	Office automation	Yes	2			
		No	0			
2.	Service book record of all eligible staff is Updated and maintained	Yes	2			
		No	0			
3.	Provision of EPF to eligible employees	Yes	2			
		No	0			
4.	Provision of gratuity to eligible employees	Yes	2			
		No	0			
5.	Income tax and professional tax deposited regularly to the concern office	Yes	2			
		No	0			
6.	Whether the fees charged as approved by FRA	Yes	2			
		No	0			
7.	Education facility in the college	a. UG,PG & Research	3			
		b. UG & PG	2			
		c. UG	1			

6.2 Accreditation   Max Marks :10 marks

Sr. No.	Particulars	Observation	Max. Marks	Select √	Marks Obtained	Remarks
1.	Accreditation by NBA / NAAC (Marks for only one shall be given)	NBA for 5 years	10			
		NBA for 3 years	7			
		NACC with A+ & more	10			
		NAAC with A	7			
		NAAC with B to B++	4			

6.3 Human Resources   Max Marks :50 marks

Sr. No.	Particulars	Observation	Max. Marks	Select √	Marks Obtained	Remarks
1.	Principal as per current AICTE / PCI / CoA Norms	Regular	5			
		In charge (Approved)	2			
		In charge (not approved)	0			
2.	% of University Approved Faculty against required	80% & Above	25			
		Between 70 to 80 %	20			
		Between 61 to 70%	15			
		Between 51 to 60%	10			
		Between 41 to 50%	5			
		Less than 40%	0			
3.	Ph.D. Qualified Faculty of total available Faculty	More than 15%	10			
		Between 10 upto 14%	8			
		Between 7 upto 10 %	5			
		Between 3 upto 7%	2			
		Less than 3%	0			
4.	Librarian	Yes	2			
		No	0			
5.	Physical Director	Yes	2			
		No	0			
6.	T&P Officer	Yes	2			
		No	0			
7.	Non-teaching staff available as per Norms	75% or more	4			
		Between 50%-74%	3			
		Between 35%-49%	2			
		Less than 35%	0			

6.4 Management and Finance   Max Marks :10 marks

Sr. No.	Criteria	Observation	Max. Marks	Select √	Marks Obtained	Remarks
1.	Annual Budget	Yes	1			
		No	0			
2.	Receipt/Payment Account	Yes	1			
		No	0			
3.	Income/Expenditure	Yes	1			
		No	0			
4.	Balance sheet	Yes	1			
		No	0			
5.	All Govt. scholarship record	Yes	1			
		No	0			
6.	Dead Stock registers	Yes	1			
		No	0			
7.	Accession register	Yes	1			
		No	0			
8.	Audit report	Yes	1			
		No	0			
1.	Timely disbursement of students refundable deposit amount	Yes	1			
		No	0			
10.	Timely disbursement of scholarship, tuitions fees, refund claims of the students (if didn't fully disbursed within 30 days from the date of receipt then 'NO')	Yes	1			
		No	0			

Criterion 7: Infrastructure and Learning Resources (Total 70 marks)
(Applicable for AICTE Approved Institutions such as Engineering / Technology, MBA, MCA, etc.)

7.1 Physical Facilities (30 marks)

7.1.1. Land and Building Availability (15 marks)

Sr. No.	Criteria	Provide details here	Max Marks	Marks Obtained	Remark
1.	Land Category (Rural /Other than Rural)		--		
2.	Area required as per Land Category (Acres)		--		
3.	Total Area available (Acres)		10		
4.	Abstract 7/12 in the name of Society / Trust (Yes/No)		1		
5.	Property Card in the name of Society / Trust (Yes/No)		1		
6.	N.A. Documents from Competent Authority (Yes/No)		1		
7.	Approved Building Construction Plan by the Competent Authority (Yes/No)		1		
8.	Occupancy Certificate issued by the Competent Authority (Yes/No)		1		

7.1.2 Administrative Area: (7 Marks)

Sr. No.	Criteria	Actual Room Area (Sq,m.)	Required Room Area (Sq.m)	Observation Yes/No	Max. Marks	Marks Obtained	Remark
1.	Principal Office, Board Room and Office (All inclusive)		30 +20+150 = 200		1		
2.	Faculty Rooms/Cabin		5sq.m. perfaculty x no. of facultyrequi		1		

Sr. No.	Criteria							
				red				
3.	Central Store		30					
4.	Housekeeping		10					
5.	Maintenance		10		2			
6.	Security		10					
7.	Exam Control Office		30					
8.	Placement Office		30					
9.	Boys Common Room		75					
10.	Girls Common Room		75					
11.	Stationary Store & Reprographic Facilities		10		1			
12.	First Aid Cum Sick Room		10					
13.	Cafeteria		150		1			
14.	Boys Hostel		Adequate		1			
15.	Girls Hostel		Adequate					

7.1.3 Instructional area (8 Marks)

Sr. No.	Criteria	Nos		Total Actual Room Area (Sq,m.)	Total Room Area Required (Sq.m)	Observation Yes/No	Max. Marks	Marks Obtained	Remark
		Required Nos.	Available Nos.						
1.	Class Room (UG+PG)						2		
2.	Tutorial Room(UG+ PG)								
3.	Drawing Halls						2		
4.	Seminar Halls								
5.	Computer Centre				150				
6.	Language Lab				66				

7.	Library & Reading Room				400		2		
8.	Central Workshop				200				
9.	Additional Workshop/ Lab for category X Courses				200		2		

(Category X of Courses : Mechanical, Production, Civil, Electrical and allied courses of each)

7.2 Laboratoriēs Pl. Provide Course wise (UG and PG (if offered)) Information Separately (15 Marks)

(Total maximum marks shall be equally distributed on all courses)

Laboratory (Per UG Course) = a. 10 Nos. (for Intake upto 120)

b. 15 Nos. (for Intake more than 120)

Name of Course: _____ Total No. of Laboratories: _____

Particulars	Name of Laboratory	Required Area in Sq.m.	Available Area in Sq.m.	Is Available area as per requirement (YES/NO)	Marks Obtained	Remark
Laboratory – 01						
Laboratory – 02						
Laboratory – 03						
Laboratory – 04						
Laboratory – 05						
Laboratory – 06						
Laboratory – 07						
Laboratory – 08						
Laboratory – 09						
Laboratory – 10						
Total						

Laboratory (Per PG course) = 2 Nos. (1 in Specialization & 1 Research Laboratory)

Name of PG Course: _____ Total No. of Laboratories: _____

Particulars	Name of Laboratory	Required Area in Sq.m.	Available Area in Sq.m.	Is Available area as per requirement (YES/NO)	Marks Obtained	Remark
Laboratory – 01						

