

PART- I

GENERAL INFORMATION

Academic Session – 20..... to 20.....

Date of Inspection / Audit

Name of the Parent Trust/Society : _____

a. Address : _____

b. Registration number of the Trust/Society and date of registration :

c. Web site : _____

2) Name of President/Chairman of the Trust/Society : _____

a. Address : _____

b. E mail : _____

c. Phone no : _____ Mobile no. _____

A) Name of Secretary of the Trust/Society : _____

a. Address : _____

b. E mail : _____

c. Phone no : _____ Mobile no. _____

3) Name of the College : _____

a. Address : _____

b. Website : _____

c. phone No. -----

d. E mail -----

4) Name of Principal : _____

a) Nature of appointment : Regular approved/ Additional charge / Any other please
specify _____

b) E mail : _____

c) Phone no : _____ Mobile no _____

5) College Code given by University :- _____

6) a) Year of Establishment of H.E.I.:- _____

b) Type of H.E.I. (Refer Manual)

7) Year of passing out of first graduation batch:

8) Sanctions/Approvals/Affiliation/Accreditation :-

a) Govt. of Maharashtra sanction

Letter No. and Date :

b) Latest University affiliation

Letter No. and Date:

Period of current affiliation : From To

c) First time University affiliation :

Letter No. & Date :

d) University Permanent affiliation if any :

Letter No. & Date :

e) Whether the college belongs to Rural / Urban/Hilly / Tribal/Metro area (If any other) : Specify _____

f) Whether recognized by UGC under 2 f and 12 (B)? (If yes, give details :

Letter No. & Date:

g) Is member of AISHE Yes/No ? If yes give details of ID

Accreditation Status : Yes / No, If Yes accreditation agency

NAAC/NBA/QCI/Any other, specify _____

Grade and Score : Grade Score

Valid up to :

9) Program /Course of studies having affiliation with the University.

A) Type of Program /Course: Grant in aid, Non professional – Conventional

Faculty : _____

S.N.	Name of Program /Course	Subject	No. of divisions	Sanctioned Intake	Year of starting	Affiliation up to the year

B) Type of Program /Course : No grant, Non professional – conventional

Faculty : _____

S.N.	Name of Program /Course	Subject	No. of divisions	Sanctioned Intake	Year of starting	Affiliation up to the year

C) Type of Program /Course : Permanent No Grant (Non professional- conventional)

Faculty : _____

S.N.	Name of Program /Course	Subject	No. of divisions	Sanctioned Intake	Year of starting	Affiliation up to the year

D) Type of Program /Course : grant in aid (Any other like vocational, professional etc. specify)

Faculty : _____

S.N.	Name of Program /Course	Subject	No. of divisions	Sanctioned Intake	Year of starting	Affiliation up to the year

E) Type of Program /Course : No grant (Any other like vocational, professional etc specify)

Faculty : _____

S.N.	Name of Program /Course	Subject	No. of divisions	Sanctioned Intake	Year of starting	Affiliation up to the year

F) Type of Program /Course : Permanent No grant (Any other like vocational ,professional etc. specify

S.N.	Name of Program /Course	Subject	No. of divisions	Sanctioned Intake	Year of starting	Affiliation up to the year

S.N.	Parameter	Observations of Academic Audit Committee
1	Is any subject or Program /Course of study started without permission or affiliation of University? If yes, give the details _____	
2	Is any subject or Program /Course of study discontinued without permission of University? If yes, give the details _____	
3	Has intake capacity division of any subject or Program /Course of study changed (increased or decreased) without affiliation/permission of University? If yes, give details _____	
4	Is there any subject or Program /Course of study for which affiliation/permission (to start) from University was obtained but not started or not running? If yes, give details and reasons _____	
5	Is there any subject or Program /Course of study in which excess admissions (more than sanctioned intake) are done? If Yes, give details and reasons _____	
6	Whether there is any change in the name of college or transfer of college by the trust without permission and approval of University? Yes/No. If Yes, give details and reasons _____	

