RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

'Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1ˢᵗ of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017)

DIRECTION NO. 12 OF 2023

THE NORMS AND PROCEDURE FOR CONDUCTING ACADEMIC AND ADMINISTRATIVE AUDIT FOR THE GRANT OF AFFILIATION OR CONTINUATION OF AFFILIATION OF THE COLLEGES / INSTITUTIONS, COURSES, SUBJECTS, FACULTIES, DIVISIONS OR SATELLITE CENTRES, DIRECTION 2023.

Whereas, the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2017) (hereinafter referred to as the "Act") has come into force with effect from 1ˢᵗ March 2017 and the same has been made applicable to the Rashtrasant Tukadoji Maharaj Nagpur University (hereinafter "the University")

AND

Whereas, the colleges and institutions affiliated to the University are required to seek continuation of their affiliation as well as continuation of affiliation of their courses, subjects, faculties, divisions or the satellite centers, on periodical basis, under section 114 of the Act;

AND

Whereas, the continuation of affiliation is required to be through the system of academic audit carried out by an "Academic Audit Committee" as contemplated by the provisions of clauses (j) and (k) of section 37 of the Act, dealing with the powers and duties of the Board of Deans, necessitating the establishment of the system of

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academic audit in the University as an integral part of the process of continuation of affiliation;

AND

Whereas, the Act is silent on the aspect of parameters for conduct of academic and administrative audit of the affiliated colleges but the University had issued Direction No. 6 of 2016 laying down the norms for conduct of academic audit of the affiliated colleges and now since the said Direction has lapsed by virtue of the provision of proviso to section 12(8) of the Act it is desirable that those norms are adopted for the purpose of conduct of academic and administrative audit of the affiliated colleges for continuation of their affiliation;

AND

Whereas, as per the provisions of clause (m) of sub-section (1) of section 33 of the Act, the Academic Council of the University is the competent body to prescribe norms for granting affiliation as well as continuation of affiliation of the colleges and whereas the norms decided by the Academic Council of the University were incorporated in Direction No. 8 of 2018 (since lapsed);

AND

Whereas, since in the scheme of the Act, to be deciphered from reading of various provisions of the Act, especially the provisions of sections 114, 110, 33 and 37, academic audit is an integral part of the process for deciding grant of continuation of affiliation to the colleges and institutions and their courses, subjects, divisions and the satellite centre the norms for granting continuation of affiliation in force becomes the norms for academic and administrative audit with some additional parameters;

AND

Whereas, the High Court of Bombay, Nagpur Bench in Writ Petition No. 56 of 2015 had passed an order on 16-08-2017 whereby the norms under NCTE Regulations 2014 were required to be borne in mind by the University while granting continuation of

affiliation to the Colleges and institutions conducting the B.Ed; B.P.Ed; M.Ed; and M.P.Ed. courses;

AND

Whereas, incorporating the norms under NCTE Regulations of 2014 Direction No. 8 of 2018 was issued by the University in terms of the decision of the Board of Deans in its meeting dated 06.04.2018 in this regard;

AND

Whereas, Direction No. 6 of 2023 entitled "THE NORMS AND PROCEDURE FOR CONDUCTING ACADEMIC AND ADMINISTRATIVE AUDIT FOR THE GRANT OF AFFILIATION OR CONTINUATION OF AFFILIATION OF THE COLLEGES / INSTITUTIONS, COURSES, SUBJECTS, FACULTIES, DIVISIONS OR SATELLITE CENTRES, DIRECTION 2023" was issued with modification in the scheme of Academic Audit, as the Direction No. 8 of 2018 "Norms and Procedure for grant of Continuation of Affiliation to the Colleges/Institutions, Courses, Subjects, Faculties, Divisions or Satellite Centers, Direction, 2018." had lapsed by virtue of proviso to subsection (8) of section 12 of the Act, as the said Direction could not be converted in to a Statute within the prescribed time;

AND

Whereas, after issuance of the said Direction no. 6 of 2023 certain suggestions and queries were raised by some of the Principals of the Affiliated colleges regarding modified scheme of Academic and Administrative Audit of the colleges, and thus a meeting of Principals of affiliated colleges was conveyed on 17th March 2023, and to incorporate the suggestions made in this meeting, Direction no. 6 of 2023 is required to be modified by issuing a fresh Direction incorporating the provisions of Direction no. 6 of 2023 since Statute making is a time consuming process and there is an urgency of starting the process for grant of continuation of affiliation to colleges/institutions and their courses, subjects, faculties, divisions or satellite centers;

Now, therefore, I Dr. Subhash R. Chaudhari, Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, being satisfied about the exigency to issue a fresh Direction by repealing existing Direction no. 6 of 2023, in exercise of the

powers vested in me under provision of sub-section (8) of section 12 of the Act, do hereby issue following Directions;

1. This Direction shall be called "THE NORMS AND PROCEDURE FOR CONDUCTING ACADEMIC AND ADMINISTARATIVE AUDIT OF THE COLLEGES/INSTITUTIONS, COURSES, SUBJECTS, FACULTIES, DIVISIONS OR SATELLITE CENTERS, DIRECTION, 2023;

2. This Direction shall come into force with effect from the date of its issuance;

3. In this Direction, unless the context otherwise requires –

   a) "Academic and Administrative Audit Committee (AAA Committee)" means an Academic and Administrative Audit Committee constituted under this Direction.

   b) "Academic Council" means a council constituted as per provision made under sub-section (3) of section 32 of the Act.

   c) "Act" means the Maharashtra Public Universities Act, 2016 i.e. Maharashtra Act No.VI of 2017.

   d) "Affiliated College" means a college which has been granted affiliation by the University;

   e) "Board of Deans" means the Board of Deans as constituted under section 37 of the Maharashtra Public Universities Act 2016.

   f) "College Development Committee" Means the college development committee constituted under section 97 of the Act.

   g) "Institution" means an academic institution of higher learning not being a college, associated with and admitted to the privileges of the university;

   h) "Management" means trustees or the managing or governing body, by whatever name called, of and trust registered under the Bombay Public Trusts Act or any society registered under the Societies Registration Act; 1860 or a company registered under section 8 of the companies Act, 2013 (As amended from time to time) under the management of which one or

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more colleges or recognized institutions or other institutions of higher learning are conducted and admitted to the privileges of the University; Provided that, in relation to any college or institution established or maintained by the Central Government or the State Government or a local authority like a Zilla Parishad, Municipal Council or Municipal Corporation, it means, respectively, the Central Government or the State Government or Zilla Parishad or the Municipal Council or the Municipal Corporation as the case may be.

i) "Professional Courses" means the courses which are governed by the regulations framed by the Apical Regulating Bodies such as, AICTE, NCTE, PCI, and BCI.

j) "Non professional Courses" means the courses other than the professional courses.

k) "Teacher" means a full time teacher as defined in The MPU Act, 2016.

l) "University" means Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

m) "University Teacher" means a full time teacher appointed by the university.

