



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. 3 OF 2024

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 2024.

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 **done** 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

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duties of the Board of Deans, necessitating the establishment of the system of academic audit in the University as an integral part of the process of continuation of 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, in the meeting of Management Council held on 6th September 2023, it was resolve to amend the charges for Academic and Administrative Audit of the affiliated colleges of the University;

AND

Whereas, Direction No. 46 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 replacing the Direction No. 12 of 2023;

AND

Whereas, there was a demand for certain changes in the fees for affiliation prescribed under Direction no. 46 of 2023, from different stake holders and as such, exercising powers conferred under 12(7) of the Act, on behalf of the Management Council, Vice Chancellor has made certain changes in the prescribed fees under the Direction no. 46 Of 2023;

AND

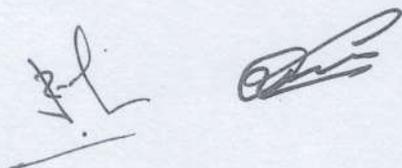
Whereas to give effect to these changes this Direction is being issued incorporating the provisions of Direction no. 46 of 2023 along with the modifications done in the prescribed fees;

AND

Whereas, the 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 incorporating the provisions of Direction no, 12 of 2023 with modification as to the quantum of fees for application, 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 FOR THE GRANT OF AFFILIATIONN OR CONTINUATION OF AFFILIATION OF THE



COLLEGES/INSTITUTIONS, COURSES, SUBJECTS, FACULTIES, DIVISIONS
OR SATELLITE CENTERS, DIRECTION, 2024;

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 as defined in section 37 (j) of The MPU Act, 2016 and 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 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) "University" means Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

4. Coverage and Scope:

This direction is applicable to all affiliated colleges, permanently affiliated colleges, autonomous colleges / institutions of Rashtrasant Tukadoji 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 be constituted by the Vice-Chancellor as per the provision as under.**

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. **If NAAC or NBA accredited college/institution are not available then the non accredited colleges/institution may be considered.**

- iii. Four internal members who shall not be below the rank of Associate professors belonging to the University.
- 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, removal or for any other reason may be filled by the Vice-Chancellor by appointing a person possessing similar position and criteria.
- 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 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 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.
- 6.4 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.
- 6.5 **The honorarium payable to the experts or members of the AAA committee shall be as per the prevailing rule or as may be decided by the Management Council of the University.**

- 6.6 For valid transaction of the business in any meeting of the AAA Committee minimum three members including the chairman shall remain present.
- 6.7 When the Chairperson is absent, the members present shall nominate a senior person from amongst themselves to **chair the committee 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 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 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

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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 decided by the Academic Council.

8.2 The Academic and Administrative Audit fee structure for continuation of affiliation through the Academic and Administrative Audit to be paid along with application shall be as follows: **(No other fees for affiliation will be required to be paid (for ex. Yearly affiliation fee). The same fee structure is also applicable for permanently affiliated programs.**

I. **For non-professional courses:** Rs.15,000/- (Fifteen Thousand Rupees only) up to max. three programs. For every additional Under Graduate program Rs 2000 for each program and for every additional Post Graduate program Rs 1000 for each program will be charged extra.

I.(a). For additional section for each program Rs 500 will be charged extra.

II. **For professional courses:** Rs.40,000/- (Forty Thousand Rupees only) up to max. three programs. For every additional Under Graduate program Rs 10000 for each program and for every additional Post Graduate program Rs 5000 for each program will be charged extra.

II(a). For additional section for each program Rs 2000 will be charged extra.

III. The Academic and Administrative Fee is also required to be paid for all programs having permanent affiliation. For each non-professional program having permanent affiliation Rs 500/- per program and for professional program having permanent affiliation Rs 5000/- per program will be charged.

IV. For a college having Non-Professional programs, if having some Professional program, up to max. three programs Rs 40000/- (Forty Thousand Rupees only) will be charged and thereafter for each program fees be charged as per non-professional programs as mentioned above.

V. Late fee for Academic and Administrative Audit shall be as given below:-

- a. For non-professional programs Rs. 1000/- for the delay of each month or a part thereof.
- b. For professional programs Rs. 5000/- for the delay of each month or a part thereof.

VI. All the above charges are including GST.

- 8.3 After receipt of the applications for Academic and Administrative Audit the 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 **committee** 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 to **grant continuation of affiliation.**
- 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-A and Part-B is necessary for giving the marks and grade during the physical visit to the college/institution (Refer Clause 13). 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 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.

