

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



Official Publication of Sant Gadge Baba Amravati University

PART- TWO

Thursday, the 1st April, 2021

NOTIFICATION

No. : 32 /2021

Dated : 01/04/2021.

Subject : Application Format and Evaluation Sheets for grant of Permanent Affiliation to College or Institution or Recognized Institution u/s 116 of Maharashtra Public Universities Act, 2016.

Whereas, in view of enforcement of Maharashtra Public Universities Act, 2016, the permanent affiliation is to be granted to the affiliated College or Institution or Recognized Institution u/s 116 of the said Act by superseding the earlier Direction No. 4/1999, for which the Hon'ble Vice-Chancellor of the University has issued the Direction No. 19 of 2021, dated 1/4/2021 u/s 12(8) of the Maharashtra Public Universities Act, 2016.

AND

Whereas, in the above mentioned Direction, vide para-5, it is directed that the application format and Evaluation Sheets shall be published by issuing Notification in Gazette Part-Two,

It is, accordingly, notified for general information of all concerned that, the said application format together with Evaluation sheets are hereby published as per Annexure-I and II respectively, at the cost of Rs.1000/-(Non-Refundable). The desirous College or Institution or Recognized Institution shall have to submit the same, duly filled in, as directed in the Direction, together with necessary fees, as per Appendix-B under para-4 of the Direction.

Sd/-
Registrar
Sant Gadge Baba Amravati University

ANNEXURE-I

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

**APPLICATION FOR PERMANENT AFFILIATION OF AFFILIATED COLLEGES OR
INSTITUTION OR RECOGNISED INSTITUTION.**

(Under Section 116 of Maharashtra Public Universities Act, 2016)

To,

The Registrar,
Sant Gadge Baba Amravati University,
AMRAVATI.

Subject : Permanent Affiliation

Sir,

I the undersigned wish to apply for permanent affiliation to (Name of the College)
.....
(For the Courses)
.....under
the provision of Section 116 of Maharashtra Public Universities Act, 2016. I enclose herewith Rs.
..... towards the application processing fee and Permanent Affiliation fee (non-refundable)
by a Demand Draft No. Dated drawn on
..... Bank, as prescribed in Appendix-B.

I declare that the information provided in this application is correct and true to the best of my knowledge.

Place :

Principal

Name :

Date :

Office Seal

APPLICATION FOR PERMANENT AFFILIATION

1) Name of the College/Institute

:

:

:

2) Date of Visit

:

<div>3) Last affiliation committee</div> <div> <div>a) Date of visit</div> <div></div> </div> <div> <div>b) Name of chairman and members of the committee –</div> <div> <div>i)</div> <div></div> <div>Chairman</div> </div> <div> <div>ii)</div> <div></div> <div>Member</div> </div> <div> <div>iii)</div> <div></div> <div>Member</div> </div> <div> <div>iv)</div> <div></div> <div>Member</div> </div> <div> <div>v)</div> <div></div> <div>Member</div> </div> </div> <div> <div>c) Conditions of affiliation</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>(If needed attach separate sheet)</div> </div> <div> <div>d) Compliance of above conditions.</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>(If needed attach separate sheet)</div> </div>	<div>Observations by the Committee.</div>
<div>4) Permanent affiliation</div> <div> <div>a) Date of application for Permanent affiliation</div> <div></div> </div> <div> <div>b) Receipt No. and Date of payment of fees for affiliation.</div> <div></div> <div></div> </div> <div> <div>c) Details of the Program /Courses / subjects for which affiliation application is made.</div> <div></div> <div></div> <div>(If needed attach separate sheet)</div> </div>	
<div>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? Yes / No</div>	

PART- I

GENERAL INFORMATION

- 1) Name of the Parent Trust/Society : _____
 - a. Address : _____
 - b. Registration number of the Trust/Society and date of Registration : _____
 - c. Website : _____
- 2) Name of President/Chairman of the Trust/Society : _____
 - a. Address : _____
 - b. E:mail : _____
 - c. Phone no : _____ Mobile no. _____
- 3) Name of Secretary of the Trust/Society : _____
 - a. Address : _____
 - b. E:mail : _____
 - c. Phone no : _____ Mobile no. _____
- 4) Name of the College / Institute : _____
 - a. Address : _____
 - b. Website : _____
 - c. phone No. : _____
 - d. E:mail : _____
- 5) Name of the Principal / Director : _____
 - a) Nature of appointment : Regular approved / Any other (please specify) _____
 - b) E : mail : _____
 - c) Phone no : _____ Mobile no _____
- 6) College Code given by University : _____
- 7)
 - a) Year of Establishment of College/ Institution. : _____
 - b) Status of College/Institution : General /Minority /Autonomous
 - c) Funding Status of College /Institution : Government/Grant in aid/No grant/ Permanent no grant
 - d) Type of College/Institution : Co-Education / Women
- 8) Year of passing out of first graduation batch:
- 9) 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 (if available) _____
- d) Whether the college belongs to Metro/Urban/Rural /Hilly / Tribal area
 (Please Specify) : _____
- e) Whether recognized by UGC under 2 (F) and 12 (B) ? (If yes, give details) :
 Letter No. & Date : _____
- f) Is member of AISHE Yes/No ? If yes give details of ID _____
- g) Accreditation Status : Yes / No, If Yes accreditation agency
 NAAC/NBA/QCI/Any other, specify _____
 Grade and Score : Grade _____ Score _____
 Valid up to : _____
- h) NIRF Ranking : Yes / No, If Yes give Rank : _____

