GONDWANA UNIVERSITY, GADCHIROLI
Direction No. 16 of 2019

(Issued under section 12(8) of the Maharashtra Public Universities Act’2016)

“Procedure for awarding grade based on conduct of Academic audit for university departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions and continuation of affiliation to colleges and continuation of recognition to institutions Direction, 2019”.

(Under Section 37(1) (j) and (k) of the Maharashtra Public Universities Act. 2016)

Whereas, the Maharashtra Public Universities Act, 2016 has come into force with effect from 1st March’2017 (herein after referred to as the Act);

AND

Whereas, the above said Act is applicable to the Gondwana University, Gadchiroli;

AND

Whereas, it is the duty of the Board of Deans, as provided under section 37 (1) (j) of the above said Act, to conduct academic audit of the University departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions, which shall be carried out by an Academic Audit Committee, having an equal number of internal and external members;

AND

Whereas, the Board of Deans, which is an authority as per the provision made under section 26(5) of the above said Act, is empowered to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit as provided under section 37(1)(k) of the Act;

AND

Whereas, the Board of Deans in it’s meeting held on 7-02-2019 has resolved to establish a system of academic audit / inspection of university departments, institutions, and affiliated colleges of Gondwana University, Gadchiroli for the purpose of continuation of affiliation to colleges and continuation of recognition to institutions as provided under the section 37(1)(j) and (k) of the above said Act and accordingly prepared the proformas for academic audit;

AND
Whereas, the Academic Council in its meeting held on 25-02-2019 has considered the system of academic audit vide item No. 19 for the purpose of continuation of affiliation to colleges and continuation of recognition to institutions as provided under the section 37(1)(k) of the above said Act;

AND

Whereas, the Academic Council in its meeting held on 16-03-2019 has considered the Draft proformas of academic audit prepared by the Board of Deans vide item No. 19 for the purpose of continuation of affiliation to colleges and continuation of recognition to institutions as provided under section 37(1)(k) of the above said Act and has recommended the same with suggestions/corrections to the Management Council for consideration and approval;

AND

Whereas, the Management Council in its meeting held on 18-03-2019 has considered the Proforma for academic audit / inspection vide item No. 52 and resolved as follows:

"The Draft proformas of academic audit / inspection as prepared by the Board of Deans be updated after inviting suggestions from the concerned stake holders and that the Board of Deans shall be the authority to finalize the proforma for academic audit / inspection from time to time"

AND

Whereas, the matter is required to be regulated by the statute;

AND

Whereas, no statute is provided for regulating the above said matter in the university;

AND

Whereas, preparing statute, passing it by the senate and assent to it by the Chancellor is a time consuming process;

AND

Whereas, the matter is required to be executed with immediate effect.

Now, therefore, I, Dr. Namdeo V. Kalyankar, Vice-Chancellor, Gondwana University, Gadchiroli in exercise of the powers vested in me under Section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby issue the following Directions:

1. This Direction shall be called, "Procedure for awarding grade based on Conduct of Academic audit of university departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized
institutions and continuation of affiliation to colleges and continuation of recognition to institutions Direction, 2019”.

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) ‘Act’ means the Maharashtra Public Universities Act’2016 i.e. Maharashtra Act No. VI of 2017 (hereinafter referred to as the Act);

(b) ’Academic Council’ means the council constituted as per provision made under section 32(3) of the Act;

(c) 'Board of Deans’ means the board constituted as per provision made under section 36(2) of the Act;

(d) "Chancellor" and "Vice-Chancellor" means, respectively, the Chancellor and the Vice-Chancellor of the University;

(e) ‘Collaboration’ means collaborative academic activity of the university or college or institution with other universities, academic institutions including local, regional, national or international institutions, research institutions and organizations in the field of agriculture, industry, trade and commerce, sports, social, cultural, science, technology and any other field;

(f) ‘College’ means a college affiliated to the university, situated in the university area or jurisdiction;

