

Sant Gadge Baba Amravati University, Amravati

Manual for Academic Audit of Affiliated Colleges

Prelude:

Maharashtra Public Universities Act, 2016 has made provisions of condition of Academic audit for affiliation of colleges and recognition of institution as well as for inspection of colleges and recognized institutions. The provisions read as below :

Section 5 (24) lays down the conditions of affiliation of colleges and recognition of institutions taking into account the credibility of the management and the norms of academic performance of colleges, faculties and subjects, as may be laid down, from time to time, and satisfy itself by periodical assessment or otherwise, that those conditions are fulfilled;

(29) states to inspect, where necessary, all types of colleges or institutions and recognized institutions through suitable machinery established for the purpose, and take measures to ensure that proper standards of instruction, teaching, learning, training and research, and extension are maintained by them and adequate library, class rooms, laboratory, hostel, workshop and other academic facilities are provided for;

(38) states to co-ordinate and regulate teaching, learning, training and research and extension in the colleges and recognized institutions;

Section 37. 1 (j) states to conduct academic audit of the university departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions, which shall be carried out by an Academic Audit Committee, having an equal number of internal and external members;

(k) states to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit;

Section 117. (1) states that every affiliated college and recognized institution shall furnish such reports, returns and other particulars as the university may require for enabling it to judge the academic standards and standards of academic administration of the college or recognized institution.

Need and Focus of Academic Audit / Inspection :

The academic audit will help the HEI to understand and create awareness about strength, weaknesses, opportunities and challenges before the HEI as well as for individual teaching and non teaching staff.

It will help HEI to prepare for accreditation as requisite data and documents will get collected.

The academic record such as teachers academic diary, student feedback formats, updating of stock register, details of co-curricular, extra-curricular activities, publication etc. will get compiled.

To ensure external and internal validity and credibility, it is important to have the quality assurance process within a value framework which is suitable and appropriate to the perspective plan of the university.

University assessment lays focus on the institutional developments with reference to three aspects: *Quality initiative, Quality sustenance and Quality enhancement*. The overall quality assurance framework of University thus focuses on the values and desirable practices of affiliated colleges and

incorporates the core elements of quality assurance i.e. internal and external assessment for continuous improvement. The value framework of University starts with its choice of unit of evaluation i.e. the Institution as a whole. The Academic audit process of University which involves a combination of self evaluation and external peer evaluation implicitly or explicitly is concerned with looking at the developmental aspects of the colleges in the context of quality.

Abbreviations:

AAC	Academic Audit Committee
AICTE	All India Council for Technical Education
AISHE	All India Survey on Higher Education
B.O.S.	Board of Studies
C.D.C.	College Development Committee
CAY	Current Academic Year
CCTV	Closed Circuit Tele vision
CHB	Clock hour basis
COA	Council of Architecture
HEI	Higher Education Institutions
HOD	Head of Department
ICT	information and communication technologies
IQAC	Internal Quality Assurance Cell
LCD	liquid crystal display
MOOC	Massive open online courses
NAAC	National Assessment and Accreditation Council
NBA	National Board of Accreditation
NCC	National Cadet Corps
NCTE	National Council For Teacher Education
NPTEL	National Programme on Technology Enhanced Learning
NSS	National Service Scheme
PG	Post Graduate
QCI	Quality Council of India
RTI	Right to Information
SWAYAM	Study Webs of Active –Learning for Young Aspiring Minds
TEI	Teachers Education Institute
UG	Under Graduate
UGC	University Grants Commission

Definitions:

Academic Audit - Academic audit is an exercise which serves to provide assurance that the delegated responsibilities for quality and standard of academic provisions being appropriately discharged.

Academic Audit Committee – Academic audit committee means the committee constituted by the university for the purpose of academic audit having an equal number of internal and external members. Internal members mean the members appointed by the HEI from the pool of experts generated by the university. External members mean those who are not the internal members but appointed by the university from the pool of experts. Pool of experts will be formed by the university. The chairman of the committee shall be from the external members so appointed.

The pool of experts will be the congregation of nominations of teachers who are members of Academic Council, management council, senate, Other officers of the university, approved principals, I.Q.A.C. and NAAC/ NBA coordinators of the colleges, , Professors, Associate professors who have undergone “Academic Audit” awareness program organized by the university as well as Assistant professors, librarians, directors of physical education with Ph.D. & with minimum 10 years of experience, non teaching staff not below the rank of head clerk with minimum 15 years of experience who have successfully completed the training program / workshop organized for certification of academic auditors by the university for the said purpose.