4. Coverage and Scope:

This direction is applicable to all affiliated colleges, permanently affiliated colleges, autonomous colleges / institutions of Rashtrasant Tukadoij Maharaj Nagpur University.

5. There shall be an Academic and Administrative Audit Committee (AAA Committee) to be constituted by the Vice Chancellor to carry out Academic and Administrative Audit of colleges/ institutions, courses, subjects, faculties, divisions or satellite centers, which are affiliated to the University, under section 114 of the Act.

6. The Academic and Administrative Audit Committee shall consist of following members.

i. Chairman - A senior or retired Professor/Principal/Director of the University/affiliated college/institution.

ii. Four external members (one from each faculty) who shall not be below the rank of Associate professors not connected with the University, Departments or Conducted Colleges but from affiliated colleges/institutions accredited by NAAC or NBA.

iii. Four internal members who shall not be below the rank of Associate professors belonging to the University, accredited by NAAC or NBA.

iv. The Deputy Registrar of the college development section shall render his/her services as Secretary of the committee(s).

6.1 The tenure of members of the Academic and Administrative Audit committee including its chairman shall be for a period of two years from the date of their appointment. A member may, however, resign by giving adequate notice to the Vice-Chancellor. The vacancy arising due to resignation, death, retirement, removal or for any other reason may be filled by the Vice-Chancellor by appointing a person possessing similar qualifications. The person so appointed shall hold the post for the period for which the member/chairman would have held it had he/she not vacated the post.

6.2 The Vice-Chancellor may remove any member, including the Chairman for any misconduct in performance of the duty, failure to attend the meetings of the committee, carelessly performed his/her duties or for any other similar reason.

6.3 The external and internal members of the committee shall hold their office so long as they are in the service. They shall be vacating the office automatically on ceasing to be in service of the University/College/Institution, for whatever reason including retirement from service.

6.4 The Academic and Administrative Committee may appoint adequate number of sub-committees for scrutiny of proposals. The nomination of such sub-committees shall be made by the Vice-Chancellor in consultation with the

committees shall be made by the Vice-Chancellor in consultation with the Chairman of AAA Committee. Such sub-committees can be formed for a particular academic year only and the member of AAA Committee shall be the Chairman of such sub-committee.

6.5 The T.A./D.A. shall be payable as per governing rules of the University. The honorarium payable to the Chairman and members of the committee shall be as may be decided by the Management Council of the University from time to time.

6.6 The secretary of the Academic and Administrative Audit committee shall in consultation with Chairman of the committee convene the meeting of the committee. The committees shall work on day to day basis till the task of academic and administrative audit of all the colleges and institutions in the concerned faculty is completed.

6.7 For valid transaction of the business in any meeting of the Audit Committee minimum three members including the chairman shall remain present.

6.8 When the Chairperson is absent, the members present shall nominate a senior person from amongst themselves to preside at the meeting.

7. Objectives of Academic and Administrative Audit: -

In addition to being a tool for determining the eligibility of a college or an institution for grant of continuation to its affiliation to the University, the system of academic and administrative audit can also serve the purpose of helping the University in taking appropriate measures for implementation of academic norms prescribed by the University, State & Central Government, University Grants Commission, Professional and other regulatory bodies established by law and thereby bring improvement in quality of higher education. Academic and Administrative Audit is expected to contribute towards quality assurance and quality enhancement processes that enable improvement in student engagement, student support, extension services and learning outcomes offered by affiliated colleges/institutions.

8. Methodology for Academic and Administrative Audit and grant of continuation of affiliation.

8.1 A college/institution due for continuation of the affiliation shall submit online application every year for Academic and Administrative Audit and continuation of affiliation on or before the date notified by the University. Such an application shall be made in the prescribed format / link provided on the college or University portal along with proofs of documents and prescribed application fee within the time specified by the University. The applicant college/institution shall upload the details with scanned documents in the prescribed format (Annexure – I) on the link provided to the college/institution. The applicant college/institution shall also submit print out in two sets of hard copies of the submitted application along with copies of the necessary supporting documents and a registered/notarized affidavit in the prescribed form (Annexure – II) on a non-judicial stamp paper of Rs.100/- (Hundred Rupees) by the Principal/Director and Chairman/Secretary of the college/institution. Submitting a false affidavit in addition to making him/her liable under any other law of the land may also entitle the university to withdraw the approval of such Principal /Director and/or impose penalty and reduction in intake(s) on the defaulting management of such college/institution, as may be by the Academic Council.

8.2 The fee structure for continuation of affiliation through the Academic and Administrative Audit application shall be as follows (no other fee for continuation of affiliation will be required to be paid):

a. For colleges having only non-professional courses: Rs.10,000/- (Ten Thousand Rupees only) up to total strength of 1000 students in the college. For every 500 additional students Rs. 5000/- will be charged extra.

b. For Colleges having professional courses including Law & Education: Rs.30,000/- (Thirty Thousand Rupees only).

c. Fee for delayed submission of application (Late fee):

i. For colleges having only non-professional Courses: Rs. 3,000/- (Three Thousand Rupees) per month after last day of application or any part thereof.

ii. For Colleges having professional and non-professional courses or only professional courses including Law & Education: 5,000/- (Five Thousand Rupees) per month after last day of application or any part thereof.