(g) ‘Dean of the faculty’ means the Dean appointed by the Vice-Chancellor on the recommendations of the selection committee for the purpose as provided under section 15(2) of the Act;

(h) ‘Director’ means a head of an institution including a center or a school of the university as designated by the management council or a head of a recognized institution;

(i) ‘Department’ means a Department teaching a particular subject or a group of subjects in a college or an institution as prescribed in the Statutes;

(j) ‘External Evaluator’ means the person not connected with the Gondwana University, Gadchiroli jurisdiction;

(k) ‘Internal Evaluator’ means a person with in the jurisdiction of Gondwana University, Gadchiroli;

(l) ‘Management council’ means the council constituted as per provision made under section 30(4) of the Act;

(m) ‘Principal’ means a teacher who is duly approved as a Principal by the University;

(n) ‘Recognized institution’ means an institution of higher learning, research or specialized studies, other than a college, and
recognized to be so by the University;

(n) 'Senate' means the senate constituted as per provision made under section 28(2) of the Act;

(o) 'State Government' or 'Government' means the Government of Maharashtra;

(p) "teacher" means full-time approved professor, associate professor, assistant professor, reader, lecturer, librarian, principal, Director of an institution, Director of Knowledge Resource Centre, Director of Centre of Lifelong Learning and Extension, deputy or assistant librarian in the university, college librarian, Director or instructor of physical education in any university department, conducted, affiliated or autonomous college, autonomous institution or department or recognized institution of the university;

(q) "university" means any of the public universities mentioned in the Schedule and includes a cluster university within the meaning of sub-section (6) of section 3;

(r) 'university area' means the area specified against the name of the university in the Schedule of the Act;

(s) 'university Department' means a Department established and maintained by the university as prescribed by the Statutes;

(t) 'university Grants Commission' means the University Grants Commission established under the University Grants Commission Act'1956;

(u) 'university teacher' means a full-time teacher appointed by the University;

4. Objectives of the Academic Audit:-

(a) To monitor the implementation of academic norms prescribed by the University bodies, State / Central Government, University Grants Commission;

(b) To prevent violation of academic norms in the university / college / institution;

(c) To ensure that administrative effectiveness becomes conducive for academic development of the university / college / institution;

(d) To evaluate the performance of the university departments, schools, centers / institutions and colleges and appreciate their achievements and give suggestions for further improvement of the quality of teaching; research, administration, curricular and extracurricular activities; and
In order to maintain academic and administrative discipline, a system of academic audit will function as a monitoring and evaluation mechanism for quality academic programmes and administrative functioning and will play an important role in the development of the university departments/Institutions/colleges.

5. **Methodology to conduct academic audit:-**

(1) The Dy. Registrar / Assistant registrar of the college section as the case may be, shall invite online information from university departments / institutions / colleges and administrative sections as provided under section 117(1) of the Act in the prescribed proformas viz Annexure I - VII appended to this direction. The information provided should include the details as to teaching and non-teaching positions, teaching workload, faculty publications, achievements, curricular, co-curricular activities and extracurricular activities carried out, participation of students in various activities and their achievements and participation of teachers in national and international conferences, seminars and workshops etc. The funds generated by the faculty and the department/ institution/ college, the purpose and the names of funding agencies and duration of the project should also be indicated. Individual faculty profile indicating their contribution in teaching, research and extension activities and their achievements, awards and prizes received along with supporting data should also be kept ready in the department / institution / college.

The department/institution/college should submit all the documents online such as feedback forms collected from students and other stakeholders on curricular developments, infrastructural facilities and performance of teachers for validation by the committee. The information about consultancy services, collaboration with other reputed universities and institutions, placement records, students admitted and their results in final examinations, mentoring system and financial support provided to students etc. Such list of documents to be submitted online is appended here with Annexure – VII and should also be kept ready for verification by visiting committee as provided under section 117(2) of the Maharashtra Public Universities Act, 2016.