Explanation : - 1) Academic audit awareness program will be essential for teachers from Academic council, management council, senate, other officers (Directors of various authorities, boards, KRC etc) of the university, approved principals of affiliated colleges / recognized institutions (HEI), I.Q.A.C. and NAAC/ NBA coordinators of the colleges, professors, Associate professors of the university and affiliated colleges & recognized institutions (HEI).

2) Assistant professors, librarians, directors of physical education / sports, can also be members of pool of experts provided they are Ph.D. qualified and have minimum 10 years of experience and successfully completed the certification workshop / training program of Academic Audit organized by the university.

3) Non teaching staff not below the rank of head clerk can also be members of pool of experts provided they have minimum 15 years of experience and have successfully completed the certification workshop / training program of Academic Audit organized by the university.

The university should organize the awareness program, workshop/training program for the said purpose as and when necessary but preferably each year in the month of April.

Completion Rate - The ratio of total number of learners successfully completing the program / graduating from a program in a given year to the total number of learners who initially enrolled for the program.

Demand Ratio – The ratio of number of seats available in the program / institute to the number of valid applications.

Program / Level of program / Course of study – Program is a range of learning experience offered to students in a formal manner over a period of one – two – three – four – five years leading to certificates / diplomas / degrees. Examples :- B.A., B.Com., B.Sc., B.Ed., B.P.Ed., B.P.E.&S., B.Voc., B.E., B.Tech., M.E., M.Tech., M.A., M.Com., M.Sc., PGDM etc. and programs as identified by UGC & other statutory bodies.

Level of program:- PG, UG, Diploma, Certificate etc.

Course / subject of study:-A detailed curriculum of the program

Parts and Key Aspects for Assessment

The parts based assessment of colleges/ H.E.I. forms the backbone of the academic audit. The six parts represent the core functions and activities of an institution and broadly focus on the issues which have a direct impact on teaching-learning, research, community development and the holistic development of the students. The University has identified the following six parts to serve as the basis for academic audit of colleges:

- I. General Information
- II. Statutory / University Compliances
- III. Infrastructure and Resources
- IV. Program/course curriculum and Teaching – Learning Process
- V. Learning Outcomes and Quality Improvement Outcomes
- VI. Additional Information for TEI and professional HEI.

GUIDELINES TO CARRY THE ACADEMIC AUDIT : All information should be filled on the basis of documentary evidences.

Part I – GENERAL INFORMATION :

This part includes the information about parent trust / society, its office bearer, the college / institution, address, principal and the details of courses run in the HEI.

Part I, Point 6(a) STATUS:-Minority / General / Autonomous / Any other Please specify _____.

6(b) Funding Status:-Grant in aid / No grant in aid / Permanent No grant in aid

6(c) Type:-Women's / Co-Education / Professional / Non professional (Conventional)

Part I, Point no. 9:-HEI has to fill up the separate information of programs / courses according to its type and status such as Grant-aid (Non professional – Conventional), No grant in aid (Non professional – conventional), Permanent No Grant in aid (Non professional- conventional), Grant in aid (Any other like vocational, professional etc.), No grant in aid (Any other like vocational, professional etc) as applicable.

Part II – STATUTORY / UNIVERSITY COMPLIANCES:

As per provisions of act, ordinances, statues, regulations, directions as well as rules / norms of regulatory authorities, the HEI need to comply. The data / information of such compliances should be provided in part II.

Part-II (Point no. 7):-, Affiliated HEI has to prepare Roaster for recruitment of teachers, academic & non-teaching staff wherever applicable. The roaster should be updated and approved by competent authority. If the roaster is not updated then reasons along with action taken should be given.

In Part-II (Point no. 8)

The compliance of any specific directions issued by university, if any, as per provisions under section 79 and 108(1) of Maharashtra Public University Act 2016 should be given.

Section - 79 (1) reads as : There shall be a Grievances Committee in each university to deal with all types of grievances; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority; which are not within the jurisdiction of the University and College Tribunal.

(2) The university shall establish a Grievances Redressal Cell headed by the officer of the university not below the rank of the Assistant Registrar for providing administrative assistance to the Grievances Committee.