Laboratory – 02							

Note: Add rows if required

7.3 Common Facilities: (12Marks)
7.3.1 Computational Facilities (Total Sanctioned Intake:_____) (6*Marks)*

Sr. No.	Particulars	Available	Required	Observation	Max. Marks	Marks Obtained	Remark
1.	Internet Bandwidth				1		
2.	No. of Printers available				1		
3.	Legal Software			Yes / No			
4.	No. of Computers available to			Yes / No	2		
5.	Students PCs to student ratio (UG) PCs to student ratio (PG)						
6.	No. of Computers available to Faculty				2		
7.	No. of Computers available to Administrative Office						

* Strike out which is not applicable

7.3.2 Library Facilities: (6 *Marks*)

Sr. No.	Particulars	Available Nos	Required Nos	Observation Yes/No	Max. Marks	Marks Obtained	Remark
2.	Titles				1		
3.	Volumes				1		
4.	Reading Room Capacity				1		
5.	National Journals						
6.	International Journals				1		
7.	E-Journals				1		
8.	Library Management s/w				1		
9.	Multimedia PC						

7.4 Other Facility: (13 Marks)

7.4.1 Other Essential Facilities Available on the Campus of the Institute: (9 Marks)

Sr. No.	Particulars	Observation YES/NO	Max. Marks	Marks Obtained	Remark
1.	Recreational facilities (Details)				
2.	Sports facilities if any				
3.	Disabled friendly infrastructure created				
4.	All Weather Approach Road				
5.	Potable Water Supply				
6.	Electrical Generator				
7.	Parking facilities				
8.	Medical facilities				
9.	General Insurance Policy for assets				
10.	Sewage Disposal				
11.	General Notice Board and Departmental Notice Boards				
12.	Medical and Counseling Facilities				
13.	Institution web site				
14.	First Aid facility				
15.	Backup Power Supply				
16.	Telephone and FAX				
17.	Safety Provision – Fire				
18.	Any Other				

Note : Marks shall be in proportion no. of "Yes"

7.4.2 Other Desirable Facilities Available on the Campus of the Institute: (4 Marks)

Sr. No.	Particulars	Observation Yes/No	Max. Marks	Marks Obtained	Remark
1.	LCD Projectors in class rooms		1		
2.	Virtual Classrooms		1		
3.	CCTV Security System		1		
4.	Banking Facility in campus		1		

Criterion 7: Infrastructure and Learning Resources (Total 70 marks) (Applicable for Architecture Institutions (Approved by CoA))

7.1 Physical Facilities (30 marks)

7.1.1. Land and Building Availability (15 marks)

Sr. No.	Criteria	Provide details here	Max Marks	Marks Obtained	Remark
9.	Land Category (Rural /Other than Rural)		--		
10.	Area required as per Land Category (Acres)		--		
11.	Total Area available (Acres)		10		
12.	Abstract 7/12 in the name of Society / Trust (Yes/No)		1		
13.	Property Card in the name of Society / Trust (Yes/No)		1		
14.	N.A. Documents from Competent Authority (Yes/No)		1		
15.	Approved Building Construction Plan by the Competent Authority (Yes/No)		1		
16.	Occupancy Certificate issued by the Competent Authority (Yes/No)		1		

7.1.2 Administrative Area: (7 Marks)

Sr. No.	Criteria	Actual Room Area (Sq,m.)	Required Room Area (Sq.m)	Observation Yes/No	Max. Marks	Marks Obtained	Remark
16.	Principal Office, Resource Centre and Admin. Office		30 +30/60 +150 = 200		1		
17.	Faculty Rooms/Cabin		Prof. – 12 Asso. Prof. – 08 Asst. Prof. – 06		2		

18.	Studio/ e Studio		120/ 96				
19.	Submission & Exam Room		30/ 60/ 90		2		
20.	Staff Lounge		30/ 60				
21.	Boys Common Room		30/ 60				
22.	Girls Common Room		30/ 60		1		
23.	Construction Yard		200		1		

7.1.3

Instructional area (8 Marks)

Sr. No.	Criteria	Nos		Total Actual Room Area (Sq,m.)	Total Room Area Required (Sq.m)	Observation Yes/No	Max. Marks	Marks Obtained	Remark
		Required Nos.	Available Nos.						
10.	Class Room						2		
11.	Art Court				80 to 100				
12.	Multipurpose Hall				400/ 600		2		
13.	Computer Centre				60				
14.	Library & Reading Room				120/ 150/ 200		2		
15.	Student's Centre				30/ 60/ 90				
16.	Workshop				60		2		

7.2 Laboratories (15 Marks)

Laboratory required = 1st Year = 06, Second Year = 08 Third, Fourth & Fifth Year = 12

Name of Course: _____ Total No. of Laboratories: _____

Particulars	Name of Laboratory	Required Area in Sq.m.	Available Area in Sq.m.	Is Available area as per requirement (YES/NO)	Marks Obtained	Remark
Laboratory – 01						
Laboratory – 02						
Laboratory – 03						
Laboratory – 04						
Laboratory – 05						
Laboratory – 06						
Laboratory – 07						
Laboratory – 08						
Laboratory – 09						
Laboratory – 10						
Laboratory – 11						
Laboratory – 12						
Total						

7.3 Common Facilities: (12Marks)
7.3.1 Computational Facilities (Total Sanctioned Intake: _____) (6*Marks)*

Sr. No.	Particulars	Available	Required	Observation	Max. Marks	Marks Obtained	Remark
7	Internet Bandwidth				2		
8	No. of Printers available				4		
9	Legal Software			Yes / No			
10	No. of Computers available to			Yes / No	2		
11	Students PCs to student ratio (UG) PCs to student ratio (PG)				2		
12	No. of Computers available to Faculty						

13	No. of Computers available to Administrative Office				2		

* Strike through which is not applicable

7.3.2 Library Facilities: (6 *Marks)*

Sr. No.	Particulars	Available Nos	Required Nos	Observation Yes/No	Max. Marks	Marks Obtained	Remark
10.	Titles				1		
11.	Volumes				1		
12.	Reading Room Capacity				1		
13.	National Journals						
14.	International Journals				1		
15.	E-Journals				1		
16.	Library Management s/w				1		
17.	Multimedia PC						

7.4 Other Facility: (13 Marks)

7.4.1   Other Essential Facilities Available on the Campus of the Institute: (9 Marks)

Sr. No.	Particulars	Observation YES/NO	Max. Marks	Marks Obtained	Remark
19.	Recreational facilities (Details)				
20.	Sports facilities if any				
21.	Disabled friendly infrastructure created				
22.	All Weather Approach Road				
23.	Potable Water Supply				
24.	Electrical Generator				
25.	Parking facilities				
26.	Medical facilities				
27.	General Insurance Policy for assets				
28.	Sewage Disposal				
29.	General Notice Board and Departmental Notice Boards				
30.	Medical and Counseling				

	Facilities				
31.	Institution web site				
32.	First Aid facility				
33.	Backup Power Supply				
34.	Telephone and FAX				
35.	Safety Provision – Fire				
36.	Any Other				