(2) List of the applicants shall be placed before the Board of Deans of the university which shall prepare the list of colleges /recognized institutions and university departments/ institutions/ conducted colleges to be audited by a academic audit committee at the university. The last date for submitting such applications online to the university shall be on or before last working day of July / December of the year. The college/institution should apply for
academic audit one academic year before the terminal year of
continuation of affiliation/recognition, as the case may be.

(3) The academic audit committee shall have equal number of internal and
external evaluators/members. The size of the academic audit committee
shall be decided depending on the number of faculties offered by
the applicant college/institution. The academic audit committee shall
be duly constituted by the Board of Deans consisting of minimum of 4
members. Out of these 4 members, 2 shall be the internal evaluators and 2
shall be the external evaluators. Out of these 2 internal evaluators, one
shall not be below the rank of principal/professor and the other evaluator
shall not be below the rank of Associate Professor. Similarly, other 2
external evaluators should be from outside university jurisdiction of which
one shall not be below the rank of Principal/Professor and the other
evaluator shall not be below the rank of Associate Professor.

(4) The Board of Deans shall appoint one out of these members of the
academic audit committee as its chair-person.

6. Functions of the academic audit committee:-

(1) The academic audit committee shall verify the return reports and
documents submitted by the concerned college/institution and
award marks as per Annexure VIII-XI. On the basis of marks
awarded by the academic audit committee, the grade shall be
decided for the given college/institution / university department or
university as a whole. The said grade shall be the proposed grade
based on the verification of online submitted documents. This
proposed grade shall be reported to the Pro-Vice-Chancellor for
rectification by the visiting committee to be appointed by him as
provided under section 17(2) of the Act.

(2) The Pro-Vice-Chancellor shall constitute a committee for inspection
of the given applicant college/institution as provided under section
117(2) of the Act keeping in view the number of faculties offered
by the applicant college/institution. The recommendations regarding
the grade by the committee shall be subject to the decision of the
board of deans.

(3) While constituting the above mentioned committee, the Pro-Vice-
Chancellor shall take into consideration the panels recommended by
the concerned Dean of the faculty, the Academic Council, the
Senate and the Management Council.

(4) The committee so appointed to cause inspection in the given
university department / college, should expedite sufficient time,
interact with teachers and students representative as well as
administrative staff, check academic, administrative and other
relevant documents/records as per Annexure-VII appended with this
Direction and as per the provisions under section 108(1) of the Act.

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The committee shall submit its report as per Annexure-VIII to XI to know whether the academic, administrative and other applicable norms were complied with or not.

(5) Any member of such committee shall not visit more than 3 such applicant colleges/institutions.

(6) Such committee shall recommend the appropriate grade to the Board of Deans and the Board of Deans shall finalize the appropriate grade to be awarded for granting continuation of affiliation/recognition.

(7) Academic audit and physical verification of the college/institution by the committee shall be either in one year or two years or three years, as the case may be, depending upon the cessation of the continuation of affiliation/recognition of the college/institution respectively.

Process of academic audit and physical verification of the college/institution must be completed in the preceding year of the year of the cessation of continuation of affiliation/recognition.

However, college/institution having permanent affiliation/recognition granted by the university shall have to conduct academic audit within 3 years from the date of issuance of this Direction.

7. An affiliated college/recognized institution desirous of getting the audit done by the university through the mechanism indicated in this Direction shall have to pay requisite fees as prescribed by the university from time to time through a demand draft in the name of Finance & Accounts Officer, Gondwana University, Gadchiroli or by cash on or before the last working day of July/December every year.

8. No member of the academic audit committee shall be the member of any visiting committee. The Board of Deans shall schedule, facilitate and support working of academic audit committees.

9. The quorum for the academic audit committee meetings shall ordinarily be one third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson to a specific time on the same day, or on a later date and no quorum shall be necessary for such adjourned meeting.

10. When the chairperson is absent and no provision is made for any other person to preside, the members present shall nominate a person from amongst themselves to preside at the meeting.