- 8.7 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.
- 8.8 Based on the information submitted by the college/institution in Academic and Administrative Audit Report, the **Board of Deans** shall recommend for the grant of continuation of affiliation of the college/institution provided the applicant college obtains minimum 50 marks in Part-A of the application.
- 8.9 The **Board of Deans** may recommend to freeze the admissions for a particular program in case the required number of full time approved and/or Ad-hoc and/or contractual and/or CHB faculty members are not appointed by the applicant college/institution even if the college/institute obtains 50 or more marks in Part-A of the application. 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.
- 8.10 The Board of Deans shall recommend to freeze the admissions for all programs run by the applicant college/institute if it fails to obtain minimum 50 marks in Part-A of the application.
9. Provision for Appeal against Marks obtained by College/Institution:
- 9.1 In case, the applicant college/institution wishes to appeal against the decision of marks 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 College Development Section 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.
- 9.3 The College Development Section 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 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.

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

11. The entire exercise with respect to academic and administrative audit leading to the grant of continuation of affiliation, 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 by the University.

12. The colleges/institutions having an affiliation for the year/s 2024-25 and 2025-26 will also be required to apply for academic and administrative audit.

13. Physical Inspection of facilities by Committee u/s 117 of The MPU Act, 2016

13.1 In accordance with the provisions of section 117 of The MPU Act, 2016, every affiliated college/institute is subject to the conduct of Academic Audit at least once in three years. This will be conducted through the on-site visit by the committee constituted as prescribed in the Act.

13.2 The Board of Deans shall prepare and recommend the list of colleges/institutes to be visited by the committee as prescribed in section 117 of the Act to the Vice-Chancellor for approval.

13.3 On obtaining approval from the Vice-Chancellor, the College Development Section shall display the list and communicate to the colleges concerned latest by 10th day of every month. Committee/s for such visits shall also be constituted with the approval of the Vice-Chancellor by the same date.

13.4 Chairman of the committee shall fix the date of visit in consultation with the college/institute concerned so as to provide at least 15 days time for preparation for to the college/institute concerned.

13.5 The committee shall visit (presence of minimum 3 members is required) the college/institute on scheduled date and verify the claims made by the applicant college/institute in Part-A and Part-B of the application. The committee shall preferably have an interaction with the Management, Principal, teachers, students, and non-teaching staff of the college/institute during the visit.

- 13.6 The college/institute concerned shall prepare for the visit and keep all the related documents and information as mentioned in the manual of AAA ready for verification by the committee.
- 13.7 The committee shall be authorized to ask any document or information related to the parameters mentioned in the AAA and it is mandatory on part of the college/institute concerned to provide the same.
- 13.8 On having a detailed inspection of facilities and documents and interaction with teachers, students and staff, the committee shall prepare and submit the online visit report from the college/institute. A copy of the report signed by the Principal and members of the committee shall also be handed over to the Principal/Director.
- 13.9 Based on the marks obtained by the college/institute during visit, the committee shall make recommendation of grade in the following manner:

% Marks obtained	Grade
Above 75%	A
Above 60% to 75%	B
Above 50% to 60%	C
Above 40% to 50%	D
Less than 40%	E

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

- 13.10 The Board of Deans, on receipt of committee report along with recommendations, shall deliberate the report in its ensuing meeting and recommend the approval of grade to the Academic Council.
- 13.11 The grade of applicant college/institute shall finally be declared on obtaining the approval of the Academic Council of the university. The same shall communicated to the college/institute by the university by issuing a 'Certificate of Grade' which shall be valid for three years from the date of its issuance.
- 14. Provision for Appeal:**
- 14.1 The college/institute concerned, if not satisfied with the marks/grade obtained during the visit may make an appeal with a specific mention of parameters it wants to be reviewed. The appeal shall be made in a prescribed format along with the supporting documents/statements containing necessary information.




- 14.2 Such an appeal shall strictly be made within the 7 days of declaration of grade. Any appeal received after 7 days of declaration of grade shall not be entertained.
- 14.3 The Vice-Chancellor shall be the appealing authority and the appeal shall be placed before her/him for consideration. The Vice-Chancellor shall decide upon the admission of appeal and may call the college/institute representative for personal hearing in reasonable time.
- 14.4 Decision of the Vice-Chancellor shall be final and be communicated to the college/institute concerned by the college development section.
15. 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.
- 16 With the issuance of this Direction, the earlier Direction no.46/2023 shall stand repealed.