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

- a) Type of Program : Grant in aid

S.N.	Name of Program	Subject	No. of divisions	Sanctioned Intake (Ist year)	Year of starting	Affiliation up to the year

- b) Type of Program : No grant

S.N.	Name of Program	Subject	No. of divisions	Sanctioned Intake (Ist year)	Year of starting	Affiliation up to the year

- c) Type of Program : Permanent No Grant

S.N.	Name of Program	Subject	No. of divisions	Sanctioned Intake (Ist year)	Year of starting	Affiliation up to the year

S.N.	Parameter	Observations by the Committee
1	Is any subject or Program of study started without permission or affiliation of University ? If yes, give the details _____ _____	
2	Is any subject or Program of study discontinued without permission of University ? If yes, give the details _____ _____	
3	Has intake capacity / division of any subject or Program of study changed (increased or decreased) without permission of University? If yes, give details _____ _____	
4	Is there any subject or Program of study for which 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 of study in which excess admissions (more than sanctioned intake) are done? Yes/No. 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 by the Committee								
1.	College Development Committee 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 _____ <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 25%;">Date of CDC formation and tenure</td><td style="width: 25%;">Whether formed as per MPU 2016</td><td style="width: 25%;">Date(s) of meeting in last 3 Yrs.</td><td style="width: 25%;">Whether minutes book is properly maintained</td></tr> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </table>	Date of CDC formation and tenure	Whether formed as per MPU 2016	Date(s) of meeting in last 3 Yrs.	Whether minutes book is properly maintained					
Date of CDC formation and tenure	Whether formed as per MPU 2016	Date(s) of meeting in last 3 Yrs.	Whether minutes book is properly maintained							
2.	College council a) Is College council formed? Yes/No If No, state reasons _____ b) If yes, are meetings of College council held regularly as per provisions of the act? Yes/No If no, state reasons _____									
3.	Students' council a) Is Students' council formed? Yes/No If No, state reasons _____ b) If yes, are meetings of students' council held regularly? Yes/No If No, state reasons _____									
4.	Anti Ragging Committee a) Is anti ragging committee as per direction of competent authority formed? Yes/No If No, state reasons _____ b) Are there any cases of ragging reported? Yes/No If yes, give details with action taken and preventive measures taken? _____									
5.	Grievance redressal Cell for Students a) Is grievance redressal Cell for Students formed? Yes/No If No, state reasons _____ b) Are there any cases reported for redressal to the Cell? Yes/No If yes, give details with action taken _____									
6.	Committee for Prevention, Prohibition and Redressal of sexual harassment of women at work place. a) Is the committee formed ? Yes/No If no, state reasons _____ b) Are there any cases reported to the committee ? Yes/No If yes, give the details with action taken _____									

7.	Student Development Cell a) Is Students Development Cell formed? Yes/No If no, state reasons _____ b) If yes, name the activities undertaken by the cell _____ _____ _____									
8.	I.Q.A.C. a) Is IQAC formed ? Yes/No If no, state reasons _____ b) If yes, name the activities undertaken by the IQAC _____ _____ _____									
9.	Roster & Service Book a) Is the roster for teachers recruitment updated and approved by competent authority ? Yes/ No. If No, state the reasons _____ b) Is the roster 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 _____ c) Are the second copies of Service Book given to Employees? Yes/No									
10.	Has University issued any Notice under section 79 and 108(1) of Maharashtra Public University act 2016 ? Yes/No If yes, <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> </tr> </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							
11.	Financial Compliances a) Are university fees collected from students and deposited with University? Yes/No If No, state the reasons and action taken to comply _____ _____ _____ b) Are students' insurance fees collected from students and deposited with University? Yes/No If No, state the reasons and action taken to comply _____ _____ _____ c) Is reserved fund deposited with University? Yes/No If No, state reasons and action taken to comply _____ _____ _____ c) Is building fund deposited with University? Yes/No If No, state the reasons and action taken to comply _____									