Section -108 (1) reads as : The management applying for affiliation or recognition, and the management whose college or institution has been granted affiliation or recognition, shall give the following undertaking and shall comply with the following conditions,-

(a) that the provisions of the Act and Statutes, Ordinances, and Regulations made thereunder and the standing orders and directions of the university and State Government shall be complied with;

(b) that there shall be a separate College Development Committee provided for an affiliated college as provided by section 97 of the Act ;

(c) that the number of students admitted for courses of study shall not exceed the limits prescribed by the university and the State Government, from time to time;

(d) that there shall be suitable and adequate physical facilities such as buildings, laboratories, libraries, books, equipment required for teaching and research, hostels, gymnasium, etc. as may be prescribed;

(e) that the financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working;

(f) that the strength and qualifications of teachers and non-teaching employees of the affiliated colleges and recognized institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges and recognized institutions shall be such as may be specified by the university and the State Government and which shall be sufficient to make due provision for courses of study, teaching or training or research, efficiently;

(g) that the services of all teachers and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examinations and evaluation and for promoting other activities of the university;

(h) that the directions and orders issued by the Chancellor, Vice-Chancellor and other officers of the university in exercise of the powers conferred on them under the provisions of this Act, Statutes, Ordinances and Regulations shall be mandatorily complied with;

(i) that there shall be no change or transfer of the management or shifting of location of college or institution, without prior permission of the university;

(j) that the college or institution shall not be closed without prior permission of the university;

(k) That in the event of disaffiliation or de-recognition or closure of the college or institution under section 121, the management shall abide by and execute the decision of Academic Council regarding the damages or compensation to be recovered from management.

Part-II (Point no. 10)

Prospectus/admission brochure has to be published by every H.E.I. Colleges also have to publish Annual magazine and participate in University competition as per Directions/Circular by the university. Annual Report of H.E.I. is to be prepared and to be submitted to the university. The information is to be given in this point.

Part-II (Point no. 11)

One of the most important component is Equity Initiative. Equity means giving everyone equal opportunity to participate for what they need to be successful. In Education it means that personal or social circumstances such as gender, ethnic origin or family background are not obstacles to achieve educational potential and that all individuals reach at least a basic minimum level of skills. For the same, colleges have to mention in details about no. of equal opportunity cells in the college, facilities for physically challenged persons in the departments, no. of schemes for special needs of tribal and disadvantaged groups and schemes for special needs of transgender.

Part II (12)

Students Grievance Redressal Cell : As per uniform statute 5/2019, the cell is to be formed in each H.E.I.

PART III: INFRASTRUCTURE AND RESOURCES:

The Physical infrastructure, facilities, library infrastructure & facilities as well as human resources are important for effective running and maintaining quality of education in colleges. The details about physical assets and academic assets should be provided in the section.

Physical Assets and Academic Assets as given in part III shall be based on documentary evidences as per the checklist and physical verification.

Part IV (Point - Adherence to University and College Academic Calendar)

- The institution needs to publish its academic calendar including schedule/ planning of teaching , learning, assignments, tests, examinations, distribution of corrected scripts any other evaluation schedules such as teaching plan, evaluation blue print etc.
- If the institution faces any challenges in completing the curriculum within the planned time frame and calendar, then information should be given.

The information in table shall be filled in and verified on the basis of university and college academic calendar.

Part IV (Point – Presence of teachers in college during instructional (Teaching) days)

Total number of teachers including regular, fulltime Adhoc, CHB = N

Number of teaching / Instructional days as per academic calendar (90 per session for semester and 180 per year for annual pattern)

Full attendance days count = 90 x N for semester pattern and 180 x N for annual pattern

Total Number of leave taken by N number of teaching staff = L

Total present days count = (90xN) – L for semester pattern and (180 x N) – L for annual pattern

Average, percentage, presence of teachers = Total present days count / Full attendance days count

$$= \frac{(90xN) - L}{(90xN)} \times 100 \text{ for semester pattern}$$

$$\text{and } \frac{(180xN) - L}{(180xN)} \times 100 \text{ for annual pattern}$$

Part IV (Point – Self learning Initiative)

The technologies and facilities available and used by the faculty for effective teaching for eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc. should be given.

Part IV (Point – Students support, Feedback, Survey)

Alumni, students, industry, society, government, parents are important stake holders of higher education.

The feedback from stake holders, survey and its analysis is important indicator of quality as well as input for quality improvement.

Along with curricular activities, co-curricular activities, extra-curricular activities including sports & games are important for overall development of students.

Assessments of these activities are part of College Assessment & Academic audit.