8.3   After receipt of the applications for Academic and Administrative Audit the AAA Committee will conduct the audit of information submitted by the colleges/institutes in accordance with the norms and standards prescribed under this Direction in stipulated time. The AAA may recommend constitution of sub-committees to the Vice-Chancellor in order to complete the task in stipulated time.

8.4   The secretary of the Academic and Administrative Audit Committee shall provide the link and login credentials to members of AAA Committee to check the reports and documents of each application submitted by the applicant college/institution for verification of the information contained therein.

8.5   The AAA Committee, on scrutiny and verification of the information and supporting documents submitted by the applicant college/institution, shall prepare a final report in prescribed format. Prescribed format has Part-A and Part-B, both the formats are required to be submitted by the applicant college/institution. Part-A is primarily for taking the decision of continuation of affiliation whereas Part-B is necessary for giving the marks and grade during the physical visit to the college/institution (Refer Clause 8.7 and 8.8). Physical visit of the committee will be at-least once in three years to every college/institution as per section 117 of MPU Act 2016.

8.6   Based on the information submitted by the college/institution in Academic and Administrative Audit Report, the AAA Committee shall recommend for the grant of continuation of affiliation of the college/institution in accordance with the norms and standards prescribed for the said purpose under this direction.

8.7 The Committee may recommend to freeze the admissions for a particular program in case the required number of full time approved/Ad-hoc/contractual/CHB faculty members are not appointed by the applicant college/institution. Such a college/institution may appoint the requisite faculty members till the last date of admissions of the academic session in order to restore the admissions for such a program subject to the approval of Vice-Chancellor.

8.8 In case, the AAA Committee finds any discrepancy in information submitted by applicant college/institution then the college concerned be informed about the deficiency and seven days time shall be given to submit the compliance.

8.9 Such compliance report shall be placed before the Pro Vice Chancellor, who shall then recommend the further course of action such as grant of affiliation, freezing admissions to a particular program/college, withdrawal of affiliation, etc. to the Board of Deans as per the table given below.

% Marks obtained	Grade
75% and Above	A
50% to 74%	B
30% to 49%	C
Less Than 30%	D
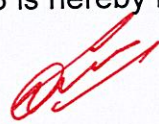
If the college/institute gets Grade D, the admission to the college/institute or program will be freezed till the fulfillment of deficiency.

8.10 The decision of the Committee appointed u/s 117 of the MPU Act 2016 with respect to marks and grade obtained by the applicant college/institution and recommendation with respect to grant of continuation of affiliation shall be promptly communicated by the University.

9. Provision for Appeal against Marks/Grade obtained by College/Institution:

9.1 In case, the applicant college/institution wishes to appeal against the decision of marks/grade obtained, it shall apply for the same by paying prescribed fees

(same as mentioned in clause 8.2) to the University within 10 days from the receipt of said decision.

9.2 The competent authority shall place all such applications before the Vice-Chancellor and it shall be the discretionary power of the Vice-Chancellor to admit or reject the appeal.

10. The competent authority shall prepare minutes of the meetings and get the minutes approved by the committee. The approved minutes along with the decision of Vice-Chancellor on appeal of a college/institution against the decisions of the Committee with respect to grant of continuation of affiliation/Grade shall be placed before Board of Deans as soon as possible. The Board of Deans shall have the power to modify the decision(s) of the Committee with respect to grant of continuation of affiliation/Grade.

11. The decision of the Board of Deans with respect to grant of continuation of affiliation/Grade shall be placed before the Academic Council of the University. The decisions of the Academic Council shall be intimated to all the concerned colleges/institutions and also displayed on the website of the University.

12. The entire exercise with respect to academic and administrative audit leading to the grant of continuation of affiliation/grade, shall be conducted in such a manner and within such a period that the list of the colleges/institutions with the faculties, courses and satellite centers are notified well in advance before the beginning of the academic session and admission of the students. The university shall also publish on its website the list of the colleges/institutes and the programs which are denied continuation of affiliation/grade by the University.

13. The colleges/institutions having an affiliation for the year/s 2023-24 and 2024-25 will also be required to apply for academic and administrative audit.

14. In the event of any difficulty arising out of interpretation/implementation of provisions of this Direction the matter shall be referred to the Vice Chancellor, who shall have power to give a ruling which shall be final and binding on all the parties.

15. With the issuance of this Direction, the Direction no. 6 of 2023 is hereby repealed.

Place: Nagpur

Date: 21-3-2023

(Dr. Subhash R. Chaudhari)

Vice-Chancellor

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APPLICATION

(Under Section 37, 114 and 117 of the Maharashtra Public Universities Act, 2016)

Instructions: -

1. The application Society desirous of applying to the University for Academic & Administrative Audit either for grant of Continuation of affiliation for existing Courses under Section 114 or for inspection under section 117 of The Maharashtra Public Universities Act, 2016 shall use this application form.
2. The application shall be submitted IN TWO COPIES.
3. The applicant Society running more than one College/Institution shall submit separate application for each College.
4. Fee of Academic & Administrative Audit and for continuation of affiliation: As prescribed in the direction.

To,

**The Registrar,
Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur – 440033**

Sir,

The undersigned wishes to apply For Academic and Administrative Audit and grant for Continuation of affiliation to our College/Instituation Named ………………………………………………………………………………………………. run by………………………………………………………………………………From the session …………………………… The requisite fee is paid through the Crossed Bank Draft No……………………… Dated …………… Drawn …………………on the Bank of ………………………………… for Rs. ……………………………. and the said draft is Submitted along with the hard copy this application.

You are requested to process this application for necessary permission.

(Signature & Seal of the Secretary)

Dated:

(Society's Name)

(Information against the columns mentioned below be entered correctly.)