	<p>d) 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>e) 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 accounts for Salary and Non Salary transactions? (Yes/No) If No, state reasons _____</p> <p>h) Are the Financial Audit Reports for last 3 Financial Years produced ? (Yes/No) If No, state reasons _____</p>	
12.	<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>	
13.	<p>Teachers contribution at University Level (Last three years)</p> <p>a) No. of teachers representing various authorities of the University _____</p> <p>b) No. of teachers Participating in University examination work _____</p> <p>c) No. of teachers Participating in organization of cultural activities _____</p> <p>d) No. of teachers Participating in organization of Sports _____</p>	
14.	<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 has facilities for physically challenged persons ? If no, state the reasons _____ If yes, specify the type of facilities _____</p> <p>c) No. of schemes for special needs of tribal and disadvantaged groups _____</p> <p>d)Are there any scheme for special needs of transgender? Yes/No</p>	

15.	Mandatory displays a) Courses with approved intake. Yes/No b) Executive committee of trust/society Yes/No c) College Development Committee Yes/No d) Students' Council Yes/No e) Anti ragging committee Yes/No f) Committee for Prevention, Prohibition and Redressal of Sexual Harassment of women at work place Yes/No g) Grievance Redressal Cell Yes/No h) Constitution Preamble Yes/No i) List of scholarships and welfare schemes Yes/No j) RTI act information officer Yes/No k) Students Development Cell Yes/No	
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PART – III INFRASTRUCTURE AND RESOURCES

(A) Physical Assets -

*

Sr.No.	Parameter	Required as per Norms		Available		Observations by the Committee.
		No.	Area	No.	Area	
1.	Land	--	Minimum 5 acres must			
2.	Built-up Area--(Own Building)					
	A) Instructional					
	Class Room	As required	15 Sq.feet per student (Min. 900 sq. feet per class)			
	Laboratories	As required	20 Sq.feet per student (Min. 1200 sq. feet per Laboratory)			
	Tutorial Rooms	As required	15 Sq.feet per student			
	Seminar Hall	As required	15 Sq.feet per student			
	Computer centre	As required	20 Sq.feet per student			
	Language laboratory	01	20 Sq.feet per student			
	N.C.C. Room	01	300 Sq.feet			
	N.S.S. Room	01	300 Sq.feet			

*** For Professional Colleges / Institution the Norms prescribed by the Apex Body about physical assets shall be applicable.**

	B) Library (Librarian Office, Stack Room, Reading Room, Reference Section, Committee Room, Digital library, Reprography)	01	15 Sq.feet per user			
	C) Administrative					
	Principal office	01	500 Sq.feet			
	Administrative office	01	600 Sq.feet			
	Staff room	01	600 Sq.feet			
	Examination office	01	500 Sq.feet			
	IQAC office	01	300 Sq.feet			
	Record Room	01	500 Sq.feet			
	Training / Placement office	01	150 Sq.feet			
	Store Room	01	300 Sq.feet			
	Security Office	01	150 Sq.feet			
	HOD & Teachers seating area	As required	300 Sq.feet			
	Maintenance Room	01	300 Sq.feet			
	D) Amenities					
	a) Boys Common Room	01	300 Sq.feet			
	b) Girls Common Room	01	300 Sq.feet			
	c) Toilet Blocks					
	For Boys	01	300 Sq.feet			
	For Girls	01	300 Sq.feet			
	For Gents Faculty / Staff	01	150 Sq.feet			
	For Ladies Faculty / Staff	01	150 Sq.feet			
	Cafeteria / canteen	01	600 Sq.feet			
	Potable Drinking Water Facility (As per requirement)	--	--			
	Sick room with first aid	01	--			
	Sanitary Napkin Vending Machine & Disposal Machine	01	--			
	d) Any other (if applicable)					
	E) Circulation Area					
	Vehicle Parking	01	10 Sq.feet per user			
	Garden	01	--			
	F) Sports / Games					

	Playgrounds (Minimum 2 out door games)	01	3000 Sq.feet			
	Indoor Game facility (Minimum 2 in door games)	01	500 Sq.feet			
	Gymnasium	01	500 Sq.feet			
	Athletic Track	01	400 meter			
	G) Furniture, Fixture, Office Equipments					
	Office Furniture					
	Light, Fans, Coolers, A.C.					
	Telephone					
	Mobile Phone					
	Fax Machine					
	Photocopiers					
	Computers					
	Printers					
	CCTV					
	Scanner					
	Any other					
	H) Accommodations					
	Hostel For Boys For Girls	01	25 Sq.feet per students			

(B) Academic Assets -

Total Number of students in College/Institute

Sr.No.	Details	No. of Students	Observations by the Committee.
(i)	UG students		
(ii)	PG students		
(iii)	Any Other Program		
Total Students (UG + PG + Any Other Program)			