11. All items, questions, matters on the agenda shall be decided by a majority of votes of members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have a casting vote.

12. The final awarded grade shall be communicated to the applicant college /
institution / department, along with the report of the academic audit committee and report of the visiting committee before the last working day of academic year.

13. The college / institution may apply for academic audit to improve the awarded grade. The procedure as specified in this Direction shall apply, mutatis mutandis, for the consideration of continuation of affiliation of the college or continuation of recognition of the institution.

(Dr. Namdeo V. Kalyankar)
Vice-Chancellor

Place: Gadchiroli
Date: 22.07.2019
GONDWANA UNIVERSITY, GADCHIROLI

Academic audit for the continuation of affiliation to colleges
and continuation of recognition to institutions

List of Annexures

Annexure – I: (A) List of the Faculty (Regular)
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Annexure – II: Category Wise Number of Non-Teaching/Supporting Staff
Annexure – III: Departmental Workload Proforma
Annexure - IV: Details of Publications with Citation Index and Impact Factor
Annexure - V: Details of Participation of Faculty Members
Annexure – VI: Co-Curricular and Extra-Curricular Activities
Annexure – VII: List of attested documents to be submitted online and to be furnished before the Visiting Committee if deputed
Annexure – VIII: Inspection Format for Academic Audit and Marking System for Evaluation of Academic & Infrastructural Facilities
Annexure – IX: Section ‘A’: Academic Activities
Annexure – X: Section ‘B’: Infrastructural Facilities
Annexure – XI: Report of the Local Inspection / Gradation Committee
GONDWANA UNIVERSITY, GADCHIROLI

INFORMATION FOR THE ACADEMIC AUDIT
FOR THE ACADEMIC SESSION 20 - 20

NAME OF THE UNIVERSITY DEPARTMENT / COLLEGE / INSTITUTION:

Website Address:

I. GENERAL INFORMATION OF THE UNIVERSITY DEPARTMENT/COLLEGE:
1. Year of establishment of the University Department/College:
2. Name of present head of the University Department/College:

3. (A) Faculty Positions:

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Name of the Post</th>
<th>Sanctioned Post</th>
<th>Present Position</th>
<th>Vacant Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Associate Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Assistant Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(B) List of Faculty (Regular/Contributory(CHB) with their Designations, Qualifications, Fields of specialisations, years of experience etc)

Provide details as per Annexure I(A) and I(B)

4. Category wise number of Non-Teaching staff.

Provide details as per Annexure II.

5. Whether accredited/Re-accredited by NAAC/NBA: Yes/No
   If Yes, Grade- Point Scale-
   Date/Year of Accreditation-

6. Is the existing manpower (teaching and non-teaching) sufficient in terms of intake capacity and number of courses for the effective implementation of the given academic program/s?

If no, specify the deficiencies with proper justification:
II. ACADEMIC INFORMATION

1) Mission statement:

2) Specify goals set by the department/institution/college:
   a) Short term-
   b) Long-term

3) Specialisation offered by the department/institution/college:

4) Whether the department is covered under UGC-SAP-DRS/DSA/CAS/DST-FIST/CSIR?
   Any other, please specify:

5) Current academic programs / specialisations offered in the department.

   (A) Degree, Diploma and Certificate

<table>
<thead>
<tr>
<th>Sr No</th>
<th>No of Courses offered by the department</th>
<th>Name of the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UG</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PG Diploma</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PG Degree</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>M Phil</td>
<td></td>
</tr>
</tbody>
</table>

   (B) Research Programmes

<table>
<thead>
<tr>
<th>Sr No</th>
<th>No of Courses offered by the department</th>
<th>No of students</th>
</tr>
</thead>
</table>
   | 1     | Ph D
   |       | -Students receiving scholarship       |                |
   |       | -Others                                |                |
   | 2     | Post-Doctoral Fellowship
   |       | -Students receiving scholarship       |                |
   |       | -Others                                |                |

6) Curriculum Development
   a) Year in which the present syllabi have been revised:

   b) Is there any need for revision of syllabi? If yes, give justification.
c) Whether the department/institution/college contemplates to start any new course? (Specialisation/elective/diploma/certificate)

d) Whether the department/institution/college has taken any initiative to submit its proposal for academic autonomy?