Note : Marks shall be in proportion no. of "Yes"

7.4.2 Other Desirable Facilities Available on the Campus of the Institute: (4 Marks)

Sr. No.	Particulars	Observation Yes/No	Max. Marks	Marks Obtained	Remark
5.	LCD Projectors in classrooms		1		
6.	Virtual Classrooms		1		
7.	CCTV Security System		1		
8.	Banking Facility in campus		1		

Criterion 7: Infrastructure and Learning Resources (Total 70 marks)
(Applicable for <u>Pharmacy Institutions (Approved by PCI)</u>)

7.1 Physical Facilities (30 marks)

7.1.1 Land and Building Availability (15 marks)

Sr. No.	Criteria	Provide details here	Max Marks	Marks Obtained	Remark
17.	Land Category (Rural /Other than Rural)		--		
18.	Area required as per Land Category (Acres)		--		
19.	Total Area available (Acres)		10		
20.	Abstract 7/12 in the name of Society / Trust (Yes/No)		1		
21.	Property Card in the name of Society / Trust (Yes/No)		1		
22.	N.A. Documents from Competent Authority (Yes/No)		1		
23.	Approved Building Construction Plan by the Competent Authority (Yes/No)		1		
24.	Occupancy Certificate issued by the Competent Authority (Yes/No)		1		

7.1.2 Administrative Area: (7 Marks)

Sr. No.	Criteria	Actual Room Area (Sq,m.)	Required Room Area (Sq.m)	Observation Yes/No	Max. Marks	Marks Obtained	Remark
24.	Principal Office, Office – I (Est.), Office – II (Academic), Confidential Room		30 +60		1		
25.	Faculty Rooms/ Cabin		10 sq.m. perfaculty x no. of faculty		1		

				required				
26.	HoD Cabin		20 x 4					
27.	Boys Common Room		60		1			
28.	Girls Common Room		60					
29.	Boys Hostel		09/ Room Single Occupancy					
30.	Girls Hostel		09/ Room Single Occupancy 20/ Room Triple Occupancy		1			
31.	Store – I		100		1			
32.	Store – II (For inflammable Chemicals)		20					
33.	Central Instrument Room		80 with Air Conditioner		1			
34.	Machine Room		80 – 100					
35.	Preparation Room for Each Lab.		10 * No. of Lab. One room can be shared two labs beside each other		1			

7.1.3 Instructional area (8 Marks)

Sr. No.	Criteria	Nos		Total Actual Room Area (Sq,m.)	Total Room Area Required (Sq.m)	Observation Yes/No	Max. Marks	Marks Obtained	Remark
		Required Nos.	Available Nos.						
17.	Class Room	4		75			1		
18.	Auditorium						2		
19.	Seminar Halls								

20.	Herbal Garden			Adequate no. of Medicinal Plants				
21.	Computer Centre			75		1		
22.	Library & Reading Room			150		2		
23.	Animal House			80				
24.	Museum			50 (May be attached to Pharmacognosy Lab)		2		

7.2 Laboratoriēs Pl. Provide Course wise (UG and PG (if offered)) Information Separately (15 Marks)

Laboratory required = 10 Nos. (90 x 10 sq. m.)

Name of Course:_____Total No. of Laboratories:_____

Particulars	Name of Laboratory	Required Area in Sq.m.	Available Area in Sq.m.	Is Available area as per requirement (YES/NO)	Marks Obtained	Remark
Laboratory – 01						
Laboratory – 02						
Laboratory – 03						
Laboratory – 04						
Laboratory – 05						
Laboratory – 06						
Laboratory – 07						
Laboratory – 08						
Laboratory – 09						
Laboratory – 10						
Total						

7.3 Common Facilities: (12Marks)
**7.3.1 Computational Facilities (Total Sanctioned Intake:_____) (6*Marks)*

Sr. No.	Particulars	Available	Required	Observation	Max. Marks	Marks Obtained	Remark
9.	Internet Bandwidth				1		
10.	No. of Printers available				1		
11.	Legal Software			Yes / No			
12.	No. of Computers available to			Yes / No	2		
13.	Students PCs to student ratio (UG) PCs to student ratio (PG)						
14.	No. of Computers available to Faculty				2		
15.	No. of Computers available to Administrative Office						

* Strike through which is not applicable

**7.3.2 Library Facilities: (6 *Marks)*

Sr. No.	Particulars	Available Nos	Required Nos	Observation Yes/No	Max. Marks	Marks Obtained	Remark
18.	Titles				1		
19.	Volumes				1		
20.	Reading Room Capacity				1		
21.	National Journals						
22.	International Journals				1		
23.	E-Journals				1		
24.	Library Management s/w				1		
25.	Multimedia PC						

7.4 Other Facility: (13 Marks)

7.4.1 Other Essential Facilities Available on the Campus oftheInstitute: (9 Marks)

Sr. No.	Particulars	Observation YES/NO	Max. Marks	Marks Obtained	Remark
37.	Recreational facilities (Details)				
38.	Sports facilities if any				
39.	Disabled friendly infrastructure created				
40.	All Weather Approach Road				
41.	Potable Water Supply				
42.	Electrical Generator				
43.	Parking facilities				
44.	Medical facilities				
45.	General Insurance Policy for assets				
46.	Sewage Disposal				
47.	General Notice Board and Departmental Notice Boards				
48.	Medical and Counseling Facilities				
49.	Institution web site				
50.	First Aid facility				
51.	Backup Power Supply				
52.	Telephone and FAX				
53.	Safety Provision – Fire				
54.	Any Other				

Note : Marks shall be in proportion no. of "Yes"

7.4.2 Other Desirable Facilities Available on the Campus of the Institute: (4 Marks)

Sr. No.	Particulars	Observation Yes/No	Max. Marks	Marks Obtained	Remark
9.	LCD Projectors in classrooms		1		
10.	Virtual Classrooms		1		
11.	CCTV Security System		1		
12.	Banking Facility in campus		1		

Any Other Information (which is Not Covered in Above Points):

Awards & Citations:

SUMMARY OF MARK DISTRIBUTION FOR INSPECTION

Criteria No.	Criteria Description	Max. Marks allotted	Marks Obtained
1	Curricular Aspects	60	
2	Teaching Learning and Evaluation	200	
3	Research and Innovations	70	
4	Student Activities and Performance	80	
5	Socio-Economic Aspects	35	
6	Administration, Management and Finance	85	
7	Infrastructure and Learning Resources	70	
	Total	600	
	Percentage Score	100	

Grading Scheme:

Percentage Score of Institute	Grade
85 % & above	A++
75 % to 84 %	A+
65 % to 74 %	A
55 % to 64 %	B++
45 % to 54 %	B+
35 % to 44 %	B
Less than 35 %	Not Graded

Verified and Evaluated By:

Sr. No.	Name	Designation	Sign

Location: **Date:**

PunyashlokAhilyadevi Holkar Solapur University, Solapur

Academic and Administrative Audit Report

(As per the provions of sections 117(1)(2) & (3) of Maharashtra Public University Act 2016)

Faculty of Interdisciplinary Studies
Social Work Institutes

- Name of the Institute:
- Address:
- Date of the visit of AAA committee to institute:
- Members of the AAA committee:

    Chairman:

    Member:

    Member:

    Member:

PUNYASHLOK AHILYADEVI HOLKAR
SOLAPUR UNIVERSITY, SOLAPUR
REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAA)
FOR THE SOCIAL WORK INSTITUTION UNDER THE FACULTY OF IDS
(As per the provisions of sections 117(1)(2) & (3) of Maharashtra Public University Act 2016)

1   Name of the College   :

    Address   :

    Year of Establishment   :

    Telephone: STD. Code   :

    Fax   :

    Email ID   :

    Web site Address   :

    Type of Institute / College   :

    Location   :

    Status of University affiliation   :

    UGC 2f/12b Approval   :

      Courses taught in the college

            B. S.W.   :

            M.S.W.   :

    Approval of Social Welfare Department   :

2   Name of the Trust/Society   :

    Address   :

    Year of establishment **:**   Telephone: STD. Code **:**

3	Name of the Academic and Administrative Audit Committee (AAA) Members

Sr. No.	Name	Designation	Address
		Chairman	
		Member	
		Member	
		Member	

4	Members who interacted with the committee

Sr. No.	Member	Name	Remarks
1	Principal		
2	Management representative		
3	IQAC Coordinator		

4	Students Council		
5	Teaching Staff		
6	Non-Teaching Staff		

5	**Details of Student enrollment (Last three years)**

Level	Approved	Actual Intake	Male	Female	Total strength
UG B.S.W.					
Year I					
Year II					
Year III					
PG M.S.W.					
Year I					
Year II					
M. Phil./ Ph. D.					
Total					

1   Criterion I : Governance and Policy Making   (20 marks)

Sr. No.	Criteria	Observation	Marks Allotted	Marks obtained	Remarks
1	College Development Committee	Yes	2		
		No	0		
2	Whether two meeting were conducted during last year or not?	Yes	2		
		No	0		
3	Officers addressing RTI issues	Yes	1		
		No	0		
4	Anti-ragging Committee	Yes	1		
		No	0		
5	Sexual Harassment Prevention Committee	Yes	1		
		No	0		
6	Internal Quality Assurance Cell	Yes	1		
		No	0		
7	Whether the AQAR send regularly?	Yes	1		
		No	0		
8	Special Cell Standing Committee	Yes	1		
		No	0		
9	Redressal Committee	Yes	1		
		No	0		
10	Minutes of Special Cell Standing Committee meetings	Yes	1		
		No	0		
11	Purchase Committee	Yes	1		
		No	0		
12	Student Council	Yes	1		
		No	0		
13	Minutes of Student Council meetings	Yes	1		
		No	0		

14	Library Committee	Yes	1		
		No	0		
15	Development fund Utilization Committee	Yes	1		
		No	0		
16	Vision / mission & Goals	Yes	3		
		No	0		

2   Criterion II : Infrastructure and Student Amenities   (20 marks)

Sr. No.	Criteria	Observation		Marks Allotted	Marks obtained	Remarks
1	Two Classrooms 500 Sq. Ft. (For each Course)	a	More or as per Norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
2	Multipurpose Hall with seating capacity 200 students (2000 Sq. ft.)	a	More or as per Norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
3	Library cum reading room (Space shall not be less than 10 Sq. ft. per students)	a	More or as per Norms	4		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
4	Resource centre for ICT (Computer Lab) (Space shall not be less than 10 Sq. ft. per student)	a	More or as per Norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
5	Principals Office	Yes		2		
		No		0		
6	Staff Rooms	Yes		2		
		No		0		
7	Administrative Office	Yes		2		
		No		0		
8	Girls Common Room (Space shall not be less than 10 sq. ft. per students)	a	More or as per Norms	2		
		b	75% of norms	1		
		c	Less than 75% of norms	0		
9	Boys Room (Space shall not be less than 10 sq. ft. per Student)	a	More or as per Norms	2		
		b	75% of norms	1		
		c	Less than 75% of norms	0		
10	Separate Toilet Facility for Boys. Girls/Staff gents and ladies	Yes		2		
		No		0		
11	NAAC Room	Yes		2		
		No		0		
12	Canteen	Yes		2		
		No		0		
13	Games Facilities with playground	Yes		2		
		No		0		
14	Indoor games facilities	Yes		2		
		No		0		
15	Safeguard against fire hazard	Yes		2		
		No		0		

Sr. No.	Criteria	Observation	Marks Allotted	Marks obtained	Remarks
16	Green & Clean Campus	Yes	2		
		No	0		
17	Hostel for boys and girls separately	Yes	2		
		No	0		
18	Drinking water facility	Yes	2		
		No	0		

3   Criterion III : Management of Finance   (20 marks)

Sr. No.	Criteria	Observation	Marks Allotted	Marks obtained	Remarks
1	Receipt / Payment Account	Yes	2		
		No	0		
2	Income / Expenditure	Yes	2		
		No	0		
3	Balance Sheet	Yes	2		
		No	0		
4	Cash Book	Yes	2		
		No	0		
5	Ledger	Yes	2		
		No	0		
6	Backward Class Scholarship Record	Yes	2		
		No	0		
7	Student Fee Register	Yes	2		
		No	0		
8	Dead stock Registers	Yes	2		
		No	0		
9	Accession Register	Yes	2		
		No	0		
10	Trust / Society Audit Report	Yes	2		
		No	0		

4   Criterion IV: Administrative Criteria   (30 marks)

A]					
Sr. No.	**Criteria**	**Observation**	**Marks Allotted**	**Marks obtained**	**Remarks**
1	Academic calendar	Yes	3		
		No	0		
2	Time-Table	Yes	3		
		No	0		

B]					
Sr. No.	**Criteria**	**Observation**	**Marks Allotted**	**Marks obtained**	**Remarks**
1	Computerized MIS in place	Yes	3		
		No	0		
2	Computerized accounting System	Yes	2		
		No	0		
3	Department networking	Yes	1		
		No	0		

C]					
1	Appointment letters given to all teaching and non-teaching staff	Yes	2		
		No	0		
2	Service book record of all staff updated and maintained in duplicate	Yes	2		
		No	0		
3	Amount toward GPF/CPF of staff deposited with concerned office		2		
			0		
4	Teaching & non teaching staff salary as per rule and given through bank		3		
			0		
5	Current year budget		2		
			0		

D]					
1	Students monitoring / grievance cell in place	Yes	2		
		No	0		
2	Medical facility for students	Yes	1		
		No	0		