Teaching Staff – Grant in aid

Sr.No	Details	Required No. as per Norms	Available	Observations by the Committee.
(i)	For UG Program			
(ii)	For PG Program			
(iii)	For any other Program			
	Total Teachers			

Teaching Staff – No Grant

Sr.No	Details	Required No. as per Norms	Available	Observations by the Committee.
(i)	For UG Program			
(ii)	For PG Program			
(iii)	For any other Program			
	Total Teachers			

Cadre Proportion -- Grant in aid

Sr.No	Cadre	Required No. as per Norms	Available	Observations by the Committee.
(i)	Professor			
(ii)	Associate Professor			
(iii)	Assistant Professor			
(iv)	Director of Physical Education			
(v)	Librarian			

Cadre Proportion -- No Grant

Sr.No	Cadre	Required No. as per Norms	Available	Observations by the Committee.
(i)	Professor			
(ii)	Associate Professor			
(iii)	Assistant Professor			
(iv)	Director of Physical Education			
(v)	Librarian			

Faculty wise/ Program wise/ subject wise availability of Teaching staff -- Grant in aid

Sr.No.	Faculty	Program	Subject	Total work load	No. of teachers		Observations by the Committee.
					Required as per workload	Available	

Faculty wise/ Program wise/ subject wise availability of Teaching staff -- No Grant

Sr.No.	Faculty	Program	Subject	Total work load	No. of teachers		Observations by the Committee.
					Required as per workload	Available	

Library staff :

Librarian		Asst. Librarian		Library Asst./Clerk		Library Attendants		Observations by the Committee.
Required	Filled	Required	Filled	Required	Filled	Required	Filled	

Administrative staff :

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

Laboratory staff :

Faculty	Program	Subject	Assistants		Technical staff		Attendants		Observations by the Committee.
			Required	Filled	Required	Filled	Required	Filled	

Library Information

Sr.No.	Parameter	Required	Available	Observations by the Committee.
1.	No. of books	Minimum 100 titles per subjects		
2.	No. of Journals/ Periodicals	Minimum 2 Journals per subject		
3.	e-learning resources	N-LIST/ DELNET		
4.	Any other			

ICT Facilities

Sr. No.	Parameter	Required as per Norms (if given as applicable)	Available	Observations by the Committee.
1.	Computers			
2	Laptops			
3	Softwares			
4	Printers			
5	LCD Projectors			
6	Interactive Boards			

7	Internet			
8	Wi-fi			
9	Facility for MOOC, NPTEL, SWAYAM, Learning Management System etc.			
10	Scanner			

PART – IV
PROGRAM CURRICULUM AND TEACHING – LEARNING PROCESS

1. Adherence to Academic Calendar (Last Academic Year)

Sr.No.	No. of days in academic schedule	Prescribed (As per University Academic Calender)		Implementation		Observations by the 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					

Percentage of Adherence to the Academic Calendar _____

2. Details of Students Induction Program Conducted (if applicable)

Sr. No.	Name of activity	Duration	No. of students attended	Observations by the Committee.
1.				
2.				
3.				
4.				
5.				

3. Compliance of Teaching Scheme as per syllabus prescribed by the University for the Program (Last year)

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

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

Program :

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

Sr. No	Subject	As per Teaching Scheme						Actual Conducted for the session			% syllabus taught in the session	Students			Observations by the Committee.	
		Work load- No of hours										No. of Students Enrolled for the subject	Percentages of Average attendance of students			
		Lecture L		Tutorial T		Practical 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	
1																
2																
3																
4																
5...																

- i) Average Workload completed per semester._____

ii) Percentage of average workload completed during all the programme. _____
- Note : Separate sheet may be used for each programme

4. Teaching Methodology adopted.

- i) Conventional Lecturing with Chalk – Duster – Black Board –White Board

☐
- ii) Power Point Presentations on LCD Projector

☐
- iii) Virtual Class Rooms /e-PG Pathshala /Virtual Laboratories

☐
- iv) MOOC/ SWAYAM/e-learning Management System

☐
- v) Any other, Beyond Classroom teaching-Learning Methodology used, Give details in following tables.

☐

Sr. No.	Use of participatory innovative teaching-learning methodologies, curriculum enrichment, Flipped Learning, Use of ICT etc
1	
2	
3	

Sr. No.	Preparation of Resource Materials like reading materials, laboratory manual, question bank with model answers, etc
1	
2	
3	

Sr. No.	Development of e-learning content/material and deliver process, blended learning material, etc
1	
2	
3	

5. Details of Skill based Entrepreneurship Program :

(National/State Skill council, University level skill Program, entrepreneurship Program etc...)

Faculty	Department	No. of Programme available		Number of students enrolled
Science and Technology		Skill based	Entrepreneurship	
Commerce and Management				
Humanities				
Interdisciplinary				

6. Digital initiatives :

Details	Y/N	If yes, give details
Is the College/Institute member of National Digital Library?		
Is the College/Institute member of K.R.C. consortia of the University ?		
Has the College/Institute subscribed to any other consortia like N-LIST, DEL-NET etc. ?		