PART - II
STATUTORY / UNIVERSITY COMPLIANCES

S.N.	Parameter	Observations of Committee.								
1.	<p>College Development Committee</p> <p>a) Is college development committee formed as per provisions of the clause 97 of Maharashtra Public University act 2016? Yes/No If no, state reasons _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Date of CDC formation and tenure</th> <th style="text-align: center;">Whether formed as per MPU 2016</th> <th style="text-align: center;">Date of meeting during Audit period</th> <th style="text-align: center;">Whether minutes book is properly maintained</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date of CDC formation and tenure	Whether formed as per MPU 2016	Date of meeting during Audit period	Whether minutes book is properly maintained					
Date of CDC formation and tenure	Whether formed as per MPU 2016	Date of meeting during Audit period	Whether minutes book is properly maintained							
2.	<p>College council</p> <p>a) Is college council formed? Yes/No If No, state reasons _____</p> <p>b) If yes, are meetings of College council held regularly as per provisions of the act? Yes/No If no, state reasons _____</p>									
3.	<p>Students' council</p> <p>a) Is Students' council formed? Yes/No If No, state reasons _____</p> <p>b) If yes, are meetings of students' council held regularly? Yes/No If No, state reasons _____</p>									
4.	<p>Anti Ragging Committee</p> <p>a) Is anti ragging committee as per direction of competent authority formed? Yes/No If No, state reasons _____</p> <p>b) Are there any cases of ragging reported? Yes/No If yes, give details with action taken and preventive measures taken?</p>									
5.	<p>Grievance redressal Cell for Students</p> <p>a) Is grievance redressal Cell for Students formed? Yes/No If No, state reasons _____</p> <p>b) Are there any cases reported for redressal to the Cell? Yes/No If yes, give details with action taken _____</p> <p>c) Is Students Development Cell formed? Yes/No If no state reason</p>									
6.	<p>Griveance Redressal Mechanism as per section 4 of University Grants Commission, (Prevention, Provibition and Redressal of sexual harassment of women, employees and students in Higher Education Institutions) Regulation, 2015</p>									

	<p>a) Is the committee formed as per the act? Yes/No If no, state reasons _____</p> <p>b) Are there any cases reported to the committee? Yes/No If yes, give the details with action taken _____</p>									
7.	<p>Roaster & Service Book</p> <p>a) Is the roaster for teachers recruitment updated and approved by competent authority Yes/ No. If No, state the reasons and action taken for approval _____</p> <p>b) Is the roaster for recruitment of other academic and non teaching staff updated and approved by competent authority? Yes/No If No, state the reasons and action taken for approval _____</p> <p>c) Copy of Service Book given to Employees? Yes/No -----</p>									
8.	<p>Letter / Notice issued under section 79 and 108(1) of Maharashtra Public University act 2016</p> <p>a) Has University issued any specific Notice as per above provision? Yes/No If yes,</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Date of letter / order / Notice</th> <th style="width: 25%;">Reference No.</th> <th style="width: 25%;">Subject matter</th> <th style="width: 25%;">Compliance by the college</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date of letter / order / Notice	Reference No.	Subject matter	Compliance by the college					
Date of letter / order / Notice	Reference No.	Subject matter	Compliance by the college							
9.	<p>Financial Compliances</p> <p>a) Are university fees collected from students and deposited with University? Yes/No If No, state the reasons and action taken to comply _____</p> <p>_____</p> <p>_____</p> <p>b) Are students' insurance fees collected from students and deposited with University? Yes/No If No, state the reasons and action taken to comply _____</p> <p>_____</p> <p>_____</p> <p>c) Is reserved fund deposited with University? Yes/No If No, state reasons and action taken to comply _____</p> <p>_____</p> <p>_____</p> <p>d) Is building fund deposited with University? Yes/No If No, state the reasons and action taken to comply _____</p> <p>_____</p> <p>_____</p> <p>e) Are accounts for the advances obtained from University to conduct Theory or practical examinations or NSS camp or for any other events or activities submitted? Yes / No If No, state the reasons and action taken to comply _____</p>									