E]						
1	Internet facility for students: Bandwidth capacity	a	2 Mbps or More/	3		
		b	Less than 2 Mbps/	2		
		c	Not available	0		
2	Stationary store facility for student		Yes	1		
			No	0		

5   Criterion V : Academic Criteria (150 marks)

Sr. No.	Criteria	Observation		Mark	Marks Allotted	Marks obtained	Remarks
A]	**Accreditation (10 Marks)**						
1	Accreditation by NAAC	a	Second Cycle or more		10		
		b	First Cycle		8		
		c	Fresh applied		4		
		d	Not applied		0		

B]	Human Resource (25 Marks)						
1	Principal as per current NCTE Norms	a	Regular		5		
		b	In Charge (Approved)		3		
		c	In Charge (Not Approved)		0		
2	Non Teaching Staff as per State Govt. Norms	a	5 or more		4		
		b	Between 4-5		2		
		c	Less than 4		0		
3	Faculty as per university norms (Changes in staff)	a	7 or more		4		
		b	Between 5-6		3		
		c	Between 3-5		2		
		d	Less than 3		0		
4	Ph.D. Qualified Faculty	a	More than 70%		4		
		b	Between 60-70%		3		
		c	Between 50-60%		2		
		d	Less than 50%		0		
5	Librarian as per NCTE Norms	a	Regular		4		
		b	In Charge (Approved)		2		
		c	In Charge (Not Approved)		0		
6	Faculty with SET/NET	a	All 100%		4		
		b	Between 75-100%		3		
		c	Between 50-75%		2		
		d	Less than 50%		0		
C]	Teaching Learning Resources (25 Marks)						
1	The Teaching Programmes schedule and Methodology for participative learning used	a	More than 75%		4		
		b	Between 50 and 75%		3		
		c	Less than 50%		0		
2	Experiential learning Methodologies for participative learning used	a	More than 75%		4		
		b	Between 50 and 75%		3		
		c	Less than 50%		0		
3	Problem-solving approach as a teaching methodology is adopted	a	More than 75%		4		
		b	Between 50 and 75%		3		
		c	Less than 50%		0		
4	Facilities using self developed / readymade PPT/OHP/DVD Charts Flash card etc. as a teaching aids	a	More than 75%		4		
		b	Between 50 and 75%		3		
		c	Less than 50%		0		
5	Library resource are effectively used to augment teaching learning	a	More than 75%		5		
		b	Between 50 and 75%		4		
		c	Less than 50%		0		
6	Field experience effectively to maximize the teaching process	a	More than 75%		4		
		b	Between 50 and 75%		3		
		c	Less than 50%		0		
D]	Evaluation Process and reforms (15 Marks)						
1	Continuous evaluation system		Yes		3		
			No		0		
2	Conducts mid terms semester evaluation		Yes		3		
			No		0		

3	Reforms in examination procedures and processes are evident		Yes		3		
			No		0		
4	Examination processes are transparent		Yes		3		
			No		0		
5	Students grievances are transparent & addressed		Yes		3		
			No		0		
E]	**Curriculum Coverage (25 Marks)**						
1	Curriculum covered as per University norms 1. No. of lectures / Practical's covered (Max 5 M) 2. Student feedback about satisfactory coverage of curriculum (Max.5M)	A	100%		12		
		b	Between 75-100%		8		
		c	Less than 75%		0		
2	Attendance: average attendance of theory, Practical and for all periodic tests theory and practical	a	Above 90%		6		
		b	Between 75-95%		3		
		c	Below 75%		0		
3	Availability of equipment for conduct of projects as per University Curriculum	a	More than prescribed		4		
		b	Between 75-100%		2		
		c	Between 50-74%		1		
		d	Less than 50%		0		
4	Assessment of student practical, training, exam conduction, documentation, project report, oral etc	a	Conducted		3		
		b	Few items conducted		2		
		c	None conducted		0		
F]	**Research (20 Marks)**						
1	Significant faculty involvement in research as a Research Guide	a	More than 75%		4		
		b	Between 50-75%		2		
		c	Less than 50%		1		
2	Significant number of major and minor research projects	a	More than 3		4		
		b	Between 1-3		2		
		c	Less than 75%		0		
3	Significant number of field research conduct	a	100%		4		
		b	Between 99-75%		1		
		c	Less than 75%		0		
4	The institution research has beneficial to the Society	a	Conducted		3		
		b	Few items conducted		2		
		c	None conducted		0		
5	Significant number of research articles are published in reputed / referral journals during last 3 years (National or international level)	a	More than 15		4		
		b	Between 10 to 15		3		
		c	Between 5 to 9		2		
		d	Between 1 to 5		1		
G]	**Faculty Development Programmes (10 Marks)**						
1	Institution facilitates to research fund		Yes		3		
			No		0		
2	Provision for orientation / Refresher / Seminars / Conference attends		Yes		2		
			No		0		

3	Provide health service / Loan Facility / economic help		Yes (each 1)		3		
			No		0		
4	Provision for teaching and non teaching orientation in institution level		Yes		2		
			No		0		
H]	**Result and Placements (10 Marks)**						
1	No. of students in University rank list in final year	a	More than 3		2		
		b	More than 2		1		
2	No. of students passed in first class and above in final year	a	Above 60%		2		
		b	Between 30-60%		1		
		c	Below 30%		0		
3	Average result of final year of last 3 years	a	Above 90%		2		
		b	Between 75-90%		1		
		c	Last than 75%		0		
4	Programmes conducted for personality development during last 3 years	a	More than 6		2		
		b	Between 1-6		1		
		c	Nil		0		
5	Campus placement of final year students or going for higher education during last 3 year	a	Above 70%		2		
		B	Between 50%-70%		1		
		c	Below 50%		0		
I]	**Co-Curricular/Extracurricular Activities (10 Marks)**						
1	Organizing students House System or Competition/CulturalActivities among students by making Groups		Yes		2		
			No		0		
2	Organizing Seminar / Paper Presentation / Quiz / Essay / Competition		Yes		2		
			No		0		
3	Organizing special day / prayer / News		Yes		2		
			No		0		
4	Organizing Annual Sports events every year last three year		Yes		2		
			No		0		
5	Organizing Cultural programmes for Orientation of local Community		Yes		2		
			No		0		

6   Criterion VI: Socio-Economic Criteria   (20 marks)

Sr. No.	Criteria	Observation		Mark	Marks Allotted	Marks obtained	Remarks
A]	**Alumni (10 Marks)**						
1	Whether alumni association exists and registered	a	Registered		4		
		b	Unregistered		2		
		c	Not exist		0		
2	Alumni meet once in a year one time		Yes		3		
			No		0		
3	Contribution of Alumni in development of college (Expert lectures/ Placements /Funding/ Sponsorship etc.)	a	Multiple activities		3		
		b	Single activities		2		
		c	No activity		0		
B]	**Collaboration with other Institution**						
1	Collaboration with local taluka level schools / institutions		Yes		3		
			No		0		
2	Collaboration with national / state level institutions		Yes		3		
			No		0		
3	Collaboration with international level institution		Yes		4		
			No		0		