7. Self Learning initiative

The institution needs to provide the facilities, materials for learning beyond syllabus, Webinars, Podcast, MOOCs etc.

No. of Teaching staff / students who have completed and are certified MOOC /Webinars / Podcast etc...

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

*CAY : Current Academic Year e.g. 2020-21

*CAY-1 : One year before CAY e.g. 2019-20

*CAY-2 : Two years before CAY e.g. 2018-19

8. Alumni students feedback and internship

1. Do you have Registered Alumni association ? Yes/No

If yes, mention year of establishment _____

2. Is there any mechanism of students' feedback ? Yes/No

3. Is there any provision for internship/field work for students ? Yes/No

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

Sr.No.	Department	Nature of Activity		Date of Activity If performed	Reference to curriculum	Observations by the Committee
		Planned	Performed			

10. Extra – Curricular Activities :

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

Sr.No.	Type of activities	No. of students enrolled		Details of participation in events	Observations by the Committee.
		Boys	Girls		

11. Library Working

Sr.No.	Item	Details			Observations by the Committee.
		CAY *	CAY 1*	CAY 2*	
1.	Distribution of books per student / per year				
2.	Distribution of books per Teachers /per year				
3.	Expenditure on Books and periodicals in proportion to receipt of Library fee.				
4.	Average students attendance in reading room per day				
5.	Access to e-resources by students & teachers per year				
6.	Total working days of library				
7.	Working hours				

12. Administrative Working

Sr.No.	Item	Details			Observations by the Committee.
		CAY *	CAY 1*	CAY 2*	
1.	Annual Budget Preparation				
2.	Financial Audit by C.A.				
3.	Seed Money for project / research				
4.	Welfare measures for students				
5.	Implementation of various scholarship for students (like GOI/Minority etc...)				
6.	e-Governance of Administrative work				
7	Conduct of various committee meetings and implementation of decision.				
8.	Welfare measures for teaching and non teaching members (Provident Fund, Group Insurance, Salary Earners' Society etc..)				
9.	Placement of Teaching Staff & Promotion of Non-teaching Employee				
10.	Leave record of teaching and non teaching members				

13. Sports :

Sr.No.	Item	Details			Observations by the Committee.
		CAY*	CAY 1*	CAY 2*	
1	Expenditure on sports in proportion with the receipt of sports fee				
2	Number of games in which students participated in inter-collegiate sports				
3	No. of color holders				
4	Participation of students at State / National / International level in sports & game.				

PART – V
OUTCOMES
(A) Learning Outcomes

1. Students enrollment:-

Details of Program /Courses offered and students enrolment by the College / Institute in the last academic Year

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

2. Students performance in internal assessment. (For last academic year)

Faculty : _____

(Assessment like Unit Test, Pre semester Exam, Assignment etc...)

Sr. No.	Class	Type of Assessment	Duration	Activity held on	Total No. of students attended	Observation by the Committee
1						
2						

3. Students Performance in University Examinations. (For last academic year)

Faculty : _____

Sr. No.	Class	No. of Students Enrolled	No. of Students appeared for exam	No. of Students passed in exam	Percentage of passing		Merit/Medal if any
					College result in University Exam	University Exam	
1							
2							
3							
...							

Overall result of all the programmes as compared with University average result

4. Performance of Students in Avishkar, Indradhanush, Ashwamegh & Awhan for last three years.

Year	Type	No. of Students

5. Performance of pass out students in Entrance / Eligibility Test (Like TOFEL, GRE, NET, SET, GATE,JRF, SRF,MPSC, UPSC, BANKING, etc) for last Three years.

Year	Name of Entrance/Eligibility Test	No. of Students

6. Give the details of recruitment of pass out students for last Three years

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

7. Give the details of pass out students pursuing for Higher study for last Three years.

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

(B) Quality Improvement Outcomes

1. Teaching work performed (Faculty wise)

Faculty : _____

Program : _____

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

Average syllabus completed for all the programmes : _____

2. Faculty Qualification improvement during last Three years

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

3. Any Skills acquired by Teacher during last Three years.

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

4. Identified Key research areas

Sr.No.	Subject	Key Research Areas

5. Details of the books published by the faculty/staff during last three years

Sr.No.	Titles of Book	Name of Author/s	ISBN No.	Publisher	Year of Publication
1					
2					
3					

6. Research Papers Published by the faculty in Journals notified by UGC during last three years

Sr.No.	Title of Research Paper	Name of the Author/s	Name of the Journal	I.S.S.N.	Whether peer reviewed	Impact factor by web of science
1						
2						
3						
4						
5						

7. Professional Development Activities during last Three years

Participation in Seminars, Conferences, Short term training Program, Industrial experience, Expert talks, Lectures in refresher / faculty development Program .