Place: Nagpur

Date: 25-1-24



(Dr. Subhash R. Chaudhari)

Vice-Chancellor



Annexure - II

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 <ul style="list-style-type: none"> • Own • Rented 	In case of Own: Registered Sale Deed, 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 <ul style="list-style-type: none"> • Required No.: ----- • Available No.: ---- 	Floor wise plan in A4 size with physical verification
3.	Number of classrooms with ICT Facilities (Roof mount LCD projector, Computer, Internet etc.)	Floor wise plan in A4 size with physical verification
Laboratories		
1.	No. and Size of Laboratories as per University Norms/Apex body <ul style="list-style-type: none"> • 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/software 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
Library		
1.	Books in the library (1:5 Students: Books) (For Professional programs, as decided by the apex bodies)	List of total number of text, reference, 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.

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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 –	Current list of teachers including approved and/or contractual and/or adhoc and/or CHB teachers mentioning the date of appointment, joining and approval letter (if applicable).
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.	1. Separate room for N.S.S. 2. Separate room for N.C.C.	Floor Plan of room(s) provided for the purpose with physical verification
2.	Facilities for extracurricular & Cultural activities.	List the facilities category wise.
Internships		

Percentage of students undertaking field projects / internships / participation in Unnat Bharat Abhiyan	Semester wise list of students undertaking field projects/internships/participating in Unnat Bharat Abhiyan along with details such as title of the project, place of internship, duration of the activity, etc.
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- ***If Laboratory and Laboratory equipments are not applicable to the college/Department, then consider 90 Marks for input and convert it accordingly***

<p>1. Title of the project</p> <p>2. Place of internship</p> <p>3. Duration of the activity</p>	<p>1. Name of the student</p> <p>2. Roll No.</p> <p>3. Department</p>
<p>4. Title of the project</p> <p>5. Place of internship</p> <p>6. Duration of the activity</p>	<p>1. Name of the student</p> <p>2. Roll No.</p> <p>3. Department</p>
<p>7. Title of the project</p> <p>8. Place of internship</p> <p>9. Duration of the activity</p>	<p>1. Name of the student</p> <p>2. Roll No.</p> <p>3. Department</p>
<p>10. Title of the project</p> <p>11. Place of internship</p> <p>12. Duration of the activity</p>	<p>1. Name of the student</p> <p>2. Roll No.</p> <p>3. Department</p>
<p>13. Title of the project</p> <p>14. Place of internship</p> <p>15. Duration of the activity</p>	<p>1. Name of the student</p> <p>2. Roll No.</p> <p>3. Department</p>
<p>16. Title of the project</p> <p>17. Place of internship</p> <p>18. Duration of the activity</p>	<p>1. Name of the student</p> <p>2. Roll No.</p> <p>3. Department</p>
<p>19. Title of the project</p> <p>20. Place of internship</p> <p>21. Duration of the activity</p>	<p>1. Name of the student</p> <p>2. Roll No.</p> <p>3. Department</p>
<p>22. Title of the project</p> <p>23. Place of internship</p> <p>24. Duration of the activity</p>	<p>1. Name of the student</p> <p>2. Roll No.</p> <p>3. Department</p>
<p>25. Title of the project</p> <p>26. Place of internship</p> <p>27. Duration of the activity</p>	<p>1. Name of the student</p> <p>2. Roll No.</p> <p>3. Department</p>

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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.	Effective implementation of university's Student Welfare/Development Schemes such as Earn and Learn, Savitribai Fule Bus Pass Yojana, etc.	Copy of notices circulated to students List of beneficiary students (Scheme wise) certified by the Principal
8.	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.
9.	Entrepreneurship related Initiatives: Incubation Facilities Any other Facilities	Evidence of the incubation/other facility.
10.	Expenditure for purchase of books & Journals, during the year.	Purchase order, bills and payment for one program.

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11.	Expenditure for e-journals and online library during the year.	Purchase order, bills and payment for college.
12.	Number of value-added courses imparting human values and life skills offered during the year. 4 Marks for each course	List of value-added courses semester wise. Master time table indicating placement of such courses.
13.	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.
14.	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.
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.
18.	Percentage of students participating in extension activities with Government Organizations, Non-Government Organizations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year	List of participants in extension and outreach programs conducted (by other organizations).
19.	Participation in Cultural Program International Level/National Level State Level & University Level	List of students/teachers with evidence.
20.	Number of activities conducted in association with RTMNU	List of activities with evidence.
21.	Mission, Vision and Program Outcomes are defined and disseminated amongst stake holders.	Statement of Mission, Vision and Program Outcomes with Evidence/policy of dissemination.
22.	Course Outcome, target setting and attainment is well defined, disseminated and executed.	Course outcome of one course and policy of attainment & Dissemination.

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Research – (100 Marks)

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.	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.

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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) <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

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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.

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