

**EVALUATION SHEET**

**Academic Session – 20..... to 20.....**

**Date(s) of Audit/Inspection 1).....2) ..... 3).....**

<p>1) Name of the H.E.I. :- _____</p> <p>2) College/ H.E.I. Code given by University :- _____</p> <p>3) Year of Establishment of College/H.E.I.:- _____</p>
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<b>S.N.</b>	<b>Parameter</b>	<b>Points</b>	<b>Self Evaluation points</b>	<b>Expert Committee Evaluation Points</b>
<b>I</b>	<b>Part-I General Information</b>	<b>Maximum- 10, Minimum expected 02</b>		
<b>1.</b>	<b>Sanctions/Approvals/Affiliation/Accreditation</b>			
	<i>a)University Permanent Affiliation.</i>	<i>Yes – 01, No - 0</i>		
	<i>b)Whether recognized by UGC under 2f and 12B Whether Registered under AISHE</i>	<i>Yes – 01, No -0 Yes -01, No-0</i>		

	<i>c)Accreditation Status : NAAC/NBA/Any other</i>	<b>Max. Points -04</b>			
		<i>For NAAC / Any other</i>	<i>For NBA / Any other</i>		
		<i>Above A – 04 B to A – 03</i>	<i>For 75% and above programs – 04</i>		
		<i>Below B – 02 AAQ or LOI Submitted – 01</i>	<i>For 50% - 74% program - 03</i>		
		<i>Otherwise – 00</i>	<i>Upto 49% course - 02</i>		
			<i>AAQ or LOI Submitted – 01</i>		
			<i>Otherwise – 00</i>		
2.	<i>University approved Principal</i>	<b>Total Points – 03</b>			
		<i>i). Regular – 03 ii).Additional Charge – 02 iii). Otherwise – 00</i>			
<b>II</b>	<b>Part II – Statutory / University Compliances</b>	<b>Maximum10</b>	<b>Minimum expected 07</b>		
1.	<i>Formation of Various Committee</i>	<b>02</b>			
	<i>a) .Is college development committee formed as per provisions of the clause 97 of Maharashtra Public University act 2016?</i>	<i>If all committees are formed then 02 Else - 0</i>			
	<i>b) Is college council formed ?</i>				
	<i>c) Is Students’ council formed ?</i>				
	<i>d) Is anti ragging committee as per direction of competent authority formed?</i>				
	<i>e) Is grievance redressal Cell formed?</i>				
	<i>f) Is the Internal Complaint Committee as per section 4 of sexual harassment of women at work place (Prevention, Prohibition and Redressal) act, 2013 formed?</i>				
2.	<i>Roaster &amp;Service books</i>	<b>Total - 02</b>			

	<i>a). Is the roaster for recruitment of teachers and other academic and non teaching staff updated and approved by competent authority?</i>	<i>01</i>		
	<i>b) Availability of Service book</i>	<i>01</i>		
<i>3.</i>	<i>Financial Compliances</i> <i>a) Reserve &amp; Building fund</i> <i>b) Submission of accounts for exam. Advance</i> <i>c) Submission of accounts for NSS &amp; other activities</i> <i>d) Separate Accounts for</i> <i>a) Salary Transactions</i> <i>b) Non Salary transactions</i>	<i>02</i>		
<i>4.</i>	<i>Publications</i> <i>a) Is college prospectus/admission brochure published during audit/inspection period?</i> <i>b) Is college Annual magazine published and participated in University competition?</i> <i>c) Is college annual report submitted to University?</i>	<i>01</i>		
<i>5.</i>	<i>Teachers and non teaching staffs' contribution / participation in university Academic / Administrative / examination / cultural / sports etc.</i> <i>a) Participation in Authorities / Bodies / Committees / BOS/ any other</i> <i>b) Participation in University examination and valuation work</i> <i>c) Participation in organization of cultural activities</i> <i>d) Participation in organization of Sports</i>	<i>01</i>		
<i>6.</i>	<i>Mandatory displays</i> <i>a). Courses with approved intake in each course.</i> <i>b). Executive committee of trust/society</i> <i>c). College Development Committee</i> <i>d). Students' Council</i> <i>e). Anti ragging committee</i> <i>f). Committee for SC/ST</i> <i>g). Internal Complaint Committee for prevention, Prohibition and redressal of Sexual Harassment of women at work place</i> <i>h). Grievance redressal committee /Cell/(OMBUDSMAN)</i> <i>i). University song</i> <i>j). Constitution preamble</i>	<i>01</i> <i>(If all displayed)</i>		