1.

 i. Month And Year of the establishment of the College: _____
 ii. Month and Year up to which Colleges is affiliated for Courses in Different Faculties: _____ (Starting Year attach a Copy of the letter received from Rashtrasant Tukadoji Maharaj Nagpur University regarding affiliation)
 iii. No. & Date of Govt. Resolution granting above affiliation: _____ (Attach a Copy of first-time affiliation received from Nagpur University)

2. Existing Courses for which Continuation of affiliation is sought:

Sr. No.	Name of Faculty	Classes	Subjects	Medium	Intake	Affiliation Granted Up to	No. of Govt. Resolution	Date of Govt. Resolution

3. List of Courses granted Permanent affiliation.

S. N.	Name of Faculty	Classes	Subjects	Medium	Intake	Permanent Affiliation from the Year	University Permission letter No.	University Permission Date

4. Number of Students who actually appeared and Number of Student successful at the above-mentioned Examinations During last 3 years (Class-wise):

S.N.	Name of Faculty	Classes	Subjects	Shift	No. of Students Appeared and Passed		
					Year	Appeared	Passed

5. Date of visit of the previous Local Enquiry/Academic & Administrative Audit Committee
....

Names of Member of Committee

....

....

....

(Attach the Following documents for this application)

1. A copy of Audited Statement of Income and Account of the preceding year.....................
2. A List of College Development Committee members and the period of tenure from.............................to.............................. in each case.

Dated: ....

(Signature & Seal of the Principal of the College)

Affidavit

Before Hon'ble Executive Magistrate/Notary
(On Rs. 100/- non-judicial stamp pape)

I, _____Principal/Secretary of College... state
on Solemn affirmation as under:

1. That the provision of the Act and Statutes, Ordinances and Regulations there under and the sending orders and directions of the University shall be strictly observed;
2. That there shall be a separate College Development Committee provided for an affiliated College as provided by section 97 of Maharashtra Public University Act, 2016,
3. 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.
4. Thar there shall be suitable and adequate physical facilities such as building, laboratories, libraries, books, equipment require for teaching and research, hostels, gymnasium as may be prescribed.
5. That the information related to infrastructure facilities, teaching and non-teaching staff and other facilities submitted along with this application are true and correct and I own the responsibility of consequences of any false statement/fact made/submitted along with this application.
6. That the financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working;
7. That the strength and qualifications of teaching and non-teaching staff of the affiliated colleges and recognized institution and the emoluments and the terms and condition of services of the staff of affiliated colleges shall be such as prescribed by the University and which shall be sufficient to make due provision for courses of study, teaching or training or research, efficiently;
8. That the services of all teaching and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examination and for promoting other activities of the University;
9. That the direction, and orders issued by the Chancellor, Vice-Chancellor and other officers of the University in exercise of the powers, conferred upon them under the provisions of the Act, Statutes, Ordinances and Regulations shall be complied with;
10. That there shall be no change or transfer of the management without prior permission of the University;
11. That the college or institution shall not be closed without prior permission of the University;
12. That in the event of disaffiliation or derecognition or closure of the college or institution under section 121, all the assets of the college or institution including building and

equipment which have been constructed or created out of the amount paid as a grant-in-aid by the State Government or the University Grants Commission shall vest in the State Government.

Yours Faithfully,

Deponent Principal/ Secretary
With seal.

I know the Deponent

Advocate

MANUAL FOR AFFILIATED COLLEGES
All Applicant Colleges/Institutions are required to refer this document for submitting application for Academic and Administrative Audit and Continuation of Affiliation.

Part A: Input (100 Marks)

Infrastructure Information –

S N	Criteria	Documents to be submitted
Class rooms		
1.	Land/Building(s) of the college/Institution is • Own • Rented	In case of Own: First page (where registration no. is mentioned wit signature and seal of competent authority) of Registered Sale Deed or Property Card or 7/12 In case of Rented: Rent agreement duly registered
2.	Adequate well-furnished class rooms as per University/Apex body norms • Required No.: ----- • Available No.: ----	Floor wise plan in A4 size for physical verification
3.	Virtual Classroom (number) (A classroom for online activities with interactive board)	Floor wise plan in A4 size for physical verification
4.	Number of classrooms with ICT Facilities (Roof mount LCD projector, Computer, Internet etc.)	Floor wise plan in A4 size for physical verification
Laboratories/Seminar Rooms/Activity Rooms		
1.	No. and Size of Laboratories as per University Norms/Apex body • Required No: ------- • Available No: ------	Floor wise plan in A4 size with physical verification
2.	Laboratory equipments available as per University /Apex body norms	List of equipments/softwares laboratory wise
3.	Computers available as per University/Apex body Norms.	List of computers/laptops/printers/peripherals with specifications and configurations as per apex body norms on A4 size paper preferably in the form of a table.
Library		**Documents to be submitted**
1.	Books in the library (1:5 Students: Books) (For Professional programs, as decided by the apex bodies)	Total number of books under the category of text book, Reference book, digital books as per norms year wise, program wise, since inception of college including assessment year. (Note: Accession register (updated), visitors' register, purchase bills and proof of payment needs to be ready in case of inspection.)
2.	Journals i. International (Min. 5) ii. National: (Min. 5)	List of total number of Journals (National/International) as per norms year wise program wise since inception of college including assessment year.

3.	Digital Library Facilities: (Inflibnet / Delnet etc.,)	Evidence of having Inflibnet, Delnet subscription and proof of payment for the assessment year.
4.	Internet Facility with bandwidth	Evidence of having internet connection with the mention of bandwidth and proof of payment to the service provider for the assessment year.
5.	Book Bank Facility	Policy document and list of beneficiaries for book bank.
6.	Library is automated	Name of automation software, agreement with vendor and payment proof.
7.	Reading Room	Floor plan of library earmarking the seating area with capacity in terms of students
8.	Budget allocated for purchase of books and journals during the year	Evidence of budget allocation with signed minutes of the meeting of CDC/Governing body.

Faculty

1.	No. of required Teaching Faculty –	List of faculty members who are approved, contractual, CHB, management regular with cadre ratio, mentioning the date of appointment, joining, approval and approval letter number.
2.	Faculty members deputed / sponsored for the improvement of academic qualification during last year	Letter of sponsorship (full time with pay) having mention of qualification improvement and the institute/organization where he/she is pursuing studies.