	<p>f) Is there any balance unspent amount remaining out of the advances received from University with the college? Yes/No If yes, give details and action taken to refund the same</p> <p>g) Are there Separate Book accounts for Salary transactions and Non Salary transactions (Yes/No) If No, state reasons -----</p> <p>h) Is the Financial Audit Report for CAY-1 or CAY-2 of the College available? (Yes/No)</p>	
10.	<p>Publications</p> <p>a) Is college prospectus/admission brochure published? Yes/No If No, give reasons _____</p> <p>b) Is college Annual magazine published and participated in University competition? Yes/No If No, state reasons _____</p> <p>c) Is Annual Report prepared and submitted to University ? Yes/No If No, give reasons _____</p>	
11.	<p>Equity Initiatives</p> <p>a) Are there equal opportunity cells in the college? Yes/No If yes, give no. _____. If No, state reasons and action taken to establish the same. _____.</p> <p>b) Does the college have facilities for physically challenged persons? No. _____. Type of facility - Ramp, Wash room, any other specify _____.</p> <p>c) No of schemes for special needs of tribal and disadvantaged groups _____.</p> <p>d) Are there any schemes for special needs of transgender? Yes/No</p>	
12.	<p>Mandatory displays</p> <p>a) Anti ragging committee Yes/No</p> <p>b) College Development Committee Yes/No</p> <p>c) Constitution preamble Yes/no</p> <p>d) Program /Courses with approved intake Yes/No in each Program /Course.</p> <p>e) Executive committee of trust/society Yes/No</p> <p>f) Grievance redressal committee (OMBUDSMAN) Yes/No Prohibition and redressal of Sexual Harassment of women at work place Hospital. Yes/No</p> <p>g) Important websites Yes/No</p> <p>h) Information about Nearest Police Station, Ambulance,</p> <p>i) Internal Complaint Committee for prevention,</p> <p>j) List of scholarships and welfare schemes Yes/No</p> <p>k) RTI act information officer and grievance Redressal Yes/No</p> <p>l) Student Development Cell Yes/No</p> <p>m) Student Grievance Redressal Cell Yes/No</p> <p>n) Students' Council Yes/No</p> <p>o) SC/ST Committee Yes/No</p> <p>p) University song Yes/No</p>	

PART – III
INFRASTRUCTURE AND RESOURCES

I. Physical Assets

Sr.No.	Parameter	Required as per Norms		Available		Observations by Committee.
		No.	Area	No.	Area	
1.	Land					
2.	Built-up Area					
	A) Instructional					
	Class Room					
	Laboratories					
	Other as applicable					
	Tutorial Rooms					
	Seminar Hall					
	Computer center					
	Library					
	Language laboratory					
	B) Administrative					
	Principal office					
	Administrative office					
	Other (As Applicable)					
	Departmental office					
	HOD & teachers seating area					
	Faculty (staff) room					
	Examination office					
	NCC Room					
	NSS Room					
	NCommittee or IQAC office					
	Record Room					
	Central Stores					
	Training Placement office					
	Maintenance Room / Store Room					
	Security office					
	Central Stores					
	Training Placement office					
	Maintenance Room / Store Room					
	Security office					
	C) Amenities					
	a) Boys Common Room					
	b) Girls Common Room					
	c) Hostel :					
	For Boys					

	For Girls					
	d) Toilets / Wash Rooms					
	For Boys					
	For Girls					
	For Gents Faculty / Staff					
	For Ladies Faculty / Staff					
	Cafeteria / canteen					
	e) Any other (if applicable)					
	Pantry					
	Housekeeping room					
	Stationary / Reprography					
	First Aid / sick room					
	D) Circulation Area					
	Varanda, Lobbies					
	Vehicle Parking					
	Garden					
	E) Sports / Games					
	Playgrounds					
	Indoor Stadium					
	Gymnasium					
	Any other					
	F) Library Building					
	Librarian Office					
	Stack Room					
	Reading Room					
	Reference Section					
	Committee Room					
	Digital library					
	Any other					
3	Furniture, Fixture, Office Equipments					
	Office Furniture					
	Light, Fans, Coolers, A.C.					
	Telephone					
	Mobile Phone					
	Fax Machine					
	Photocopiers					
	Any other					

II. Academic Assets.

Total Number of students in Institute

Sr.No.	Details	No. of Students
(i)	UG students	
(ii)	PG students	
(iii)	Any Other Program /Course	
Total Students (UG+PG+Any Other Program /Course)		

Teaching Staff

Teaching Staff (Institute Level) (For Professional Program /Courses)

Sr.No	Details	Required No. as per Norms	Available
(i)	For UG Program /Course		
(ii)	For PG Program /Course		
(iii)	For any other Program /Course		
	Total Students		