	k). List of scholarships and welfare schemes l). RTI act information officer and grievance m). Important websites			
7.	Equity Initiatives a). Are there equal opportunity cells in the college? b). Are there any facilities for physically challenged persons? (Ramp, Washrooms etc.) c). Are there any schemes for special needs of tribal and disadvantaged groups d). Are there any schemes for special needs of transgender? e) Potable Drinking facility f) Sanitary Napkin Vending Machine, & disposal g) First Aid h) Sick room i) Security Measures CCTV	01		
<b>III</b>	<b>Part III – (I) Infrastructure &amp; Resources</b>	<b>Maximum - 35</b>	<b>Minimum expected- 21</b>	
	<b>Physical Assets</b>	<b>(Maximum – 15, Minimum expected - 09)</b>		
1.	Land	02		
2.	Built-up Area a) Instructional b) Administrative c) Amenities d) Circulation Area e) Sports / Games - Facilities f) Library g) Hostel (Boys/Girls)	02 01 01 01 01 01 01		
3	Furniture fixture and office equipments			
	a) Telephone, mobile and cell phones	01		
	b) Fax machine	01		
	c) Photocopier	01		
	d) Office computer, printers	01		
	e) Office furniture, coolers, A.C.	01		
	<b>(2) Academic Assets</b>	<b>Maximum 20</b>	<b>Minimum expected 12</b>	
1.	Teaching Staff --- (Regular/CHB/adhoc/visiting)	More than 50% of required no. ---6 Otherwise ---0		
2.	Supporting Staff --- <i>(As per G.R. No.SS/UC/Anu-3/99/3853-dt 24-9-98) or norms of statutory bodies</i>	More than 50% of requirement --- 5 Otherwise 0		

	University approved Librarian	01		
	University approved Director of Sports	01		
	Any other H.E.I. Management level arrangement made for Library, Laboratory, Sport, Office, etc. to support academic activities for above.	02		
3.	Books ---per subject of program/course	<b>Student : Volume</b> <b>(1) 10:1 --3</b> <b>(2) 15:1 - 2</b> <b>(3) 20:1 - 1</b> <b>(4) Otherwise 0 marks</b>		
4.	ICT Facilities (Min. 5 computer + Internet+1 LCD Projector).	<b>02</b> <b>Otherwise – 0</b>		

IV	<b>Part IV – Program / Course Curriculum and teaching learning process ( UG Maximum – 60, Minimum –expected 14)and UG + PG maximum 65, Minimum expected 16</b>									
1	Average % of overall Students enrollment of college for Academic Audit / Inspection Period						Maximum – 05UG Max. 5+5 = 10 UG+PG			
	Year	UG			PG				UG	PG
		Sancio ned Intake	Total Admi ssion	% Admis sion	Sancio ned Intake	Total Admis sion	% Admissi on	80% & above 79 to 40 39 to 20%	05 03 02	05 03 02
	AY									
	AY-1									
	AY-2							Below – 19%	00	00

2.	<i>Adherence and compliance of University-College Academic Calendar and University Teaching scheme</i>	<i>100% adherence - 05 80 to 99% - 03 Below 79% - 00</i>		
3.	<i>Attendance of Faculty during instructional days In Classrooms/laboratories (Teaching-learning process)</i>	<i>Average attendance 75% and above - 04, 60% to 74% - 03 Below 73% - 00</i>		
4.	<i>Teaching Methodology adopted and Innovative Teaching technique used</i>	<i>Maximum – 08</i>		
	<i>a) Conventional Lecturing e.g. Chalk – Duster – Board</i>	<i>02</i>		
	<i>b) Power Point Presentations on LCD Projector</i>	<i>01</i>		
	<i>c) Virtual Class Rooms, NPTEL videos, other e-resources, virtual laboratories</i>	<i>01</i>		
	<i>d) Use of participatory innovative teaching-learning methodologies updating of subject contents /courses, mentoring ,Flipped Learning, Use of ICT etc</i>	<i>01</i>		
	<i>e) Preparation of fresh reading material, Laboratory manual, any other Preparation of resource material</i>	<i>01</i>		
	<i>f) Development of e-learning delivery process / material</i>	<i>01</i>		
	<i>g) Facility for MOOC like NPTEL, SWAYAM &amp; Learning Management System</i>	<i>01</i>		
5.	<i>Skill based Courses/ Entrepreneurship programs</i>	<i>Maximum 04</i>		
	<i>i) Skill based courses and students enrollment</i>	<i>02</i>		
	<i>ii) Entrepreneurship programs and students enrollment</i>	<i>02</i>		
6.	<i>Self Learning initiative</i>	<i>Maximum 04</i>		
	<i>i) Facilities like Webinars, Podcast, Virtual Classroom, Virtual laboratory, Virtual study centre, etc.</i>	<i>02</i>		
	<i>ii) MOOC courses offered for students and students enrollment</i>	<i>02</i>		