7 **SUMMARY SHEET OF ACADEMIC AND ADMINISTRATIVE AUDIT:**

Sr. No.		Criteria	Allotted marks	Marks obtained
1		Governance and Policy Making	20	
2		Infrastructure and Student Amenities	60	
3		Management of Finance	20	
4		Administrative Criteria (30 Marks)		
	A	Schedules for the academic year	06	
	B	Office automation in use	06	
	C	Terms / Conditions of Staff Employment	11	
	D	Redressal and welfare schemes for teaching and non teaching staff	03	
	E	Sensitized to modern management concepts (Strategic palmary, Teamwork, Decision making)	04	
5		Academic Criteria (150 Marks)		
	A	Accreditation	10	
	B	Human Resource	25	
	C	Teaching Learning Process	25	
	D	Evaluation Process and Reforms	15	
	E	Curriculum Coverage	25	
	F	Research	20	
	G	Faculty Development Programmes	10	
	H	Result and Placements	10	
	I	Co-Curricular / Extracurricular Activities	10	
6		Collaboration with other Institutions (20 Marks)		
	A	Alumna	10	
	B	Collaboration with Local, National, International Organization	10	
		TOTAL MARKS	300	

8   Recommendations of Academic and Administrative Audit Committee (AAA)

The Academic and Administrative Audit Committee (AAA) unanimously/by majority states that the academic

status of   is Excellent / Good / Satisfactory/

Poor/Very Poor.

Gradation of college based on the marks obtained in the Academic Inspection		
Grade	Percentage of Marks obtained	Remarks
A	More than 70%	Excellent (Issue letter of appreciation)
B	60 to 70	Good
C	50 to 60	Satisfactory
D	40 to 50	Poor (issue warning)
E	Less than 40	Very poor (issue show cause notice)

9   Academic and Administrative Audit Committee's remarks:

After interacting with all possible stake holders of the colleges and verifying the physical facilities and

documents, the committee in light of the above observations states that the following efforts needs to be taken

for the academic development of the students and college.

A)   Governance, policy marking and infrastructure:

1.

2.

3.

B)   Infrastructure and Student Amenities:

1.

2.

3.

C)   Management of Finance:

1.

2.

3.

D) **Administrative Criteria:**

1.

2.

3.

E) **Academic Criteria:**

1.

2.

3.

F) **Collaboration with other Institutions:**

1.

2.

3.

(	)	(	)	(	)	(	)
Member		**Member**		**Member**		**Chairman**	

Place :
Date :

Punyashlok Ahilyadevi Holkar Solapur University, Solapur

Academic and Administrative Audit Report

(As per the provisions of sections 117(1)(2) & (3) of Maharashtra Public University Act 2016)

Faculty of Interdisciplinary Studies
Teacher Education Institutes

- Name of the Institute:

- Address:

- Date of the visit of AAA committee to institute:

- Members of the AAA committee:

  Chairman:

  Member:

  Member:

  Member:

PUNYASHLOK AHILYADEVI HOLKAR
SOLAPUR UNIVERSITY, SOLAPUR
REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAA)
FOR THE TEACHER EDUCATION INSTITUTION UNDER THE FACULTY OF IDS
(As per the provisions of sections 117(1)(2) & (3) of Maharashtra Public University Act 2016**)**

1	Name of the College	:	
	Address	:	
	Year of Establishment	:	
	Telephone: STD. Code	:	
	Fax	:	
	Email ID	:	
	Web site Address	:	
	Type of Institute / College	:	
	Location	:	
	Status of University affiliation	:	
	UGC 2f/12b Approval	:	
	NCTE Approval No. for B.Ed.	:	
	B. P. Ed.	:	
	M.Ed.	:	
	M.P. Ed.	:	
	Government / Approval	:	
	Courses taught in the college	:	
2	Name of the Trust/Society	:	
	Address	:	
	Year of establishment	:	
	Telephone: STD. Code	:	

3	Name of the Academic and Administrative Audit Committee (AAA) Members

Sr. No.	Name	Designation	Address
		Chairman	
		Member	
		Member	
		Member	

4	Members who interacted with the committee

Sr. No.	Member	Name	Remarks
1	Principal		
2	Management representative		
3	IQAC Coordinator		
4	Students Council		
5	Teaching Staff		
6	Non-Teaching Staff		

5	Details of Student enrollment (Last three years)

Level	Approved	Actual Intake	Male	Female	Total strength
UG					
B.Ed.					
B. P. Ed.					
PG					
M.Ed.					
M. P. Ed.					
M. Phil./ Ph. D.					
Total					

1   Criterion I : Governance and Policy Making   (20 marks)

Sr. No.	Criteria	Observation	Marks Allotted	Marks obtained	Remarks
1	College Development Committee	Yes	2		
		No	0		
2	Whether two meeting were conducted during last year or not?	Yes	2		
		No	0		
3	Officers addressing RTI issues	Yes	1		
		No	0		
4	Anti-ragging Committee	Yes	1		
		No	0		
5	Sexual Harassment Prevention Committee	Yes	1		
		No	0		
6	Internal Quality Assurance Cell	Yes	1		
		No	0		
7	Whether the AQAR send regularly?	Yes	1		
		No	0		
8	Special Cell Standing Committee	Yes	1		
		No	0		
9	Redressal Committee	Yes	1		
		No	0		
10	Minutes of Special Cell Standing Committee meetings	Yes	1		
		No	0		
11	Purchase Committee	Yes	1		
		No	0		
12	Student Council	Yes	1		
		No	0		
13	Minutes of Student Council meetings	Yes	1		
		No	0		
14	Library Committee	Yes	1		
		No	0		
15	Development fund Utilization Committee	Yes	1		
		No	0		
16	Vision / mission & Goals	Yes	3		
		No	0		

2   Criterion II : Infrastructure and Student Amenities   (20 marks)

Sr. No.	Criteria	Observation		Marks Allotted	Marks obtained	Remarks
1	Built up area as per NCTE norms *B.Ed. 2500 Sq. Mts (Land area 3000 Sqm.) *B.Ed. Plus M.Ed. 3000 Sq. Mts. (Land area 3000 Sqm.) *Additional intake of one Unit 500 Sq. Mts. Each	a	More or as per norms 75% of norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
2	Two Classrooms 500 Sq. Ft. (For each Course)	a	More or as per Norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
3	Multipurpose Hall with seating capacity 200 students (2000 Sq. ft.)	a	More or as per Norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
4	Library cum reading room (Space shall not be less than 10 Sq. ft. per students)	a	More or as per Norms	4		
		b	75% of norms	2		
		c	Less than 75% of norms	0		