Cadre Proportion (For Professional Program /Courses)

Sr.No	Cadre	Required No. as per Norms	Available
(i)	Professor		
(ii)	Associate Professor		
(iii)	Assistant Professor		
(iv)	Visiting/Adjunct/ Emeritus any other		
(v)	Director of sports		
(vi)	Librarian		

Faculty wise/ Program /Course wise/subject wise availability of Teaching staff (For Conventional Non- Professional Program /Courses)

Faculty:

Program /Course :

Sr.No.	Subject	Total work load	No. of teachers		Remark	Observation by Committee.
			Required as per workload	Available		

Faculty retention:

Give details for last three years

Library staff :

Librarian		Asst.Librarian		Library Asst.		Library Attendants		Remarks	Observations by Committee.
Required	Filled	Required	Filled	Required	Filled	Required	Filled		

Administrative staff :

Name of Sections	Name of Posts	Required	Available	Remarks	Observations by Committee.

Laboratory staff :

Faculty

Program /Course :

Name of Program/Course	Assistants		Technical staff		Attendants		Remarks	Observations by Committee.
	Required	Filled	Required	Filled	Required	Filled		

Library Information

Sr.No.	Parameter	Required as per Norms if given	Available	Observations by Committee.
1.	No. of books			
2.	No. of Journals/ Periodicals			
3.	e-learning resources			
4.	Any other			

ICT Facilities

Sr. No.	Parameter	Required as per Norms if given	Available	Observations by Committee.
1.	Computers			
2	Laptops			
3	Softwares			
4	Printers			
5	LCD Projectors			
6	Interactive Boards			
7	Internet			
8	Wi-fi			
9	Facility for MOOC like NPTEL, SWAYAM, Learning Management System etc.			
10	Any other			

Parameter	Observations of Committee.
<p>Last affiliation committee / Committee.</p> <p>a) Date of visit _____</p> <p>b) Name of chairman and members of the committee _____ _____ _____</p> <p>c) Conditions of affiliation _____</p> <p>d) Compliance of above conditions. _____ _____</p>	

<p>Current affiliation</p> <p>a) Date of application for affiliation of current academic year.</p> <p>b) Receipt No. and Date of payment of fees for affiliation.</p> <p>c) Details of the Program /Courses / subjects for which affiliation application is made.</p>	
<p>Whether Undertaking to comply conditions of affiliation as per clause 108(1) A to K of Maharashtra Public Universities Act 2016 is submitted by the management?</p> <p>Yes / No</p>	

Overall observations of the Academic Audit Committee / Inspection Committee:

Principal's remark, if any : Agree/disagree.

If disagree, state reasons _____

Date :

Place :

Principal

Committee Members

Chairman

Member

Member

Member

PART – IV
PROGRAM /COURSE CURRICULUM AND TEACHING – LEARNING PROCESS

Adherence to University and College Academic Calendar :

Sr.No.	Activity	Prescribed		Implementation		Observation by Committee.
		First Session	Second Session	First Session	Second Session	
1	Working days					
2	Admission days					
3	Teaching days					
4	Preparation days for examination					
5	University examination days					
6	Winter vacation					
7	Summer vacation					
8	Public holidays					
9	Non instructional days					

Details of Students Induction Program /Course Conducted

Sr.No.	Details	Duration	No. of students attended	Observations by Committee.

Compliance of university Teaching Scheme as per syllabus prescribed for the Program /Course

- i) Average No. of actual teaching hours (L, T, P) for the subjects in odd as well as even semesters. Vis-à-vis university schemes.
- ii) Extent of compliance of university curriculum.

Faculty : (Science & Tech/Commerce & Management/Humanities/Interdisciplinary)

Program /Course :

Year of study : First/Second/Third/Fourth/.....

Semester : First/second/third/fourth/fifth/sixth/seventh/eighth/...