Sports

1.	Gymkhana (with All Facilities)	List of facilities provided in gymkhana with floor plan indicating area and location in institute/college.
2.	Playground	Plan indicating location of playground(s). Evidence depicting ownership or otherwise.

Co-curricular and extra-curricular activities

1.	Separate room for N.S.S. and/or NCC	Floor Plan of room(s) provided for the purpose with physical verification
2.	Facilities for extracurricular & Cultural activities.	List the facilities category wise.

- *If Laboratory and Laboratory equipments are not applicable to the college/Department, then consider 90 Marks for input and convert it accordingly*

Part B: I. Process (200 Marks)

Teaching-Learning and Evaluation –

Sr. No	Criteria	Documents to be submitted
1.	The institution assesses the learning levels of the students, after admission and organizes special programs for fast learners and slow learners	Mechanism/policy to identify fast & slow learners. Measures/special programs conducted based on the need.
2.	Student centric methods, such as experiential learning, participative learning and problem-solving methodologies etc. are used for enhancing learning experiences	Concept note indicating the methodology of executing such student centric activities for each method.
3.	Learning Management Systems (LMS) in use	Name of learning management system existing in college and a write-up of one page mentioning its scope.
4.	Use of E-learning resources	Name of learning resource provider with list of students successfully completed the course.
5.	Ratio of mentor to students for academic and stress related issues (Total Teacher: Total Students) (Mentor: Mentee)	Policy document of mentor-mentee scheme. List of issues handled and number of students benefitted. Also mention ratio of mentor and mentee
6.	Number of capability enhancement and development schemes A. Guidance for competitive examinations B. Career Counseling C. Soft skill development D. Remedial coaching E. Language lab F. Bridge courses G. Yoga and Meditation H. Personal Counseling I. Any other	Concept note about every such scheme implemented by the college and list of students benefitted (scheme wise). List of teachers (scheme wise) who led the scheme.
7.	The Institution ensures effective curriculum delivery through a well-planned and documented process	Copy of actual teaching plan for a course. Copy of latest timetable for one program. Filled feedback form of one student of current semester.
8.	Entrepreneurship related Initiatives: Incubation Facilities Any other Facilities	Evidence of the incubation/other facility.
9.	Expenditure for purchase of books & Journals, during the year.	Purchase order, bills and payment for one program.
10.	Expenditure for e-journals and online library during the year.	Purchase order, bills and payment for college.
11.	Number of value-added courses imparting human values and life skills offered during the year.	List of value-added courses semester wise. Master time table indicating placement of such courses.

12.	Number of functional MoUs with institutions of National, International importance, other Universities, Industries, Corporate Houses etc. during the year	List of functional MoUs category wise. Copy of MoUs.
13.	Number of linkages for faculty exchange, student exchange, internship, field trip, on- the-job training, research, etc. during the year	List of linkages with purpose.
14.	Percentage of students undertaking field projects / internships	Semester wise list of students undertaking field projects / Internship with the mention of organization where he/she is Pursuing field projects / Internship.
15.	Participation of College in different sports events of the university during last year.	Evidence of participation in university level sports/games with the name of students.
16.	Organization & Participation (in other colleges) Technical Quiz / Seminar / Paper presentation /Project competition / Cultural events during last year.	Evidence of organization & participation (in other colleges) with the name of students' event wise.
17.	Number of extension and outreach programs conducted	List of extension and outreach programs conducted with names of students.
21.	Percentage of students participating in extension activities with Government Organizations, Non-Government Organizations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, Unnat Bharat Abhiyan etc. during the year	List of participants in extension and outreach programs conducted (by other organizations).
22.	Participation in Cultural Program International Level/National Level State Level & University Level	List of students/teachers with evidence.
23.	Number of activities conducted in association with RTMNU	List of activities with evidence.
24.	Mission, Vision and Program Outcomes are defined and disseminated amongst stake holders.	Statement of Mission, Vision and Program Outcomes with Evidence/policy of dissemination.
25.	Course Outcome, target setting and attainment is well defined, disseminated and executed.	Course outcome of one course and policy of attainment & Dissemination.

Research

SN	Criteria	Documents to be submitted
1.	Financial Assistance provided from college to faculty for research	Evidence of payment with name of faculty members or enclose Incentive Policy.
2.	Organizing workshops / seminars for inculcating research habits amongst teachers.	List mentioning topic of workshop / seminar, name of expert, names of participants with date.
3.	Leave and other incentives provided to teachers for research	Leave policy and incentivization of research.
4.	Workshops / seminars organized during last three years for inculcating research habits amongst students	List mentioning topic of workshop / seminar, name of expert, names of participants with date.
5.	Research competitions, quiz etc. organized for students during last three years	List mentioning research activity, name of expert, names of participants with date.
6.	Participation of students in research events like Avishkar etc.	List of students with evidence of participation/award.
7.	Financial assistants provided to students for research activities from the institution.	Name of student(s), purpose, amount of assistance and proof.
8.	Number of PhD Scholars have successfully completed their PhD during last year in case the college is a recognized research centre.	Attach notification(s) issued by RTMNU.

Sports

Sr. No	Criteria	Documents to be submitted
1.	Sports Scholarship / Financial assistance provided to students.	Name of student(s), purpose, amount of assistance and proof.
2.	Extra coaching provided to sportsman for particular Sports.	Name of student(s), coach, sport, duration.
3.	Financial assistance for dietary food, travelling etc. to sports students.	Name of student(s), purpose, amount of assistance and proof.
4.	Organized workshops / Seminars for sports students.	List mentioning topic of workshop / seminar, name of expert, names of participants with date.