The institution needs to design an effective feedback questionnaire. They need to justify that the feedback mechanism they have developed really helps in evaluating teaching and finally contributing to the quality of teaching. The institution needs to evolve the mechanism for the feedback of alumni, parent and industry and mention the effectiveness of such mechanism.

PART V: LEARNING OUTCOMES:

The higher education system requires to be “Outcome based”. As per NAAC, NBA, Perspective plan etc, all processes and activities should be directed towards achieving Programme Education Objectives (PEO), Program Objectives (PO), Course Objectives (CO).

The students performance based on enrollment, internal assessment, university examinations, competitive examinations is important indicator. Hence the information and data is to be provided.

The placement of graduates of the programme/course or their entry into higher education reveals the Learning outcomes and achievement of objectives. It is also important indicator to measure outcomes.

QUALITY IMPROVEMENT OUTCOMES:

Quality of inputs including students, faculty qualifications and number, efforts and process undertaken for sustenance and improvement of quality such as quality improvement programmes and outcomes of the efforts need to be measured and quantified.

The data on qualification of faculty, qualification enhancements, their physical presence for students’ interaction and contact, work performed, results, research work, publications, professional development etc. are good indicators of quality outcomes.

PART VI: Program specific additional information (For professional colleges and Teaching Education Institutions)

Additional information such as specific physical and academic assets, statutory body’s compliances of deficiencies, if any should be given in this part.

Checklist and Verification

To bring transparency and to be unambiguous, the checklist and verification list is provided for each part of the Audit Report. The points are to be awarded carrying out self evaluation and by the audit team. The evaluation sheet is provided for the same.

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CHECKLIST for Part I, II, III

(Document / physical verification list)

S.N.	Documents	Available / Not Available/ Not Applicable
1.	Sanctions/Approvals/Affiliation/Accreditation	
a	Registration certificate of Society / Trust	
b	Govt. of Maharashtra sanction Letter	
c	Latest University approval letter	
d	First time University approval letter	
e	University Permanent affiliation letter	
f	Certificate of recognition by UGC under 2 f and 12 (B)	
g	Accreditation Letter : NAAC/NBA/Any other	
2.	Proof of college belonging to Rural / Urban/Tribal/Metro area	
3.	Proof of recognition as Minority Institution/Women College, if any.	
4.	College Development Committee a) List of Members b) Minutes of Meeting held during academic audit period	
5.	College council a) List of Members b) Minutes of Meeting held during academic audit period	
6.	Students' council a) List of Members b) Minutes of Meeting held during academic audit period	
7.	Anti Ragging Committee a) List of Members b) Complaints received and action taken	
8.	Grievance redressal Cell a) List of Members b) Grievances received and action taken	
9.	Internal Complaint Committee as per section 4 of sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013 a) List of Members	

	b) Complaints received and action taken	
10.	Approved updated Roasters for teaching and non teaching staff	
11.	Directions issued under section 79 of Maharashtra Public University act 2016	
12.	Compliances of conditions of last affiliation	
13.	<p>Financial Compliances</p> <p>a) Proof of payment of university fees collected from students.</p> <p>b) Proof of payment of students' insurance fees collected from students and deposited with University</p> <p>c) Proof of reserve fund deposited with University</p> <p>d) Proof of building fund deposited with University</p> <p>e) Proof of submission of accounts for the advances obtained from University to conduct Theory or practical examinations or NSS camp or for all other events or activities.</p> <p>f) Proof of no balance unspent amount remaining out of the advances received from University with the college</p> <p>g) Proof of separate accounts for salary transactions and non salary transcatations.</p>	
14.	<p>Publications</p> <p>a) Copy of college prospectus/admission brochure</p> <p>b) Copy of college Annual magazine published</p> <p>c) Proof of participation in University competition</p> <p>d) Copy of college annual report and its proof for submission to university.</p>	
15.	<p>Proof of teaching and non teaching staffs participation in university activities</p> <p>a) In authorities / bodies / committees / BOS / any other</p> <p>b) University examination and valuation work</p> <p>c) Organization of cultural activities</p> <p>d) Organization of sports</p>	
16.	<p>Physical Verification of Mandatory displays</p> <p>a) Anti ragging committee</p> <p>b) College Development Committee</p> <p>c) Constitution preamble</p> <p>d) Courses with approved intake in each course.</p> <p>e) Executive committee of trust/society</p> <p>f) Grievance redressal cell for students</p> <p>g) Grievance redressal committee (OMBUDSMAN)</p>	