Sr.No.	Program /Activity	No. of Teaching staff
1		
2		
3		

8. Organization of Quality Improvement Programme (Q.I.P.)

Sr.No.	Name of Activity	Date and Duration	Sponsored Agency
1	Seminars		
2	Conferences		
3	Short Term Training Programmes		
4.	Orientation Programmes		
5.	Workshop		

9. Research Project Completed / On going during last Three years

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

10. Research Guidance during last five years

Sr. No.	Student Enrolled	Thesis Submitted	Degree awarded
i) Ph. D..			
ii) M. Phil..			

Any other

NOTE :

- 1) Attach separate sheet wherever needed.
- 2) The Committee of Permanent Affiliation for Professional College/Institute shall verify the compliance (if any) as per deficiency report for the extension of approval from the apex body.

Appendix -01

Information about the regular teaching faculty

Name and Address of the college/Institute : _____

SN	Name of Department	Name of teacher	Designation	Qualification	Branch/subject	Date of Joining the college/ institution	Existing Pay Scale

Sign. of Principal

With date and seal of the institute

Appendix-02

Information about the regular Non- teaching staff

Name and Address of the College/Institute : _____

S.N.	Name	Qualification	Designation	Date of Joining the institution	Existing Pay Scale

Sign. of Principal

With date and seal of the institute

Appendix – 03

Information Regarding Laboratories

Name of Laboratories and Departments	*Name of the Major Equipments / Machines available in the laboratories

Sign. of Principal

With date and seal of the institute

*** Note : Fill the information of each Laboratory separately.**

ANNEXURE-II

EVALUATION SHEET

Date of Visit

1) Name of the College/Institute :- _____
2) College/ Institute Code given by University : _____
3) Year of Establishment of College/ Institute.:- _____

S.N.	Parameter	Points	Self Evaluation points	Expert Committee Evaluation Points
I	Part-I General Information	Maximum - 40 Minimum -30		
1.	University approved Principal (Regular)	05		
2.	Sanctions/Approvals/Affiliation/Accreditation			
	a) Standing of the College			
	i) more than 20 years	05		
	ii) 10 years to 20 years	03		
	b)Whether recognized by UGC under 2f and 12B	05		
	c) Whether Registered under AISHE	05		
	d)Accreditation Status : NAAC/NBA/Any other	Maximum - 10		
		<div>For NAAC /Any other</div> <div>Above A – 10</div> <div>B to A – 05</div> <div>Below B – 02</div> <div>AAQ or LOI Submitted – 01</div> <div>For NBA / Any other</div> <div>For 75% and above programs – 10</div> <div>For 50% -- 74% programs -- 05</div> <div>Upto 49% programs -- 02</div> <div>AAQ or LOI Submitted – 01</div>		
	e) NIRF Ranking	Maximum - 10		
		<div>From 1-100 -- 10</div> <div>101-200 -- 05</div> <div>201-301 -- 03</div> <div>301-400 -- 01</div>		
II	Part II – Statutory / University Compliances	Maximum 100 Minimum --- 70		
1.	Formation of Various Committee			
	a) College Development Committee	03		
	b) Staff Council	03		
	c) Students' council	03		

	d) Anti Ragging Committee	03		
	e) Grievance redressal Cell	03		
	f) Committee for prevention prohibition and redressal of sexual harassment of women at work place	03		
	g) Student Development Cell	03		
	h) IQAC	03		
2.	Roster & Service books a) Roster for Teachers b) Roster for Non-Teaching c) Service book availability and second copy given to the employees	03 03 03		
3.	Financial Compliances a) Collection & Deposition of University fee b) Collection & Deposition of student insurance fee c) Reserve & Building fund d) Submission of accounts for exam. Advance e) Submission of accounts for NSS & other activities f) Separate Accounts for a) Salary Transactions b) Non Salary transactions g) Financial audit reports for last three years	02 02 02 02 02 02 02		
4.	Publications (Last five years) a) prospectus/admission brochure b) Annual magazine c) Annual Report	03 03 03		
5.	Teachers contribution / participation in university Academic / Administrative / examination / cultural / sports etc. (Last three years) a) Representation in various Authorities b) Participation in University examination and valuation work c) Participation in organization of cultural activities d) Participation in organization of Sport	Maximum -10 02 (for each authority) Maximum -05 01 (for each participation) Maximum -05 01 (for each participation) Maximum -05 01 (for each participation)		
6.	Equity Initiatives a) Equal opportunity cells in the college b) Facilities for physically challenged persons (Ramp, Washrooms etc.) c) Schemes for special needs of tribal and disadvantaged groups d) Schemes for special needs of transgender	Maximum -08 (02 for each)		