Sr. No.	Criteria	Observation		Marks Allotted	Marks obtained	Remarks
5	Resource centre of ET (Educational Technology Lab) (Space shall not be less than 10 Sq. ft. per student)	a	More or as per Norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
6	Resource centre for ICT (Computer Lab) (Space shall not be less than 10 Sq. ft. per student)	a	More or as per Norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
7	Psychology Recourse Centre (Space Shall not be less than 10 Sq. ft. per student)	a	More or as per Norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
8	Workshop for Preparing Teaching aids (Space shall not be less than 10 Sq. ft per student)	a	More or as per Norms	2		
		b	75% of norms	1		
		c	Less than 75% of norms	0		
9	Health and Physical Education room (Space shall not be less than 10 Sq. ft per student)	a	More or as per Norms	2		
		b	75% of norms	1		
		c	Less than 75% of norms	0		
10	Principals Office		Yes	2		
			No	0		
11	Guidance Room (Cubical as per Number of Methods)		Yes	2		
			No	0		
12	Staff Rooms		Yes	2		
			No	0		
13	Administrative Office		Yes	2		
			No	0		
14	Girls Common Room (Space shall not be less than 10 sq. ft. per students)	a	More or as per Norms	2		
		b	75% of norms	1		
		c	Less than 75% of norms	0		
15	Boys Room (Space shall not be less than 10 sq. ft. per Student)	a	More or as per Norms	2		
		b	75% of norms	1		
		c	Less than 75% of norms	0		
16	Separate Toilet Facility for Boys. Girls/Staff gents and ladies		Yes	2		
			No	0		
17	NAAC Room		Yes	2		
			No	0		
18	Science Lab (Space shall not be less than 10 sq. ft. per student)	a	More or as per Norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
19	Methods (Space shall not be than 10 sq. ft. per student)	a	More or as per Norms	3		
		b	75% of norms	2		
		c	Less than 75% of norms	0		
20	Canteen		Yes	2		
			No	0		
21	Games Facilities with playground		Yes	2		
			No	0		
22	Indoor games facilities		Yes	2		
			No	0		
23	Safeguard against fire hazard		Yes	2		
			No	0		

Sr. No.	Criteria	Observation	Marks Allotted	Marks obtained	Remarks
24	Green & Clean Campus	Yes	2		
		No	0		
25	Hostel for boys and girls separately	Yes	2		
		No	0		
26	Drinking water facility	Yes	2		
		No	0		

3   Criterion III : Management of Finance   (20 marks)

Sr. No.	Criteria	Observation	Marks Allotted	Marks obtained	Remarks
1	Receipt / Payment Account	Yes	2		
		No	0		
2	Income / Expenditure	Yes	2		
		No	0		
3	Balance Sheet	Yes	2		
		No	0		
4	Cash Book	Yes	2		
		No	0		
5	Ledger	Yes	2		
		No	0		
6	Backward Class Scholarship Record	Yes	2		
		No	0		
7	Student Fee Register	Yes	2		
		No	0		
8	Dead stock Registers	Yes	2		
		No	0		
9	Accession Register	Yes	2		
		No	0		
10	Trust / Society Audit Report	Yes	2		
		No	0		

4   Criterion IV: Administrative Criteria   (30 marks)

A]					
Sr. No.	Criteria	Observation	Marks Allotted	Marks obtained	Remarks
1	Academic calendar	Yes	3		
		No	0		
2	Time-Table	Yes	3		
		No	0		

B]				Marks Allotted	Marks obtained	Remarks
Sr. No.	Criteria	Observation		Marks Allotted	Marks obtained	Remarks
1	Computerized MIS in place	Yes		3		
		No		0		
2	Computerized accounting System	Yes		2		
		No		0		
3	Department networking	Yes		1		
		No		0		
C]						
1	Appointment letters given to all teaching and non-teaching staff	Yes		2		
		No		0		
2	Service book record of all staff updated and maintained in duplicate	Yes		2		
		No		0		
3	Amount toward GPF/CPF of staff deposited with concerned office			2		
				0		
4	Teaching & non teaching staff salary as per rule and given through bank			3		
				0		
5	Current year budget			2		
				0		
D]						
1	Students monitoring / grievance cell in place	Yes		2		
		No		0		
2	Medical facility for students	Yes		1		
		No		0		
E]						
1	Internet facility for students: Bandwidth capacity	a	2 Mbps or More/	3		
		b	Less than 2 Mbps/	2		
		c	Not available	0		
2	Stationary store facility for student	Yes		1		
		No		0		

5   Criterion V : Academic Criteria   (150 marks)

Sr. No.	Criteria	Observation		Mark	Marks Allotted	Marks obtained	Remarks
A]	**Accreditation (10 Marks)**						
1	Accreditation by NAAC	a	Second Cycle		10		
		b	First Cycle		8		
		c	Fresh applied		4		
		d	Not applied		0		
B]	**Human Resource (25 Marks)**						
1	Principal as per current NCTE Norms	a	Regular		5		
		b	In Charge (Approved)		3		
		c	In Charge (Not Approved)		0		
2	Non Teaching Staff as per State Govt. Norms	a	5 or more		4		
		b	Between 4-5		2		
		c	Less than 4		0		
3	Faculty as per university norms (Changes in staff)	a	7 or more		4		
		b	Between 5-6		3		
		c	Between 3-5		2		
		d	Less than 3		0		
4	Ph.D. Qualified Faculty	a	More than 70%		4		
		b	Between 60-70%		3		
		c	Between 50-60%		2		
		d	Less than 50%		0		

5	Librarian as per NCTE Norms	a	Regular		4	
		b	In Charge (Approved)		2	
		c	In Charge (Not Approved)		0	
6	Faculty with SET/NET	a	All 100%		4	
		b	Between 75-100%		3	
		c	Between 50-75%		2	
		d	Less than 50%		0	
C]	**Teaching Learning Resources (25 Marks)**					
1	The Teaching Programmes schedule and Methodology for participative learning used	a	More than 75%		4	
		b	Between 50 and 75%		3	
		c	Less than 50%		0	
2	Experiential learning Methodologies for participative learning used	a	More than 75%		4	
		b	Between 50 and 75%		3	
		c	Less than 50%		0	
3	Problem-solving approach as a teaching methodology is adopted	a	More than 75%		4	
		b	Between 50 and 75%		3	
		c	Less than 50%		0	
4	Facilities using self developed / readymade PPT/OHP/DVD Charts Flash card etc. as a teaching aids	a	More than 75%		4	
		b	Between 50 and 75%		3	
		c	Less than 50%		0	
5	Library resource are effectively used to augment teaching learning	a	More than 75%		5	
		b	Between 50 and 75%		4	
		c	Less than 50%		0	
6	Field experience effectively to maximize the teaching process	a	More than 75%		4	
		b	Between 50 and 75%		3	
		c	Less than 50%		0	
D]	**Evaluation Process and reforms (15 Marks)**					
1	Continuous evaluation system		Yes		3	
			No		0	
2	Conducts mid terms semester evaluation		Yes		3	
			No		0	
3	Reforms in examination procedures and processes are evident		Yes		3	
			No		0	
4	Examination processes are transparent		Yes		3	
			No		0	
5	Students grievances are transparent & addressed		Yes		3	
			No		0	
E]	**Curriculum Coverage (25 Marks)**					
1	Curriculum covered as per University norms 1. No. of lectures / Practical's covered (Max 5 M) 2. Theory subject lesson plan prepared and followed (Max. 5 M) 3. practical plan prepared and followed (Max. 5 M) 4. Student feedback about satisfactory coverage of curriculum (Max.5M)	A	100%		12	
		b	Between 75-100%		8	
		c	Less than 75%		0	
2	Attendance: average attendance of theory, Practical and for all periodic tests theory and practical	a	Above 90%		6	
		b	Between 75-95%		3	
		c	Below 75%		0	