7)(a) Number of students in the department during the academic year for the following courses.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG</td>
<td></td>
</tr>
<tr>
<td>PG Diploma</td>
<td></td>
</tr>
<tr>
<td>PG-I</td>
<td></td>
</tr>
<tr>
<td>PG-II</td>
<td></td>
</tr>
<tr>
<td>M Phil</td>
<td></td>
</tr>
<tr>
<td>Ph D</td>
<td></td>
</tr>
<tr>
<td>Post Doctoral</td>
<td></td>
</tr>
<tr>
<td>Add On Courses</td>
<td></td>
</tr>
</tbody>
</table>

7)(b) Student Performance:

- Number of students admitted in previous academic year:
- Number of Drop-outs
  - Within four months of joining:
  - After four months of joining:
- Appeared for the examination:
- Number of students passed/percentage:
  - Passed in first class:
  - Ranks if any:
- Average percentage of attendance of the students in the department/institution/college:

7)(c) Specify the procedure for admission of students followed by the department / institution / college:

8) No of students enrolled in the department/institution/college according to the regions and countries:

<table>
<thead>
<tr>
<th></th>
<th>UG</th>
<th>PG</th>
<th>Ph D and Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of students from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maharashtra</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No of students from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other states</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No of NRI students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No of other oversees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9)(a) Students feedback about academics/co-curricular and extra-curricular activities at the department / institution / college:

(b) Student Council (provide details)

(c) Feedback of Industries regarding relevance of the curriculum:

10) Please specify any other course/seminar/workshops/conference/symposia conducted by the department/institution/college:

III. DETAILED WORKLOAD OF TEACHERS:

(a) Department/institution/college workload (provide information in the Annexure III):
(b) Working Hours of the department/institution/college along with copy of the time table:
(c) Total teaching days of the department/institution/college in the academic year:

IV. WORKING SPACE AVAILABLE FOR THE DEPARTMENT:

<table>
<thead>
<tr>
<th>a) Geographic area of the department</th>
<th>In sq. mt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) No of class rooms</td>
<td>Total area in sq. mt.</td>
</tr>
<tr>
<td>c) No of laboratories</td>
<td>Total area in sq. mt.</td>
</tr>
<tr>
<td>d) Other rooms available</td>
<td>Area in sq. mt.</td>
</tr>
</tbody>
</table>

V. INFRASTRUCTURAL FACILITIES:

1)(a) Infrastructural facilities (Major item costing more than Rs 1 Lakh)

<table>
<thead>
<tr>
<th>Name of the Instrument</th>
<th>Cost</th>
<th>Date of purchase</th>
<th>Working/non-working</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Computers in the department</th>
<th>Working</th>
<th>Non-working</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printers in the department</td>
<td>Working</td>
<td>Non-working</td>
</tr>
<tr>
<td>Other printing accessories available in the department like scanners etc</td>
<td>Working</td>
<td>Non-working</td>
</tr>
<tr>
<td>Whether the department has dedicated computer laboratory or shared or common</td>
<td>Provide details</td>
<td></td>
</tr>
<tr>
<td>Whether the department provides free access to internet/wi-fi etc</td>
<td>Provide details</td>
<td></td>
</tr>
</tbody>
</table>
1) (b) Department/institution/college central library:

Whether each department has internal library? Yes / No

Provide details for the particular academic session:

<table>
<thead>
<tr>
<th>Details</th>
<th>Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of books purchased</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No of periodicals / journals subscribed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others like e-journals, inflibnet etc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VI. GRANTS RECEIVED FROM VARIOUS FUNDING AGENCIES BY THE DEPARTMENT/INSTITUTION/COLLEGE:

<table>
<thead>
<tr>
<th>Funding Agency</th>
<th>Amount</th>
<th>Received</th>
<th>Academic Session</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

VII. ACADEMIC ACHIEVEMENTS OF THE DEPARTMENT/INSTITUTION/COLLEGE:

1) PUBLICATIONS

<table>
<thead>
<tr>
<th>Details</th>
<th>ACADEMIC SESSION</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of papers published in Foreign Journals (referred)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No of papers published in Indian Journals (referred)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Proceedings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citation Index</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact Factor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No of Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other publications</td>
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<tr>
<td>Details of unpublished works</td>
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<tr>
<td>Patents</td>
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<tr>
<td>Granted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Provide separately as Annexure IV giving details against Citation Index and Impact Factor.
2) Participation of faculty members in conferences/seminars/workshops/symposia/orientation programmes/refresher course. (Also provide details regarding presentation of papers, number of special talks, number of guest lectures, number of key note address delivered etc as Annexure V):

i) Within India

ii) Abroad

3) National or State Awards/Honours conferred on faculty members:

4) Foreign assignments undertaken if any:

i) Academic

ii) Administrative

5) Indian assignments undertaken if any:

i) Academic

ii) Administrative

6) Organisation of academic activities such as workshops/seminars/conference/refresher course etc. (provide details as per Annexure VI):

7) Any other relevant details if any, please specify:

VIII. CONTRIBUTIONS TO RESEARCH:

(A) Research Activities:

i) Total no of recognised supervisors:

ii) Total no of research scholars (Annexure VI):

iii) Total no of Post-Doctoral Fellows:

iv) Total no of M Phil Scholars:

v) No of subjects in which recognition sought as research center:

(B) PROJECTS AND COLLABORATIONS:

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Projects and Collaborations</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Department</td>
</tr>
<tr>
<td>1</td>
<td>No of projects undertaken/collaborations initiated</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Intra-Departmental projects undertaken</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Intra-Departmental programmes undertaken</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Industry-Institute-Interaction activities</td>
<td></td>
</tr>
</tbody>
</table>
IX. Details of extension activities carried out in the university department/institution/college:

X. Details of collaboration, linkages, innovations and consultancy services carried out by the university department/institution/college:

XI. Extra-curricular activities (Annexure VI):

i) Participation in sports, games etc:

ii) Achievements:

iii) Any other, please specify:

XII. (i) Examination Results of the university department/institution/college during last academic year:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the course</th>
<th>No. of students appeared</th>
<th>Merit</th>
<th>Number of student’s</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1st class 2nd class</td>
</tr>
<tr>
<td>a.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(ii) Failure rate of the students in the University:-----------------------------------------------------

Examination:

(iii) Rate of progression for Higher Studies: ----------------------------------------------------------

(iv) Rate of Progression for gainful/ self-employment ---------------------------------------------------

(v) Examination Reforms if any, adopted by the Univ. department/college?: -----------------------------

XIII. PROBLEMS AND CONSTRAINTS FACED BY THE UNIVERSITY DEPARTMENT / INSTITUTION / COLLEGE IN ACHIEVING ACADEMIC OBJECTIVES:

XIV. Details regarding Add on courses and skill based courses

XV. Environmental and E-practices undertaken by the university department/institution/college.

Date: \hspace{1cm} Signature of competent Authority

Place: \hspace{1cm} (NAME---------------------------)
ANNEXURE –I (A)

GONDWANA UNIVERSITY, GADCHIROLI

LIST OF THE FACULTY (Regular)

(20 -20 )

<table>
<thead>
<tr>
<th>Name of the Teacher</th>
<th>Designation</th>
<th>Qualifications</th>
<th>Specialization</th>
<th>Teaching Experience in years</th>
<th>Age</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Date :                      Signature H.O.D.
Place :                     (NAME-------------------)

ANNEXURE – 1 (B)