7.	Mandatory displays a) Courses with approved intake in each course. b) Executive committee of trust/society c) College Development Committee d) Students' Council e) Anti ragging committee f) Internal Complaint Committee for prevention, Prohibition and redressal of Sexual Harassment of women at work place g) Grievance redressal Cell h) Constitution preamble i) List of scholarships and welfare schemes j) RTI act information officer k) Student Development Cell	Maximum -11 (01 for each)		
III	Part III – Infrastructure & Resources Maximum - 230 Minimum 165			
A	Physical Assets (Maximum – 130 Minimum -- 95)			
1.	Land	10		
2.	Own Building a) Instructional (As per requirement) i) Class Room ii) Laboratories iii) Tutorial Room iv) Seminar Hall v) Computer Centre vi) Language Laboratory vii) NCC Room viii)NSS Room b) Library (Librarian Office, Stack Room, Reading Room, Reference Section, Committee Room, Digital library, Reprography) c) Administrative (Principal office, Administrative office, Staff room, Examination office, IQAC office, Record Room, Training /Placement office, Store Room, Security Office, HOD & teachers seating area, Maintenance Room) d) Amenities (Boys Common Room, Girls Common Room, Toilets Blocks (For Boys, For Girls), (For Gents Staff , For Ladies Staff), Cafeteria / canteen, Potable Drinking Water Facility, Sick Room with First Aid, Sanitary Napkin Vending Machine & Disposal Machine) e) Circulation Area (Vehicle Parking, Garden) f) Sports / Games - Facilities (Playground, Indoor Game Facility, Gymnasium, Athletic Track) g) Furniture fixture and office equipments (As per requirement) (Office Furniture, Light, Fans, Coolers, A.C., Telephone, Mobile Phone, Fax Machine, Photocopiers, Computers, Printers, CCTV, Scanner) h) Accommodations Hostel : For Boys For Girls	(Maximum -25) 05 05 05 02 02 02 02 02 02 (Maximum – 14) 02 each (Maximum – 22) 02 each (Maximum – 20) 02 each (Maximum – 04) 02 each (Maximum – 12) 03 each (Maximum – 13) 01 each (Maximum -10) 05 05		

B	Academic Assets - Maximum 100 Minimum 70			
1.	Regular Teaching Staff	More than 75 % of required Staff -- 35		
2.	Supporting Staff --- (As per norms of Govt./ Statutory bodies) University approved Librarian	More than 75% of requirement – 15 05		
	University approved Director of Sports	05		
3.	Books -- 100 titles per subject	15		
4.	Journal – 2 Journal per subject	05		
5.	ICT Facilities (Computers, Laptops, Software, Printers, LCD Projectors, Interactive Boards, Internet, Wi-fi, Facility for MOOC, NPTEL, SWAYAM, Learning Management System etc., Scanner).	(Maximum – 20) 02 each		

IV	Part IV – Program, Curriculum and teaching learning process.			
	Maximum – 150 Minimum – 110			
1.	Adherence to Academic Calendar	90-100% adherence - 10 80 to 89% - 05		
2.	Average work-load completed during all the programmes	90-100% - 30 80 to 89% - 15		
3.	Teaching Methodology adopted :	Maximum – 14		
	a) Conventional Lecturing e.g. Chalk – Duster – Board	02		
	b) Power Point Presentations on LCD Projector	02		
	c) Virtual Class Rooms/e-PG Pathshala / virtual laboratories	02		
	d) MOOC / SWAYAM & e-Learning Management System	02		
	e) Use of participatory innovative teaching-learning methodologies, curriculum enrichment, Flipped Learning, Use of ICT etc.	02		
	f) Preparation of resource material like reading material, Laboratory manual, question bank with model answers etc.	02		
	g) Development of e-learning content/material and delivery process, blended learning material etc.	02		
4.	Skill based / Entrepreneurship programs	Maximum - 10		
	a) Skill based programme and students enrollment	05		
	b) Entrepreneurship programs and students enrollment	05		