3	Availability of equipment for conduct of experiments as per University Curriculum	a	More than prescribed		4		
		b	Between 75-100%		2		
		c	Between 50-74%		1		
		d	Less than 50%		0		
4	Assessment of student practical, training, exam conduction, documentation, project report, oral etc	a	Conducted		3		
		b	Few items conducted		2		
		c	None conducted		0		
F]	**Research (20 Marks)**						
1	Significant faculty involvement in research as a Research Guide	a	More than 75%		4		
		b	Between 50-75%		2		
		c	Less than 50%		1		
2	Significant number of major and minor research projects	a	More than 3		4		
		b	Between 1-3		2		
		c	Less than 75%		0		
3	Significant number of action research conduct	a	100%		4		
		b	Between 99-75%		1		
		c	Less than 75%		0		
4	The institution research has contracted to the practicing	a	Conducted		3		
		b	Few items conducted		2		
		c	None conducted		0		
5	Significant number of research articles are published in reputed / referral journals during last 3 years (National or international level)	a	More than 15		4		
		b	Between 10 to 15		3		
		c	Between 5 to 9		2		
		d	Between 1 to 5		1		
G]	**Faculty Development Programmes (10 Marks)**						
1	Institution facilitates to research fund		Yes		3		
			No		0		
2	Provision for orientation / Refresher / Seminars / Conference attends		Yes		2		
			No		0		
3	Provide health service / Loan Facility / economic help		Yes (each 1)		3		
			No		0		
4	Provision for teaching and non teaching orientation in institution level		Yes		2		
			No		0		
H]	**Result and Placements (10 Marks)**						
1	No. of students in University rank list in final year	a	More than 3		2		
		b	More than 2		1		
2	No. of students passed in first class and above in final year	a	Above 60%		2		
		b	Between 30-60%		1		
		c	Below 30%		0		
3	Average result of final year of last 3 years	a	Above 90%		2		
		b	Between 75-90%		1		
		c	Last than 75%		0		
4	Programmes conducted for personality development during last 3 years	a	More than 6		2		
		b	Between 1-6		1		
		c	Nil		0		
5	Campus placement of final year students or going for higher education during last 3 year	a	Above 70%		2		
		B	Between 50%-70%		1		
		c	Below 50%		0		
I]	**Co-Curricular/Extracurricular Activities (10 Marks)**						
1	Organizing students House System (Cool system for Co-Curricular/		Yes		2		
			No		0		

	Cultural/ Activities)						
2	Organizing Seminar / Paper Presentation / Quiz / Essay / Competition		Yes		2		
			No		0		
3	Organizing special day / prayer / News		Yes		2		
			No		0		
4	Organizing Annual Sports events every year last three year		Yes		2		
			No		0		
5	Organizing cultural programmes for Orientation of local Community		Yes		2		
			No		0		

6   Criterion VI: Socio-Economic Criteria   (20 marks)

Sr. No.	Criteria	Observation		Mark	Marks Allotted	Marks obtained	Remarks
A]	**Alumni (10 Marks)**						
1	Whether alumni association exists and registered	a	Registered		4		
		b	Unregistered		2		
		c	Not exist		0		
2	Alumni meet once in a year one time		Yes		3		
			No		0		
3	Contribution of Alumni in development of college (Expert lectures/ Placements /Funding/ Sponsorship etc.)	a	Multiple activities		3		
		b	Single activities		2		
		c	No activity		0		
B]	**Collaboration with other Institution**						
1	Collaboration with local taluka level schools / institutions		Yes		3		
			No		0		
2	Collaboration with national / state level institutions		Yes		3		
			No		0		
3	Collaboration with international level institution		Yes		4		
			No		0		

7 SUMMARY SHEET OF ACADEMIC AND ADMINISTRATIVE AUDIT:

Sr. No.		Criteria	Allotted marks	Marks obtained
1		Governance and Policy Making	20	
2		Infrastructure and Student Amenities	60	
3		Management of Finance	20	
4		Administrative Criteria (30 Marks)		
	A	Schedules for the academic year	06	
	B	Office automation in use	06	
	C	Terms / Conditions of Staff Employment	11	
	D	Redressal and welfare schemes for teaching and non teaching staff	03	
	E	Sensitized to modern management concepts (Strategic palmary, Teamwork, Decision making)	04	
5		Academic Criteria (150 Marks)		
	A	Accreditation	10	
	B	Human Resource	25	
	C	Teaching Learning Process	25	
	D	Evaluation Process and Reforms	15	
	E	Curriculum Coverage	25	
	F	Research	20	
	G	Faculty Development Programmes	10	
	H	Result and Placements	10	
	I	Co-Curricular / Extracurricular Activities	10	
6		Collaboration with other Institutions (20 Marks)		
	A	Alumna	10	
	B	Collaboration with Local, National, International Organization	10	
		TOTAL MARKS	300	

8   Recommendations of Academic and Administrative Audit Committee (AAA)

The Academic and Administrative Audit Committee (AAA) unanimously/by majority states that the academic status of   is Excellent / Good / Satisfactory/ Poor/Very Poor.

Gradation of college based on the marks obtained in the Academic Inspection		
Grade	**Percentage of Marks obtained**	**Remarks**
A	More than 70%	Excellent (Issue letter of appreciation)
B	60 to 70	Good
C	50 to 60	Satisfactory
D	40 to 50	Poor (issue warning)
E	Less than 40	Very poor (issue show cause notice)

9   Academic and Administrative Audit Committee's remarks:

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

A)   Governance, policy marking and infrastructure:

1.

2.

3.

B)   Infrastructure and Student Amenities:

1.

2.

3.

C)   Management of Finance:

1.

2.

3.

D)   **Administrative Criteria:**

   1.

   2.

   3.

E)   **Academic Criteria:**

   1.

   2.

   3.

F)   **Collaboration with other Institutions:**

   1.

   2.

   3.

( )	( )	( )	( )
Member	**Member**	**Member**	**Chairman**

Place :
Date   :