	<ul style="list-style-type: none"> h) Internal Complaint Committee for prevention, i) List of scholarships and welfare schemes n) Important websites j) Prohibition and redressal of Sexual Harassment of women at work place k) RTI act information officer and grievance l) Students' Council m) University song 	
17.	<p>Equity Initiatives (Physical verification and documents as applicable)</p> <ul style="list-style-type: none"> a) First aid b) List of Members of equal opportunity cells in the college. c) Physical verification of facilities for physically challenged persons in the departments. d) Proof of schemes for special needs of tribal and disadvantaged groups. e) Proof of schemes for special needs of transgender. f) Potable drinking water facility g) Sanitary napkin vending machine and disposal h) Security measures / CCTV i) Sick room 	

Physical Assets

1.	Land	7/12, N.A., 6/2 or government / competent authority registered document in the name of the society	
	Built-up Area		
2.	A) Instructional -		
	Class Room		
	Laboratories		
	Other as per applicable		
	Tutorial Rooms		
	Seminar Hall		
	Computer center		
	Library		
	Language laboratory		
3.	B) Administrative		
	Principal office		
	Administrative office		

	Other (As per Applicable)	verification	
	Departmental office	For colleges under Statutory Body of AICTE, NCTE, Council of Pharmacy, Council of Architecture etc., the copy of application for extension of approval and copy of deficiency report generated therein.	
	HOD & teachers seating area		
	Faculty (staff) room		
	Examination office		
	NCC Room		
	NSS Room		
	NAAC or IQAC office		
	Record Room		
	Central Stores		
	Training Placement office		
	Maintenance Room / Store Room		
	Security office		
4.	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		
	e. Cafeteria / canteen		
	Any other (if applicable)		
	Pantry		
	Housekeeping room		
	Stationary / Reprography		
5.	C) Circulation Area		
	Varanda, Lobbies		
	Vehicle Parking		
	Garden		
6.	E) Sports / Games		
	Playgrounds		
	Indoor Stadium		
	Gymnasium		
	Any other		

7.	F) Library Building		
	Librarian Office		
	Stack Room		
	Reading Room		
	Reference Section		
	Committee Room		
	Digital library		
	Any other		
8.	Furniture Fixture and Office Equipments	Physical verification and Stock Book Register.	
	Telephone, mobile, Cell phone		
	Fax Machine		
	Photo copier		
	Office computer, Printer, internet		
	Office furniture, coolers, A.C.		
	Any Other		

Academic Assets / Resources

1	Faculty wise / course wise / subject wise teaching staff (Regular/CHB/adhoc/visiting)	Physical and documents verification (Muster, Salary Sheet, Bank Statement, Roaster / Service Book)	
2	<i>Teaching staff approved by the university</i>	Physical verification of approval letters of claimed teaching staff. Physical verification of appointment letters, approval letters.	
3	<i>Faculty Cadre Ratio</i>		
4	<i>University approved Librarian</i>		
5	<i>University approved Director of Sports (Physical Education)</i>		
6	<i>Any other H.E.I. level arrangement made like Assistant librarian etc. to support academic activities for above.</i>		

7	Supporting Staff --- Library, administrative and laboratory staff etc (As per G.R. No.SS/UC/Anu-3/99/3853 dt. 24-9-98) or norms of statutory bodies	Physical and documents verification (Muster, Salary Sheet, Bank Statement, Roster / Service Book)	
8	Library Assets(Books per subject of program / course, Periodicals, E-resources etc)	Accession Register, Documents verification	
9	<i>ICT Facilities</i>	Physical and documents verification (Stock Book)	
	Computers		
	Laptops		
	Printers		
	LCD Projectors		
	Softwares (Learning Management Systems)		
	Interactive Board		
	Internet, WiFi		
	Any other		

CHECKLIST Part – IV

Sr.No	Parameter							Documents	Available / Not Available / Not applicable
1	<i>Average % of overall Students enrollment of college for Academic Audit / Inspection Period</i>								
	<i>Year</i>	<i>UG</i>			<i>PG</i>				
		<i>Sanctioned Intake</i>	<i>Total Admission</i>	<i>% Admission</i>	<i>Sanctioned Intake</i>	<i>Total Admission</i>	<i>% Admission</i>	<i>University Affiliation / Sanction letter , Students Enrolment List.</i>	
	<i>AY</i>								
	<i>AY-1</i>								
	<i>AY-2</i>								
2	<i>Adherence and compliance of University-College Academic Calendar and University Teaching scheme</i>							Verification of 1. Faculty Record (Academic Diary) 2. College Academic Calendar	
	Curriculum covered as per Apex body/University norms : Number of lectures/practical covered as per norms till date of monitoring only								
	Curriculum covered as per Apex body/University norms : Theory subject lesson plan prepared & followed till date of monitoring only								
	Curriculum covered as per Apex body/University norms : Practical plan prepared & followed till date of monitoring only.								
	Availability of equipment in working condition for conduct of experiments as per university / apex body norms.							Dead stock register , student feedback, physical verification, calibration certificate, maintenanc	