Sr. No	Subject	As per Teaching Scheme						Actual Conducted for the session			% syllabus taught in the session	Students			Observations by Committee.	
		Work load- No of hours								L		T	P			
		Lecture		Tutorial		Practical		No. Enrolled for the subject	% Average attendance of students in							
L	T	P	L	T	P	L	T		P							
		Per Week	For the Session	Per Week	For the Session	Per Week	For the Session	Theory	Tutorial	Practical		L	T	P		
Average for semester =																
Minimum in the semester=																
Maximum in the Semester=																

Teaching Methodology used and Innovative Teaching, if any

- i) Conventional Lecturing with Chalk – Duster – Black Board –White Board
- ii) Power Point Presentations on LCD Projector

iii) Virtual Class Rooms, NPTEL videos/ Virtual Laboratories

iv) Any other, Beyond Classroom teaching-Learning Methodology used, Give details

Sr.No.	Use of participatory innovative teaching-learning methodologies ,updating of subject contents/Program /Courses, mentoring ,Flipped Learning, Use of ICT etc
1	
2	
3	

Sr.No.	Preparation of Resource Materials like fresh reading materials, laboratory manual, question bank with model answers, group learning material, blended learning material, e learning material etc.
1	
2	
3	

**Details of Skill based Program /Courses / Entrepreneurship Program /Courses:
(National/State Skill council, University level skill Program /Courses, entrepreneurship Program /Course etc.) available.**

Faculty	Department / Program /Course	No. of Courses available
Science and Technology		
Commerce and Management		
Humanities		
Interdisciplinary		

Faculty : Science and Technology /Commerce and Management / Humanities/ Interdisciplinary

Department / Program /Course :

Sr.No.	Type of skill	Skilling duration	Skill Council	Skill Provider	Remark	Observations by Committee.

Number of teachers involved	*CAY	*CAY-1	*CAY-2
Number of students involved			
Number of teachers completed skill Program /Courses with certification			
Number of Students completed skill Program /Courses with certification			
Total			

Digital initiatives: Use of SWAYAM and National Digital Library, creating and sharing digital resources

Details	Y/N	If yes, give details
Is the H.E.I. member of National Digital Library?		
Contribution by faculty for e-content / database		
Is the H.E.I. institutional member of K.R.C. of the University		
Is the H.E.I. member of any other consortia like N-LIST, DEL-NET etc.		

Self Learning initiative

- i) Scope for self learning
- ii) The institution needs to provide the facilities, materials for learning beyond syllabus, Webinars, Podcast, MOOCs etc.

No. of teaching staff/ Non teaching staff / students who completed and are certified for MOOC.

	*CAY	*CAY-1	*CAY-2
No. of teaching staff			
No. of Non-teaching staff			

No. of Students			
-----------------	--	--	--

*CAY : Current Academic Year say 2017-18

*CAY-1 : One year before CAY i.e. 2016-17

*CAY-2 : Two years before CAY i.e. 2015-16

Students support, Feedback and Internships survey

1. Do you have Registered Alumni association?
If yes, mention year of establishment
2. Is there any mechanism of current student survey?
3. Is there any Continuous assessment System ?
4. Is there any parameter available to indicate student-teacher preparedness to become in-service teacher?(Applicable for Teacher's Education Institutions only)
5. Is there any provision for internship for students ? Applicable for Professional Courses only)
6. Is there any parameter available to indicate students' preparedness for employment / self employment ? (Applicable for Professional Courses only)

Co-Curricular Activities performed: (Remedial Classes, Educational/study tour, Students' seminars, Research Club, etc.)

Faculty: Science & Technology / Commerce and Management / Humanities / Interdisciplinary

Program / Course / Department

Sr.No.	Nature of Activity		Date of Activity If performed	Reference to curriculum	Observation	Points
	Planned	Performed				

Extra – Curricular Activities performed.

(Details of students clubs, groups set up for practice and promotion of local, liberal, fine and performing arts, NSS, NCC units)

Sr.No.	Type of Unit / activity	No. of students enrolled		Details of participation in events	Observation by Committee.
		Boys	Girls		

Library Working

Sr.No.	Item	Details	Observation by Committee
1.	Distribution of books per student / per year		
2.	Average No. of books per subject delivered per year		

3.	Expenditure on Books / periodicals / in proportion to the budget / students		
4.	Average daily distribution of the books		
5.	Average students attendance in reading room per day		
6.	Total working days of library		
7.	Working hour's		
8.	Average attendance of librarian (Days/ year)		

Administrative Working

Sr.No.	Item	Details	Observation by Committee
1.	Annual Budget Preparation		
2.	Seed Money for project / research		
3.	Corpus Fund and any other fund		
4	Financial Audit by C.A.		
5	Leave record of teaching and non teaching members		
6	Welfare measures for teaching and non teaching members		
7	Conduct of various committee meetings and implementation of decision.		