Part B: II. Output (100 Marks)

S. N.	Criteria	Documents to be submitted
1.	Average result of final year of last year.	Statement of result with percentage of passing.
2.	No. of students passed in first class and above in final year (last year)	Statement of result with students in first division.
3.	No. of students in university merit list in final year (last year)	Statement of merit list issued by RTMNU highlighting the student of college under assessment.
5.	Percentage of students qualifying in state/ national/ international level examinations during the year (e.g.: NET/SLET/GATE/ GMAT/ CAT/ GRE/TOEFL/Civil Services/State government examinations)	Exam wise list of students with certificate/marksheet of passing.
6.	Number of placements of outgoing students during the last year Name of the employer with contact details percentage of students placed	Name of student, employer (with contact details), package, with calculation of %age students placed.
7.	Number of research papers published in the Journals notified on Web of Science/Scopus/UGC during the last year	List with number of research papers published in WoS (SCI/SCIE), Scopus & UGC care. Calculate number of papers per teacher.
8.	Books and chapters in edited volumes / books published, and papers in national / international conference-proceedings per teacher during the year (ISBN / ISSN Only) • Number of papers Published in Proceeding during Year: • Number of Books Published during Year: • Chapters in books Published during Year:	list of book chapters and indexing agency. List of books with title & name of publisher (National or International). Research papers presented in conferences (National or International) with the name of indexing agency.
9.	No. of faculty members delivered keynote address or chaired the session in National or International conferences in the last year. (1 Mark per activity, Maximum 5 Marks)	List of such teachers with relevant certificate organizing institute.
10.	No. of Faculties contributed as resource persons at QIP/symposium /workshop / conference / seminar in last year. (1 Mark per Resource Person, Maximum 10 Marks)	List of such teachers with relevant certificate from organizing institute.
11.	No. of Patents: • Filed (Minimum 1 patent) • Published (Minimum 1 patent) • Granted (Minimum 1 patent)	Evidence issued by Granting Agency (For Example Indian Patent Office).
12.	No. of Major/Minor Research Projects undertaken by faculty.	Letter of sanction and disbursement from the funding agency in the name of faculty member of the college.

13.	Number of awards and recognition received by faculty from Government/recognized bodies at university/state/national/international level during the year. Total Number of Awards & Recognitions:	Certificate/letter from the awarding agency.
14.	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level etc. (award for a team event should be counted as one) during the year. • International (Sports/ Cultural) • National (Sports/ Cultural)	Certificate/letter from the awarding agency.
15.	Percentage of students benefitted by Vocational Education and Training (VET)/Skill education/professional education during the year	List of students benefitted, name of course, agency/expert, outcome, relevant evidence. Calculate percentage of students benefitted.

Note: Marks allotted for Post Graduate Program related metrics shall not be considered while evaluating colleges with undergraduate programs.

REPORT OF THE ACADEMIC AUDIT COMMITTEE

The COLLEGE / RECOGNISED INSTITUTION UNDER THE FACULTY OF ....

1. Name of the College: ....

    Address: ....

    ....

    Year of Establishment: ....

    Telephone: STD Code: .... No.: ....

    E Mail ID: ....

    Web Site: ....

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

    Location: Urban/Rural/Hill Area/Semi -Urban

    Status of University affiliation: Permanent/One Year/Two Year/Three Year

    UGC 2f Approval: ....

        12b Approval: ....

    NAAC Accreditation Year & Grade: ....

    NBA Accreditation Year & Grade: ....

    NIRF Year and Ranking: ....

2. Name of Trust / Society: ....

    Address: ....

    ....

    Year of establishment: ....

    Telephone: STD Code: .... No.: .... E Mail: ....

    Web Site: ....

3. Availability of Statutory Committees:

Sr. No.	Name of Committee	Availability
1.	College Development Committee	YES / NO
2.	Internal Complaints Committee	YES / NO
3.	Internal Quality Assurance Cell	YES / NO
4.	Students Council	YES / NO
5.	Anti-Ragging Committee	YES / NO
6.	Equal Opportunity Cell	

4. Member who interacted with the committee:

Sr. No.	Member	Name	Remarks
1.	Principal		
2.	Management Representative		
3.	IQAC Member		
4.	Student Council		
5.	Teaching Staff		
6.	Non-Teaching staff		
7.	Any Other		

Student's Information –

1. Details of programs offered by the college (Give data for current academic year)

Sr. No.	Program Level	Name of the Program/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted	Government approval letter for college
1	Under-Graduate							
2	Post-Graduate							
3	Integrated PG Programs							
4	Ph.D.							
5	M. Phil.							
6	Certificate Courses							
7	Diploma							
8	Advanced Diploma							
9	PG Diploma							
10	Skill Development Course s							

2. Does the college offer self-financed Programs? Yes ☐ No ☐
If yes, how many?_____

3. New programs introduced in the college during the years, if any?

Yes ☐	No ☐	Numbers	

List the Academic departments:

Faculty /Branches	Name of the Department (e.g., Physics, Botany, History Marathi, Commerce, Management, Sociology etc.)	UG	PG	Research
Humanities				
Commerce & Management				
Science & Technology				
Interdisciplinary				
Professional				
Skilled Oriented				
Value Added				
Any Other				

4. Furnish the number of the students admitted to the college during the last Five academic years. (Including Grantable & Non-Grantable

Categories	UG									
	Year 1		Year 2		Year 3		Year 4		Year 5	
	M	F	M	F	M	F	M	F	M	F
SC										
ST										
VTA										
NTB										
NTC										
NTD										
OBC										
SEBC										
EWS										
General/Open										

Categories	PG									
	Year 1		Year 2		Year 3		Year 4		Year 5	
	M	F	M	F	M	F	M	F	M	F
SC										
ST										
VTA										
NTB										
NTC										
NTD										
OBC										
SEBC										
EWS										
General/Open										

5. Details on students enrollment in the college during the current academic year :

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located					
Students from other states of India					
NRI students					
Foreign students					
Total					

Faculty/Teacher Information –

1. Course wise Faculty Information

Sr. No.	Name of Faculty Member	Designation	Qualification	Subject	Caste Category	Date of First Appointment	University Approval Letter No. & Date

(Note: Attach separate Sheet)

2. Research Information

1.	No. of M. Phil and Ph. D. Faculty Member	M. Phil: Ph.D:
2.	No. of Students Completed M. Phil/Ph. D under the guidance of faculty Members in College/Department in last one year	M. Phil: Ph. D:
3.	Information Regarding Research Papers Presented/ Published on University/State/National/International Level in last one Academic Year	National: International:
4.	No. of Major/Minor Research Projects in last one Academic Year	In Progress: Completed