		e record and instrument log record	
3.	<i>Attendance of Faculty during instructional days In Classrooms/laboratories (Teaching-learning process)</i>		
	a. Whether biometric attendance facilities available.	Physical Verification	
	b. Average attendance of theory, subject, practical subject, average attendance of all progressive attendance for all theory and practical should be considered till date of monitoring.	Academic Dairy, Reports	
4	<i>Teaching Methodology adopted and Innovative Teaching technique used</i>		
	a) <i>Conventional Lecturing e.g. Chalk – Duster – Board</i>	Physical Verification of facilities, documents, records, photographs , students list, certificates etc.,	
	b) <i>Power Point Presentations on LCD Projector</i>		
	c) <i>Virtual Class Rooms, NPTEL videos, other e-resources, virtual laboratories</i>		
	d) <i>Use of participatory innovative teaching-learning methodologies updating of subject contents /courses, mentoring ,Flipped Learning, Use of ICT etc</i>		
	e) <i>Preparation of fresh reading material, Laboratory manual, any other Preparation of resource material</i>		
	f) <i>Development of e-learning delivery process / material</i>		
	g) <i>Facility for MOOC like NPTEL, SWAYAM & Learning Management System</i>		
5	<i>Skill based Courses/ Entrepreneurship programs</i>	Physical verification of documents, records, photographs , students list, certificates etc.,	
	i) <i>Skill based courses and students enrollment</i> ii) <i>Entrepreneurship programs and students enrollment</i>		
6	<i>Self Learning initiative</i>	Physical Verification of facilities, documents, records, photographs , students list,	
	i) <i>Facilities like Webinars, Podcast, Virtual Classroom, Virtual laboratory, Virtual study centre, etc.</i> ii) <i>MOOC courses offered for students and students enrollment</i>		

		certificates etc.,	
7	<p><i>Students support, Feedback and survey</i></p> <p>1. <i>Registered Alumni association</i> 2. <i>Students Feedback / Survey</i> <i>Any parameter available to indicate student-teacher preparedness to become in-service teacher or placement employable ready.</i></p>	Verification of document like registration certificate, students feedback form, feedback analysis report, survey, survey analysis etc.	
8	<p><i>Student Related Extra curricular, Extension, Field based, outreach development Activities etc.</i></p> <p>i) <i>Students Club/groups setup for practice/promotion of local, liberal, fine and performing arts (example for Youth festival, Indradhanush etc.)</i> ii) <i>NSS Unit</i> iii) <i>NCC unit</i> iv) <i>Students participation in Inter-collegiate competitions</i> v) <i>Students participation in Inter-University competitions</i> vi) <i>Students participation in National games/sport competitions</i> vii) <i>Students participation in Asian games/sport competition</i> viii) <i>Students participation in other International sport/games competition</i> ix) <i>Students participation in Inter-collegiate cultural competition</i> x) <i>Students participation in Inter-University cultural competition</i> xi) <i>Students participation in National cultural competition</i> xii) <i>Students participation in any other cultural competition</i></p>	Documented evidence like office orders for conduction, photographs, reports, certificates etc.	
9	Library Working	Physical verification, Accession register, bills,	

		purchase orders etc.	
10	Health , Fitness and Sports Facilities	Physical verification of facilities and document verification (stock book, purchase order and utilization reports)	

CHECKLIST Part V
(Document / Physical verification list)

SN	Particular	Verification	Remarks Available / Not available
1.	Part V –(A) Learning Outcomes <i>Students Performance in University Examination (Overall result of college as compared with University average result)</i>	Faculty/ Program /Course /Subject wise University result of the college. --Result analysis report.	
2.	<i>Performance of students in various entrance Eligibility Test after graduation during audit / inspection period</i>	Documentary proofs like marksheets, gazette notification, etc.	
3.	Recruitment of pass out students during audit / inspection period		
4.	<i>Students (UG / PG) placed</i> i) <i>Higher studies</i> ii) <i>Passed competitive examinations like MPSC, UPSC, Banking etc.</i> iii) <i>Employed in</i> - <i>Public sector</i> - <i>Private sector</i> iv) <i>Self employed</i>	List of students, mark list, notification, appointment order, admission letters, etc.,	