7.	<b>Students support, Feedback and survey</b>	<i>Maximum 03</i>		
	1. Registered Alumni association	01		
	2. Students Feedback / Survey	01		
	3. Any parameter available to indicate student-teacher preparedness to become in-service teacher or placement employable ready	01		
8.	<b>Student Related Extra curricular, Extension, Field based, outreach development Activities etc.</b>	<b>Maximum - 17</b>		
	i) Students Club/groups setup for practice/promotion of local, liberal, fine and performing arts (example for Youth festival, Indradhanush etc.)	01		
	ii) NSS Unit	02		
	iii) NCC unit	02		
	iv) Students participation in Inter-collegiate competitions	01		
	v) Students participation in Inter-University competitions	01		
	vi) Students participation in National games/sport competitions	01		
	vii) Students participation in Asian games/sport competition	02		
	viii) Students participation in other International sport/games competition	02		
	ix) Students participation in Inter-collegiate cultural competition	01		
	x) Students participation in Inter-University cultural competition	01		
	xi) Students participation in National cultural competition	02		
	xii) Students participation in any other cultural competition	01		
9.	Library Working	05		
10.	Health, fitness and Sports Facilities utilization	05		
V	<b>Part V –(A) Learning Outcomes</b>	<i>Maximum 25 for UG, and 15 for PG. Minimum 05 for UG,PG</i>		
	Students Performance in University Examination ( Overall result of college as	<i>Maximum – 10 for(UG) and 05 for PG</i>		

1.	<i>compared with University average result)</i>			
		<i>For UG</i> 90% and above – 10 80 to 89% - 08 70 to 79% - 06 60 to 69% - 04 50 to 59% -02 40 to 49% - 01 Less than 40% - 00  <i>For PG</i> 90% and above – 05 80 to 89% - 04 70 to 79% - 03 60 to 69% - 02 50 to 59% - 01 less than 50% -00		
2	<b>Performance of students in various entrance Eligibility Test after graduation during audit / inspection period</b>	UG-05 PG – 05		
3	<b>Recruitment of pass out students during audit / inspection period</b>	UG – 10, PG – 05		
	a) % of UG students placed			
	i) Higher studies	Above 20% - 02		
	ii) Passed competitive examinations like MPSC, UPSC, Banking etc.	Above 20% - 03		
	iii) Employed in			
	- Public sector	Above 20% - 02		
	- Private sector	Above 20% - 01		
	iv) Self employed	Above 20% - 02		
	b) % of PG students placed (higher studies, passed PET, NET, SET and other examinations, employed.)	Above 75% - 05 50-74% -03 25-49% - 02 Below 25% - 00		
<b>V</b>	<b>Part V –(B) Quality Improvement Outcomes UG + PG</b>	Maximum – 15 + 15 Minimum – 06 + 06		
1.	Program / course wise teaching work performed For UG and PG each	Above 95% - 05 + 05 85 to 94% -04 + 04 75 to 84% - 03 + 03 Below 74% - 00 + 00		
2	Program / course wise Result analysis(Based on university declared final/degree examinations during audit / inspection period) For UG and PG each	Above 10% of university average - 05 Above 5 to 9 % of university average – 04 -4 to +4 % f university average - 03		



		<i>Below 5 to 9% of university average – 02 Below 10% of university average – 00</i>		
3.	<i>Faculty Qualification Improvement or skills acquired during audit / inspection period</i> a) Post Ph. D . b) Ph. D., M. Phil. c) Any skills certification d) Any other For UG and PG each	<i>% Teachers      Points 80% and above    05 60 to 79 %        04 40 to 59 %        03 20 to 39 %        02 10 to 19 %        01 Below 10%         00</i>		
<b>Desirable Parameters    Maximum - 55</b>		<b>Minimum not essential</b>		
4.	<b>Research, Publications and Academic Contributions    Maximum 20</b>			
	a) Key Research Areas – Identified	01 point per area. Maximum 04		
	b) Research Papers Published in referred journals/other reputed Journals as notified by UGC during audit / inspection period.	<i>% of teachers      points 80% &amp; above        10 60 to 79%            08 40 to 59%            06 20 to 39%            04 10 to 19 %           02 Up to 10 %           01</i>		
	c) Publications of books	01 per book per H.E.I. Maximum – 04		
	d) Publication of technical magazines, newsletters, etc.	02		
5.	<b>Professional development activities during audit / inspection period</b> i) Participation in Seminars ii) Participation in Conferences iii) Participation in Short term training courses iv) Participation in Industrial experience v) Participation in Talks, Lectures in refresher / faculty development courses,	Maximum 05  01 01 01 01 01		
6.	<b>Organization /Conduction of Q.I.P. by H.E.I.</b> a) Seminars b) Conferences	Maximum – 10 Minimum -Not essential 02 02		