(Note: Attach separate Sheet)

Part A: Input (100 Marks)

Infrastructure Information -

S N		Criteria	Marks Allotted	Observation	Marks obtained	Remarks
Class rooms						
1.		Land/Building(s) of the college/Institution is Own: 10 Marks Rented: 05 Marks	10			
2.		Adequate well-furnished class rooms as per University/Apex body norms • Required No.: ----- • Available No.: ---- 100% and above – 10 Marks 76 to 99% - 7 Marks 51 to 75% - 5 Marks Less than 50% - 0 Marks	10			
3.		Virtual Classroom If Yes - 2 Marks No - 0 Marks	2			
4.		Number of classrooms with ICT Facilities (Roof mount LCD projector, Computer, Internet etc.) Above 50% - 05 Marks 25 – 50% - 03 Marks 10 - 25% - 02 Marks	5			
Laboratories						
1.		No. and Size of Laboratories as per University Norms/Apex body • Required No: ------- • Available No: ------ 100% and above – 05 Marks 76 to 99% - 5 Marks 51 to 75% - 2 Marks Less than 50% - 0 Marks	5			
2.		Laboratory equipments available as per University /Apex body norms Adequate- 05 Marks Available but not Adequate- 03 Marks Not Available - 0 Marks	5			
3.		Computers available as per University/Apex body Norms. Adequate- 05 Marks Available but not Adequate- 03 Marks Not Available - 0 Marks	5			
Library						
1.		Books in the library (1:5 Students: Books) A) Reference, Text, Digital Books – 3 Marks B) Periodicals -1 Mark C) Newspapers -1 Mark	5			

#		Marks				
	(For Professional programs, as decided by the apex bodies)					
2.	Journals iii. International (Min. 5):3 Marks iv. National: (Min. 5): 2 Marks	5				
3.	Digital Library Facilities: (Inflibnet / Delnet etc.,)	3				
4.	Internet Facility Available 100 mbps & above – 4 Markas 75 – 99 mbps - 3 Markas 50 – 74 mbps – 2 Markas Below 50 mbps – 0 Markas	4				
5.	Book Bank Facility- 02 Marks	2				
6.	Library is automated Fully automated – 02 Marks Partially automated – 01 Marks Not Automated – 0 Markas	2				
7.	Reading Room For min. 10% of total no. of students	2				
8.	Budget allocated for purchase of books and journals during the year A) 2% or more than 2% of total budget excluding salary-02 marks B) Up to 2% of total budget excluding salary - 01 marks	2				
Faculty						
1.	No. of required Teaching Faculty – A. 100% Appointment- 14 Marks B. 76% to 99% Appointment -10 Marks C. 50% to 75% Appointment - 8 Marks D. Below 50% Appointment - 0 Marks E. Approved CHB Faculty (Min. 3) – 4 marks	14				
2.	Faculty members deputed / sponsored for the improvement of academic qualification during last year. - 03 Marks	3				
Sports						
1.	Gymkhana (with All Facilities) A) Separate Room – (02 Marks) B) Indoor - (02 Marks) C) Outdoor - (02 Marks)	6				
2.	Well Equipped Playground A) Own - (04Marks) B) Rented - (02Marks) C) On contract basis- (01Marks)	4				
Curricular and extracurricular activities						
1.	Separate room for N.S.S/NCC	2				
2.	Facilities for co-curricular, extra-curricular & Cultural activities.	4				

100

If Laboratory and Laboratory equipments are not applicable to the college/Department, then consider 90 Marks for input and convert it accordingly

Part B: I. Process (200 Marks)

Teaching-Learning and Evaluation -

Sr. No	Criteria	Mark Allotted	Observation	Marks obtained	Remarks
1.	The institution assesses the learning levels of the students, after admission and organizes special programs for fast learners and slow learners. Fast Learners Program : 03 Marks Slow Learners Program : 03Marks	06			
2.	Student centric methods, such as experiential learning, participative learning and problem-solving methodologies etc. are used for enhancing learning experiences (04 Marks for each method – Maximum 20 Marks)	20			
3.	Learning Management Systems (LMS) in use	10			
4.	Use of E-learning resources 10% or more students completing MOOCs	05			
5.	Ratio of mentor to students for academic and stress related issues (Total Teacher: Total Students) (Mentor: Mentee) Mentor: Mentee Ratio (1:50) - 05 Marks Mentor: Mentee Ratio (1:75) - 03Marks Mentor: Mentee Ratio (1:100 & above) - 02 Marks	05			
6.	Number of capability enhancement and development schemes J. Guidance for competitive examinations K. Career Counseling L. Soft skill development M. Remedial coaching N. Language lab O. Bridge courses P. Yoga and Meditation Q. Personal Counseling R. Any other • 8 or more of the above – 16 Marks • Any 6 of the above – 12 Marks • Any 5 of the above – 08 Marks • Any 4 of the above – 06 Marks • Any 3 of the above – 04 Marks	16			
7.	The Institution ensures effective curriculum delivery through a well-planned and documented process • Teaching Plan – 02 Marks • Departmental meeting record for distribution of workload, timetable etc.- 01 Mark • Feedback- 02 Marks	5			