Sports facilities

Sr.No.	Item	Benchmark	Actual	Observation by Committee
1	Expenditure on sports per student			
2	Percentage of participation of students in inter-collegiate sports			
3	No. of color holders			
4	Participation of students at State / National / Inter-national level			

Only Applicable for Teachers Education Institute

1) Do you have mechanism for school Internship Report ? Yes/No
If yes give details--- If no give reasons.

2) Do you have arts & Craft resources? Yes/No
If yes give details --- If no give reasons.

PART – V
OUTCOMES
(A) Learning Outcomes

1). Students enrollment:-

Details of Program /Courses offered and students enrolment by the H.E.I. (Give data for Audit / Inspection Period)

Sr.No.	Program /Course level	Name of the Program /Course / Program /Course	Duration	Entry Qualification	Sanctioned / Approved student strength	No. of students admitted	Demand Ratio
	Under Graduate						
	Post Graduate						
	Any other Program /Course						

Students performance in internal assessment.

Faculty : Science & Technology/ Commerce and Management /Humanities/Interdisciplinary
Department/ Program /Course:

Sr.No.	Type of Assessment conducted as prescribed	Duration	Activity held	Total No. of students attended	Observation by Committee
1	Unit test-I				
2	Unit test – II				
3	Pre-Semester Exam-I				

4	Unit Test-III				
5	Unit Test-IV				
6	Pre Sem Exam-II				
7	Any other				

Students Performance in University Examinations

Year CAY

Faculty : Science & Technology/ Comm. & Mgt., /Humanities/Interdisciplinary

Department/ Program /Course:

Year of Study

Sr.No.	Name of the Subject	First Yr / Second Yr / Third Yr /					
		No. of Students Enrolled	No. of Students appeared for exam	% passing of appeared students	Percentage		
					% of Ist class	% IInd class	% Pass class
1							
2							
3							
...							

Year CAY-1

Faculty : Science & Technology/ Comm. & Mgt., /Humanities/Interdisciplinary

Department/ Program /Course:

Year of Study

Sr.No.	Name of the Subject	First Yr / Second Yr / Third Yr /					
		No. of Students Enrolled	No. of Students appeared for exam	% passing of appeared students	Percentage		
					% of Ist class	% IInd class	% Pass class
1							
2							
3							
...							

Year CAY-2

Faculty : Science & Technology/ Comm. & Mgt., /Humanities/Interdisciplinary

Department/ Program /Course:

Year of Study

Sr.No.	Name of the Subject	First Yr / Second Yr / Third Yr /					
		No. of Students Enrolled	No. of Students appeared for exam	% passing of appeared students	Percentage		
					% of Ist class	% IInd class	% Pass class
1							
2							
3							

Completion Ratio of Audit / Inspection Period :

Sr.No.	Year	Completion Ratio

Performance of Students in Avishkar, Indradhanush, Ashwamedh any other.

Year	Type	No. of Students

Performance of pass out students in Eligibility Test (Like TOFEL, GRE,NET_SET,S-TET,GATE,JRF,SRF,MPSC,UPSC, BANKING,TET etc) for Audit / Inspection Period

Year	Name of Eligibility Test	No. of Students

Give the details of recruitment of pass out students for Audit / Inspection Period

Year	No. of Students	Salary Offered	Sector (Govt /Private/...)
		Min.—Max.	

Give the details of pass out students pursuing for Higher study for Audit / Inspection Period

Year	No. of Students	Types of Program /Course pursuing Higher study	Type of H.E.I. of Study college/Department/University

Quality Improvement Outcomes

1. Presence of teachers in college during instructional days.

Faculty : Science & Technology , Commerce & Management, Humanities and Interdisciplinary Program /Course :

Program / Course : _____

Average attendance of teacher	Observation by Committee

2. Teaching work performed (Faculty wise)

Faculty (Science & Tech, Commerce & Management, Humanities, /Interdisciplinary)

Program / Course : _____

Name of the Teacher	Subject	Class	Paper	No. of Lectures Available	No. of Lectures actually engaged	Extras engaged	Extent to which syllabus is completed (%)	Observation by Committee.