5.	Part V –(B) Quality Improvement Outcomes UG + PG		
	<i>Program / course wise teaching work performed For UG and PG each</i>	Academic diary, attendance record.	
	<i>Program / course wise Result analysis(Based on university declared final/degree examinations during audit / inspection period) For UG and PG each</i>	Teacher wise University result of the college and analysis and comparison with university average results.	
	<i>Faculty Qualification Improvement or skills acquired during audit / inspection period a)Post Ph. D . b) Ph. D., M. Phil. c) Any skills certification d) Any other For UG and PG each</i>	Award, P.G. certificates / Marksheets (Provisional or Final)	
4	Research, Publications and Academic Contributions		
	<i>a) Key Research Areas – Identified</i>	Records, Documentary evidences.	
	<i>b) Research Papers Published in referred journals/other reputed Journals as notified by UGC during audit / inspection period.</i>		
	<i>c) Publications of books</i>		
	<i>d) Publication of technical magazines, newsletters, etc.</i>		
5	Professional development activities during audit / inspection period <i>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,</i>	Records, Documentary evidences like office orders, photographs, certificates, leave record.	
6	<i>Organization /Conduction of Q.I.P. by H.E.I.</i>		

	<p>a) Seminars b) Conferences c) S.T.T.P. d) Orientation/Refresher programs e) Any other F.D.P.</p>	Records, Documentary evidences like office orders, photographs, certificates.	
7	Research Projects:		
	<p>Sponsored /funded/seed money supported Projects : Cumulative during audit / Inspection period Amount > 20 lakh Amount >= 12 lakh but <=20 lakh Amount >= 4 lakh and <= 12 lakh Amount < 4 lakh</p>	Records, Documentary evidences audit report, Project completion or under process certificates.	
8	Research	Documentary evidences, sanction letter, students enrolment, List of Supervisors.	
	<p>a) Research Center b) Research Scholars enrollment</p>		
9	Fellowships, awards and Invited Lectures in conference /seminar etc.		
	Fellowships / Awards from Academic bodies	Documentary evidences, sanction letter, students enrolment	
	International/ National / State / University level award/recognition/any other	Documentary evidences, sanction letter, Certificates etc.	

GUIDELINES FOR EVALUATION AND RECOMMENDATION

Program/course/Level – UG and UG+PG

Recommendation : One year period of affiliation						
Total Points : (UG - 54 to 60) & (UG +PG – 66 to 72)						
Part	I	II	III	IV	V(A)	V(B)
Minimum points UG	02	07	09 + 12 = 21	14	05	05
Minimum points UG+PG	02	07	09 +12 =21	16	10	05

Recommendation : Two years period of affiliation						
Total points : (UG - 61 to 89) &(UG+PG – 73 to 103)						
Part	I	II	III	IV	V(A)	V(B)
Minimum points UG	04	07	10 + 13 = 23	15	06	06
Minimum	04	07	10 + 13 = 23	17	11	06

points UG+PG						
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Recommendation : Three years period of affiliation						
Total points : (UG -90 to 118) & (UG+PG -104 to 134)						
Part	I	II	III	IV	V(A)	V(B)
Minimum points UG	06	07	11 + 15 = 26	31	15	09
Minimum points UG+PG	06	07	11 + 15 = 26	33	20	09

Recommendation : Four years period of affiliation						
Total points : (UG- 119 to 166) & (UG+PG- 135 to 182)						
Part	I	II	III	IV	V(A)	V(B)
Minimum points UG	08	07	13 + 17 = 30	47	20	12
Minimum points UG+PG	08	07	13 + 17 =30	49	24	12

Recommendation : Five years period of affiliation							
Total points : (UG- Above 167) & (UG+PG-183 & above)							
Part	I	II	III	IV	V(A)	V(B)	Desirable
Minimum points UG	08	08	13 +17 =30	47	20	12	44
Minimum points UG+PG	08	08	13 + 17 =30	49	24	12	44

Annexure I
FEEDBACK OF STUDENTS ON INSTITUTIONAL PARAMETERS

Name of the College : _____

Instructions: 1. Do not write your Name, Roll No. and do not sign anywhere.
2. If you are not sure, don't fill corresponding columns.