5.	Digital Initiative	Maximum - 06		
	a) Member of National Digital Library	02		
	b) Member of KRC consortia of the University	02		
	c) Subscription to consortia like N-List, DEL NET ect..	02		
6.	Self Learning initiative	Maximum- 05		
	a) MOOC / Webinars / Podcasted courses completed by Teachers/Students	05		
7.	Alumni students' feedback and internship	Maximum - 15		
	6. Registered Alumni association	05		
	7. Students' Feedback	05		
	8. Internship/field work for students	05		
8.	Student Related co-curricular and Extra curricular Activities etc.	Maximum – 14		
	a) Co-curricular Activities	02 marks for each activity		
	b) Extra-curricular Activities	02 marks for each activity		
9.	Library Working	Maximum – 14		
	a) Distribution of books per student / per year	More than 10 books -03		
	b) Distribution of books per Teacher /per year	More than 20 books -03		
	c) Expenditure on Books and periodicals in proportion to receipt of Library fee	More than 60% of Library fee receipt - 03		
	d) Average students attendance in reading room per day	More than 10% of total students daily - 03		
	e) Access to e-resources by students & teachers per year	More than 05% of total students & teachers – 02		
10.	Administrative Working	Maximum – 20 02 each for each item		
	a) Annual Budget Preparation b) Financial Audit by C.A. c) Seed Money for project / research d) Welfare measures of students e) Implementation of various scholarship for students (like GOI/Minority etc...) f) e-Governance of Administrative work g) Conduct of various committee meetings and implementation of decision. h)Welfare measures for teaching and non teaching members i) Placement of Teaching Staff & Promotion of Non-teaching Employee j) Leave record of teaching and non teaching members			

11.	Sports	Maximum – 12		
	a) Expenditure	More than 60% of sports receipt fee – 03		
	b) No. of Games	03 or more games – 02		
	c) No. of colour holders	02 or more colour holders – 02		
	d) Participation of students in sports and games at state / National / International level in sports & games	05 or more students - 05		
V	Part - V – Learning & Quality improvement Outcomes Maximum – 180 Minimum – 125			
A	Learning Outcomes	Maximum – 85 Minimum -- 60		
1.	Students enrollment			
	More than 80% of total intake of students enrolled	07 marks		
2.	Continuous internal assessment of the students (Class wise)	08 marks		
3.	Students Performance in University Examination (Overall result of college as compared with University average result)	More than average University result – 20 Less than 20% of average University result – 08		
4.	Performance of students in Avishkar, Indradanush, Ashawamedh & Aawhan	Maximum – 12 03 marks for each activity		
5.	Performance of students in various Entrance/ Eligibility Test.	Maximum – 18 01marks for each students		
6	Recruitment of pass out students.	Maximum – 20 01marks for each students		
V	B Quality Improvement Outcomes	Maximum – 95 Minimum – 65		
1.	Average syllabus completed for all programmes	Above 95% - 10 85 to 94% - 08 75 to 84% - 06		
2.	Faculty Qualification Improvement or skills acquired during last three years. (Post Doctoral, Ph. D., M. Phil., Any other qualification / skill acquired)	More than 30% of total teachers who improved qualification – 10		
3.	Research, Publications and Academic Contributions a) Publications of books with ISBN b) Research Papers Published in referred journals/other reputed Journals as notified by UGC during last three years	Maximum - 15 05 per book Maximum – 10 One research paper - 02		

4.	Professional development activities during last three years a) Participation in Seminars b) Participation in Conferences c) Participation in Short term training program d) In Industrial experience e) Expert Talks, Lectures in faculty development program	Maximum - 10 02 02 02 02 02		
5.	Organization of Q.I.P. a) Seminars b) Conferences c) S.T.T.P. d) Orientation programs e) Workshop	Maximum – 15 03 03 03 03 03		
6.	Research Projects Sponsored /funded/seed money supported Projects : Cumulative during last three years Amount >= 10 lakh but <=20 lakh Amount >= 5 lakh and <= 10 lakh Amount < 5 lakh	Maximum 05 05 03 02		
7.	Research a) Ph.D. awarded b) M.Phil.awarded	Maximum – 20 Per Ph.D. - 5 Per M.Phil. – 02		

Evaluation Report

Part	Parameter	Maximum	Minimum	Obtained	Comments / Remarks
I	General Information	40	30		
II	Statutory / University compliances	100	70		
III	Infrastructure and Resources A) Physical Assets	130	95		
	B) Academic Assets	100	70		
IV	Program / course curriculum and teaching – learning process	150	110		

V(A)	Learning Outcomes	85	60		
(B)	Quality Improvement Out comes	95	65		
Total		700	500		

NOTE :

1. If College/Institute secures total points 500 and more along with securing minimum score In each parameter, Committee will recommended Permanent Affiliation.
- 2) The Committee of Permanent Affiliation for Professional College/Institute shall verify the compliance (if any) as per deficiency report for the extension of approval from the apex body.

Inspection Report

- 1) Name of the College/Institute: - _____
- 2) College Code given by University :- _____
- 3) Date (s) - _____
- 4) Strength & Weakness of College/Institute
 - i) _____
 - ii) _____
 - iii) _____
 - iv) _____
 - v) _____
 - vi) _____
 - vii) _____

Recommendation :

On the basis of points obtained by the College/ Institute the committee, hereby recommends / does not recommend permanent affiliation

Name & sign of Inspection Committee

Chairman	Member	Member	Member
Name : (_____)	(_____)	(_____)	(_____)
Date :			
Place:			