3. Result Analysis

Faculty ((Science & Tech/Commerce & Management/Humanities/Interdisciplinary)

Program / Course : _____

Name of the Teacher	Semester/Year	Subject	Paper	Uni. Result	Result of college	Observation by Committee.

4. a) Teachers Qualification improvement during audit / inspection period

Faculty ((Science & Tech/Commerce & Management/Humanities/Interdisciplinary)

Program / Course : _____

Name of Teacher	Earlier qualification	Additional Qualification acquired	Year of qualification acquired

5.b) Any other Qualification/ Skills acquired by Teacher during audit / inspection period

Name of Teacher	Type of Skill acquired	Year of skill acquired	No of beneficiaries

Identified Key research areas

Faculty ((Science & Tech/Commerce & Management/Humanities/Interdisciplinary)
 Program / Course : _____

Subject	Key Research Areas

Research Papers Published in Journals refereed /other reputed Journals as Notified by UGC during audit / inspection period

Sr. No	Title with page nos.	Journal	ISSN. / ISBN No.	Whether peer reviewed Impact Factor, if any
1				
2				
3				
4				
5				

Professional Development Activities during audit / inspection period

i) Participation in Seminars, Conferences, Short term training Program /Courses, Industrial experience, Talks, Lectures in refresher / faculty development Program /Courses,

Sr.No.	Program /Course	No. of Teaching staff	Duration
1			
2			
3			

Research / Projects during audit / inspection period :

Year	Budgeted seed money	Actual disbursed	No. of Beneficiaries (Teachers / Students)

Research Project Completed / in process during audit / inspection period

Name of Teacher	Title of Project	Funding agency	Total amount Mobilized	Project outcomes such as Patent/ Policy Document

Research Guidance during audit / inspection period

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded
i) Ph. D..			
ii) M. Phil..			
iii) P.G. Dissertation/Project			

Contribution of Teachers in e-content development during audit / inspection period

Sr.No.	Name of Teacher	Type of e-content uploaded on social media (Video/Audio/Animation/e-book/PPT/etc

Any other

Part VI : Programme Specific Additional Information

A. Teaching Education Institutes (B.Ed., B.P.Ed., etc)

SN	Parameter	Required as per Norms		Available		Observations by committee
		No.	Area	No.	Area	
1	Total Land area of UG programmed i. For one unit ii. For two unit iii. Additional area for PG Programme.					
2	Built up area i. For one unit ii. For two unit iii. Additional area for PG Programme.					
3	Class rooms i. For UG Programme ii. For additional unit iii. For PG Programme					
4	Special rooms for specialized methods					
5	Multipurpose Hall					
6	Fitness centre					
7	Health & Physical resource centre (Yoga)					
8	Sports Medicine laboratory /Curriculum Laboratories					
9	No. of other laboratories (Anatomy &					

	Physiology, Psychology, Human performance, Physiotherapy, athletic care and rehabilitation, and Human performance etc.					
10	Other Supporting staff Specialized coach, Yoga specialist, Technical Assistance, Physiotherapist, Dietician, Music teacher/Band teacher, Storekeeper, Ground marker/Helper, ICT Instructor					
11	Multipurpose play Field					
12	400 Meters athletic track with event areas (for physical education Industries)					

Additional information for Professional Colleges
(like Engineering / Pharmacy / Architecture etc.)

1.	The land area available as per Norms	Y/N	Observation by the Committee
	Availability of clear demarcations of the institutions either by a boundary wall or by a barded wire fencing.	Y/N	
	Whether land use certificate for educational purposes has been issued by the Competent Authority for the entire land and is in order.	Y/N	
	Availability of all weather approach road to the Institution	Y/N	
	Suitability of location and surrounding of land for an academic institution	Y/N	
	Availability the said piece of land is mortgaged to any other agency	Y/N	
	Availability of master plan for the whole campus indicating boundary of land and building of proposed institution	Y/N	
2.	Building Plan & Built Up Area as per norms		
	Availability Building Plan duly approved by the Competent Authority	Y/N	
a)	Total constructed area at present: Ground Floor _____ sq.m. + First Floor _____ sq.m. + Second Floor _____ sq.m. = Total _____ sq.m.		
	Teaching aids (black board & audio visual aids)	Y/N	
	Availability of <ul style="list-style-type: none"> • Electrical generator / Solar • Potable water 	Y/N Y/N	
3	Information about laboratories required as per the syllabus of RGPV (Name of lab with equipments must be given in table course/department wise) (as per enclosed proforma Appendix-02) <ul style="list-style-type: none"> • Mention the laboratory not available but otherwise required as per syllabus. _____ • Availability of laboratory facilities for the institution (if shared, give details _____) 		