Give Grades wherever applicable: **A:** Excellent **B:** Very Good **C:** Good **D:** Average **E:** Poor

Sr. No.	Parameter	Grade/Remarks
a) FEEDBACK ON INFRASTRUCTURE AND RESOURCES :		
1.	How far the classrooms and tutorial rooms are conducive for academics in terms of :	
a)	Sufficiency in numbers	
b)	Adequacy in size to accommodate students	
c)	Quality of furniture	
d)	Lighting and fans	
e)	Cleanliness	
2	How is ICT facilities like computers, smart class rooms, LCD projector, Wi Fi or Internet for teaching, learning process.	
3.	How is the laboratory environment for experimentation in terms of	
a)	Sufficiency in numbers	
b)	Adequacy in size to accommodate students	
c)	Quality of furniture	
d)	Lighting and fans	
e)	Cleanliness	
4.	How is the laboratory working in terms of equipments / instruments and consumables.	
b) FEEDBACK ON LIBRARY AND ITS WORKING		
5.	Are the required number of titles of your subject available in library.	Yes/No
6.	How will you rate environment of library in terms of	
a)	Availability of library resources like books and periodicals and e-resources	
b)	Reading area, seating capacity, furniture,	
7.	Collection of books, arrangement of books and book services	
8.	Advance facilities like Reprography, Internet, Audio/	

	Video CDs and Digital library	
9.	Library services like circulation of books, new arrivals displays, reference services, issue/ return services.	
c) FEEDBACK ON TEACHING – LEARNING PROCESS		
a.	Availability of subject teachers	
b.	Starting of theory classes- Session-I (Give Week and Month)	
c.	Starting of theory classes- Session-II (Give Week and Month)	
d.	Starting of Laboratory classes – Session-I (Give Week and Month)	
e.	Starting of Laboratory classes – Session-II (Give Week and Month)	
f.	Completion of theory classes - Session-I (Give Week and Month)	
g.	Completion of theory classes- Session-II (Give Week and Month)	
h.	Completion of Laboratory classes – Session-I (Give Week and Month)	
i.	Completion of Laboratory classes – Session-II (Give Week and Month)	
j.	Preparation days for examination – Session – I (days)	
k.	Preparation days for examination – Session – II (days)	
l.	Maximum number of periods (Hours) conducted for a theory subject in – Session – I	
m.	Maximum number of periods (Hours) conducted for a theory subject in – Session – II	
n.	Minimum number of periods (Hours) conducted for a subject in – Session – I	
o.	Minimum number of periods (Hours) conducted for a subject in – Session – I	
l.	Maximum number of periods (Hours) conducted for a Laboratory in – Session – I	
m.	Maximum number of periods (Hours) conducted for a Laboratory in – Session – II	
n.	Minimum number of periods (Hours) conducted for a Laboratory in – Session – I	
o.	Minimum number of periods (Hours) conducted for a Laboratory in – Session – I	
p.	Maximum percentage of syllabus coverage in any subject – Session - I	
q.	Minimum percentage of syllabus coverage in any subject – Session - I	
d) SKILLING AND SELF LEARNING FACILITIES		
1	The skill based courses and entrepreneurship courses availability in terms of	
a.	No. of Courses	
b.	Facility provided to avail the courses like SWAYAM, NPTEL, MOOC	

e) CO-CURRICULAR, EXTRA-CURRICULAR AND EXTENSION ACTIVITIES		
a.	Availability of clubs, groups, facilities for cultural activities,	
b.	Facilities for NSS / NCC	
c.	Encouragement for inter-collegiate, cultural, curricular competitions.	
f) HEALTH, FITNESS, SPORTS FACILITY AND AMENITIES		
a.	Availability of potable drinking water	
b.	Availability of clean, hygienic, separate washrooms for boys and girls	
c.	Availability of Sanitary Napkins vending and disposal machines	
d.	Availability of Girls Common Room	
e.	Availability of Play grounds	
f.	Availability of Indoor stadium	
g.	Availability of sports equipments	
h.	Opportunities provided for participation in sports and games.	
i.	Coaching for participation in various sports and events.	
g) OFFICE ADMINISTRATION AND WORKING		
a.	Availability of facilities in college for welfare and security of student	
b.	Availability of facility for career counseling, mentoring, guidance and training and placement	
c.	Extent of e-governance	
d.	Effectiveness of information dissemination of notices, circular and official services.	

Additional Remark If any : _____