	c) <i>S.T.T.P.</i> d) <i>Orientation/Refresher programs</i> e) <i>Any other F.D.P.</i>	02 02 02		
7.	<b>Research Projects:</b>	Maximum 05 Minimum Not essential		
	<i>Sponsored /funded/seed money supported Projects : Cumulative during audit / Inspection period</i> Amount > 20 lakh Amount >= 12 lakh but <=20 lakh Amount >= 4 lakh and <= 12 lakh Amount < 4 lakh	05 04 02 01		
8.	<b>Research</b>  a) <i>Research Center</i>  b) <i>Research Scholars enrollment</i>	Maximum 10, Minimum Not essential 3 per subject Maximum 06 Total enrollment Points 60% & above 04 40 to 59 % 02 20 to 39% 01 Below19% 00		
9.	<b>Fellowships, awards and Invited Lectures in conference /seminar etc.</b>	Maximum 05, Minimum Not essential		
	<i>Fellowships / Awards from Academic bodies</i>	02		
	<i>International/ National / State / University level award/recognition/any other</i>	03		

### **Audit/ Inspection Report Format**

<b>Part</b>	<b>Parameter</b>	<b>Comments/ Remarks</b>
<b>I</b>	<b>General Information</b>	
<b>II</b>	<b>Statutory / University compliances</b>	

<b>III</b>	<b>Infrastructure and resources</b> <b>a) Physical Assets</b>	
	<b>b) Academic Assets</b>	
<b>IV</b>	<b>Program / course curriculum and teaching – learning process</b>	
<b>V(A)</b>	<b>Learning Outcomes</b>	
<b>V(B)</b>	<b>Quality Improvement Out comes</b> <b>a) Essential parameters</b>	
	<b>b) Desirable parameters</b>	

**VI) Additional Information for TEI and Professional H.E.I.**

*Compliance of Norms and Standards of statutory regulatory body (like AICTE, COA, Pharmacy council etc.) as per deficiency report or extension of Approval conditions*

## Academic Audit / Inspection Report

## EVALUATION REPORT

1) Name of the College :- \_\_\_\_\_

2) College Code given by University :- \_\_\_\_\_

3) Date (s) - \_\_\_\_\_

## Evaluation &amp; Recommendation

Points Accrued					Recommended period for affiliation				
Part	Parameter	Maximum points	Minimum Points	Allotted Points	One	Two	Three	Four	Five
I	General Information	10	02		02	04 to 06	06 to 07	08 and above	08 & above
II	Statutory/ University compliances	10	07		07	07	07	08 & above	08 & above
III	Infrastructure and resources	Physical asset 15	09		09	10	11to12	13 & Above	13 & Above
		Academic asset 20	12		12	13 to 14	15to16	17 & above	17 & above
IV	Program/course curriculum, Teaching Learning process	UG 60	14		14	15 to 30	31to46	47 & above	47 & above
		UG+PG 65	16		16	17 to 32	33to48	49 & above	49 & above
V(A)	Learning Out comes	UG 25	05		05	6 to 14	15to19	20 & above	20 & above
		UG+PG 40	10		10	11 to 19	20 to 24	24 & above	24 & above
V(B)	Quality Improvement Out comes	Essential UG -15	05		05	6 to 8	9 to 11	12& above	12 & above
		UG+PG - 15	10		05	6 to 8	9 to 11	12& above	12 & above
		Desirable 55	Not essential						44 & above
TOTAL		UG-155 PG-020 UG+PG - 175	UG-54 PG-12 UG+PG- 66	UG- PG- UG+PG-	UG-54 to 60  PG-12 UG+PG 66 to72	UG-61 to 89  PG-14 UG+PG- 73 to 103	UG-90 to118  PG-16 UG+P G - 104 to	UG- 119 to 166 PG-16 UG+P G - 135 to	UG- Above 167 PG-16 UG+P G - 183 &

						134	182	above
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**Specific recommendations regarding period of affiliation :-**

On the basis of points obtained by the HEI, the committee, hereby, recommends that affiliation be granted for ..... number of year(s).

**Date :**

**Place:**

**Name & sign of Audit / Inspection team**

**Chairman**

**Member**

**Member**

**Member**