	<ul style="list-style-type: none"> • Whether laboratories possess relevant equipment as per syllabus • Whether equipment procured are at the operational stage. • Availability of stock register of equipment Shortfall/deficiency as per norms _____ _____ Specific observation of the expert committee _____ _____	Excl usive / Share Y/N Y/N																															
4	Information about computer lab and softwares available in the Institution computer facilities. <table border="1" data-bbox="337 915 1096 1915"> <thead> <tr> <th data-bbox="337 915 431 1045">Sr.No.</th> <th data-bbox="431 915 597 1045">Particulars</th> <th data-bbox="597 915 776 1045">Requirements as per Norms</th> <th data-bbox="776 915 938 1045">Availability</th> <th data-bbox="938 915 1096 1045">Shortfall, if any</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 1045 431 1339">1.</td> <td data-bbox="431 1045 597 1339">Number of Computer Terminals (terminal-students ratio)</td> <td data-bbox="597 1045 776 1339"></td> <td data-bbox="776 1045 938 1339"></td> <td data-bbox="938 1045 1096 1339"></td> </tr> <tr> <td data-bbox="337 1339 431 1465">2.</td> <td data-bbox="431 1339 597 1465">Hardware specification</td> <td data-bbox="597 1339 776 1465"></td> <td data-bbox="776 1339 938 1465"></td> <td data-bbox="938 1339 1096 1465"></td> </tr> <tr> <td data-bbox="337 1465 431 1717">3.</td> <td data-bbox="431 1465 597 1717">Number of terminals on LAN/WAN</td> <td data-bbox="597 1465 776 1717"></td> <td data-bbox="776 1465 938 1717"></td> <td data-bbox="938 1465 1096 1717"></td> </tr> <tr> <td data-bbox="337 1717 431 1843">4.</td> <td data-bbox="431 1717 597 1843">Relevant legal software's</td> <td data-bbox="597 1717 776 1843"></td> <td data-bbox="776 1717 938 1843"></td> <td data-bbox="938 1717 1096 1843"></td> </tr> <tr> <td data-bbox="337 1843 431 1915">5.</td> <td data-bbox="431 1843 597 1915">Peripheral</td> <td data-bbox="597 1843 776 1915"></td> <td data-bbox="776 1843 938 1915"></td> <td data-bbox="938 1843 1096 1915"></td> </tr> </tbody> </table>	Sr.No.	Particulars	Requirements as per Norms	Availability	Shortfall, if any	1.	Number of Computer Terminals (terminal-students ratio)				2.	Hardware specification				3.	Number of terminals on LAN/WAN				4.	Relevant legal software's				5.	Peripheral					
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	(s)								
5	<p>Additional facilities</p> <ul style="list-style-type: none"> • Principal’s Quarter • Quarter for Faculty • Guest house • Medical facilities (Part time medical officer) • Insurance facilities (Medicclaim, Accident Insurance) • Provision for Bank / Extension counter • Provision for post office • Provision for Telephone booth • Whether rainwater-harvesting facility has been provided in the institution 								
6	<p>Compliance of Norms and Standards of statutory regulatory body (like AICTE, COA, Pharmacy council etc.) as per deficiency report or extension of Approval conditions</p>								

Information about the teaching faculty of the institution

Appendix-01

Name and Address of the institution : _____

Information Regarding Teaching Faculty of this institution : _____

SN	Name of Dept to which attached	Name of teacher	Designation of the teacher	Qualification	Branch/subject	Regular / Contract / PT/ Visiting	Date of Joining the institution	Salary Given		
								Basic	DA	Total
1	2	3	4	5	6	7	8	9	10	11

Sign. of Principal

With date and seal of the institute

Appendix – 02

Information Regarding Laboratories

Name of Laboratories and Department to which attached	Equipments / Machines available in the laboratories

Sign. of Principal

With date and seal of the institute