8.	Entrepreneurship related Initiatives: Incubation Facilities – 3 Marks Any other Facilities – 2 Marks	05				
9.	Expenditure for purchase of books & Journals, during the year.	03				
10.	Expenditure for e-journals and online library during the year.	02				
11.	Number of value-added courses imparting transferable and life skills offered during the year 3 Marks for each course	15				
12.	Number of functional MoUs with institutions of National, International importance, other Universities, Industries, Corporate Houses etc. during the year (1 Marks for one functional MoU)	05				
13.	Number of linkages for faculty exchange, student exchange, internship, field trip, on- the-job training, research, etc. during the year (1 Marks for each activity)	05				
14.	Percentage of students undertaking field projects / internships • 76% to 100% - 10 Marks • 51% to 75% - 05Marks • 1% to 50% - 03 Marks	10				
15.	Participation of College in different sports events of the university during last year. (Per Sport activity 1 Mark)	08				
16.	Organization & Participation (in other colleges) Technical Quiz / Seminar / Paper presentation /Project competition / Cultural events during last year. (Per Event 1 Mark) (Maximum 08 Marks)	08				
17.	Number of extension and outreach programs conducted (1 Mark per activity) (Maximum 08 Marks)	08				
21.	Percentage of students participating in extension activities with Government Organizations, Non-Government Organizations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, Unnat Bharat Abhiyan etc. during the year 1% to 25% - 04 Marks 26 % to 50% - 06Marks 51 to 75% - 09 Marks 76% to 100% - 12 Marks	12				
22.	Participation in Cultural Program International Level/National Level - 03 Marks State Level & University Level - 02 Marks	05				
23.	Number of activities conducted in association with RTMNU – 2 Marks each	06				
24.	Mission, Vision and Program Outcomes are defined and disseminated amongst stake holders.	02				
25.	Course Outcome, target setting and attainment is well defined, disseminated and executed.	03				

Research -

SN	Criteria	Mark allotted	Observation	Marks obtained	Remarks
1.	Financial Assistance provided from college to faculty for research	03			
2.	Organizing workshops / seminars for inculcating research habits amongst teachers.	03			
3.	Leave and other incentives provided to teachers for research	03			
4.	Workshops / seminars organized during last three years for inculcating research habits amongst students	03			
5.	Research competitions, quiz etc. organized for students during last three years	03			
6.	Participation of students in research events like Avishkar etc.	02			
7.	Financial assistants provided to students for research activities from the institution.	03			
8.	Number of PhD Scholars have successfully completed their PhD during last year (if the college is a recognized research center). 1 Marks each (Max. marks 05)	05			

Sports –

Sr. No	Criteria	Mark allotted	Observation	Marks obtained	Remarks
1.	Sports Scholarship / Financial assistance provided to students.	3			
2.	Extra coaching provided to sportsman for particular Sports.	3			
3.	Financial assistance for dietary food, travelling etc. to sports students.	3			
4.	Organized workshops / Seminars for sports students.	2			

Part B: II. Output (100 Marks)

S. N.	Criteria	Mark allotted	Observation	Marks obtained	Remarks
1.	Average result of final year of last year. • 91% to 100% Result - 5 Marks • 81% to 90 % Result - 4 Marks • 71% to 80% Result - 3 Marks • 61% to 70% Result - 2 Marks • 60% & Below Result - 1 marks	05			
2.	No. of students passed in first class and above in final year (last year) - 71% to 100 % - 05 Marks - 51% to 70% - 03Marks - 26% to - 50% - 02 Marks - 25% & Below - 01 Marks	05			
3.	No. of students in university merit list in final year (last year) (2 Marks for each student in Merit List)	06			
5.	Percentage of students qualifying in state/ national/ international level examinations during the year (e.g.: NET/SLET/GATE/ GMAT/ CAT/ GRE/TOEFL/Civil Services/State government examinations) (1 Mark per student)	09			
6.	Number of placements of outgoing students during the last year Maximum Salary Offered (LPA): Rs. Minimum Salary Offered (LPA): Rs. Name of the employer with contact details Percentage of students placed 31 % To 100% - 05 Marks 21 to 30% - 03 Marks 11 to 20 % - 02 Marks 1 to 10% - 01 Marks	05			
7.	Number of research papers published in the Journals notified on Web of Science/Scopus/UGC during the last year *Total Papers* _____ *Total Teachers* 2 or more papers per teacher - 10 Marks 1.5 to 1.9 papers per teacher - 7 Marks 1.0 to 1.49 papers per teacher – 5 Marks 0.5 to 0.9 papers per teacher - 3 Marks Less than 0.5 papers per teacher- 0 Marks	10			

8.	Books and chapters in edited volumes / books published, and papers in national / international conference-proceedings per teacher during the year (ISBN / ISSN Only) • Number of papers Published in Proceeding during Year:-(1 Mark per Paper, Maximum 5 Marks) • Number of Books Published during Year: - (1 Mark Per Book, Maximum 5 Marks) • Chapters in books Published during Year: - (0.5 Mark Per Chapter, Maximum 5 Marks)	15				
9.	No. of faculty members delivered keynote address or chaired the session in National/International conferences in the last year. (1 Mark per activity, Maximum 5 Marks)	05				
10.	No. of Faculties contributed as resource persons at QIP/symposium /workshop / conference / seminar in last year. (1 Mark per Resource Person, Maximum 10 Marks)	10				
11.	No. of Patents: • Filed (Minimum 1 patent) – 2 Marks • Published (Minimum 1 patent) – 3 Marks • Granted (Minimum 1 patent) – 5 Marks	10				
12.	No. of Major/Minor Research Projects undertaken by faculty. (1 Mark per Project, Maximum 5 Marks)	05				
13.	Number of awards and recognition received by faculty from Government/recognized bodies at university/state/national/international level during the year. (1 Mark per Award/Recognitions) Total Number of Awards & Recognitions:	05				
14.	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level etc. (award for a team event should be counted as one) during the year • International (Sports/ Cultural) – 03 Marks • National (Sports/ Cultural) – 02 Marks	05				
15.	Percentage of students benefitted by Vocational Education and Training (VET)/Skill education/professional education during the year • 51 to 100% - 05 Marks • 26 to 50% - 03 Marks • 1% to 25 % - 02 Marks	05				
	Total Marks (A+B)	**400**				

Table: Norms and Standards for Grades and Marks

% Marks obtained	Grade
75% and above	A
50% to 74%	B
30% to 49%	C
Less Than 30%	D

If the college/institute gets Grade D, the admission to the college/institute or program will be freezed till the fulfillment of deficiency.

Performance of the College/Institution:

- **% Marks Obtained:**
- **Grade Obtained:**

NOTE: *This is a computer-generated statement, hence, does not need any signature.*