GONDWANA UNIVERSITY, GADCHIROLI

LIST OF THE FACULTY (Contributory)

(20 -20 )

<table>
<thead>
<tr>
<th>Name of the Teacher</th>
<th>Designation if working on full time basis</th>
<th>Qualifications</th>
<th>Specialization</th>
<th>Teaching Experience in years</th>
<th>Age</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date :                      Signature H.O.D.
Place :                     (NAME-------------------)
ANNEXURE - II

GONDWANA UNIVERSITY, GADCHIROLI

CATEGORY WISE NUMBER OF NON-TEACHING/SUPPORTING STAFF

(20 -20 )

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>NON-TEACHING (SUPPORTING STAFF)</th>
<th>Total Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>1.</td>
<td>Technical</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Administrative Superintendent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>U.D.C.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Librarian</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Peon</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Farras</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Sweeper</td>
<td></td>
</tr>
</tbody>
</table>

Date :

Place :

Signature H.O.D.

(NAME-------------------)

ANNEXURE - III

GONDWANA UNIVERSITY, GADCHIROLI

DEPARTMENTAL WORKLOAD PROFORMA

ACADEMIC YEAR: (20 -20 )

NAME OF THE DEPARTMENT :

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Teacher Designation</th>
<th>Subject</th>
<th>Class</th>
<th>Teaching</th>
<th>Tutorials/Projects</th>
<th>Laboratory Work</th>
<th>Total Workload</th>
</tr>
</thead>
</table>

Total work-load of the Department :

Work-load of the regular Teachers :

Work-load of the contributory Teachers :

Date :

Signature H.O.D.

Place :

(NAME-------------------)
ANNEXURE IV

Details of Publications with Citation Index and Impact Factor

ANNEXURE V

Details of Participation of faculty members

ANNEXURE VI

GONDWANA UNIVERSITY, GADCHIROLI

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

ACADEMIC YEAR: (2020 - 2021)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Teacher</th>
<th>No. of Students Registered for Ph.D.</th>
<th>Extra-curricular activities/Organization of Events</th>
<th>Seminar / Conference / Workshop &amp; Research Projects</th>
<th>others</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Date: ____________________

Signature H.O.D. (NAME----------------*)

Place: ____________________
Annexure VII

(The attested photocopies to be attached with the Inspection Committee Report)

The following documents are to be furnished before the committee:

1. Letter of University regarding College inspection U/S 37(1) (j) and (k) of the Maharashtra Public Universities Act, 2016.
2. A Society Registered Under the Registration of Societies Act 1860 through the Chairman or Secretary of Society or a Trust Registered Under the Charitable Trusts Act 1950 of Any other Relevant Acts through the ;Chairman or Secretary of the Trust or a Company Established Under Section 25 of Companies Act 1956
3. University Approval Letter for the Academic Year / Permanent Affiliation
5. List of CDC, Governing Body Members, Student council, and other statutory/desired committees
6. Attendance Register (Muster, Teaching & Non – Teaching)
7. List of Teaching & Non-Teaching Staff (As per prescribed Format)
8. Roster, Teaching (If Applicable)
9. Roster, non – Teaching Staff (If Applicable)
10. Last three Years Advertisements for Recruitment (If Applicable)
11. Salary Statements and Acknowledgement of Concerned Bank (Current month)
12. P. F. Returns / IT – No.16 form / Govt. Assessment from J.D.(H.E.)(Last Year)
13. Built Up Area Statement dully Signed by Architect
14. Land Use Certificate, 7/12 extract & NA Order if any applicable
15. Summaries of Library Details & Last Five Pages of Accession Register, Stock Register
16. Summaries of Equipment /Computer etc. & last three pages of Dead Stock Register
17. Balance Sheets with Audit Reports (Last three year)
18. Academic Calendar for the Current Year
19. NAAC Accreditation Letter / Re-accreditation Letter
20. Copy of College recognition under 2 (F)& 12 (B) of UGC, New Delhi
21. Fixed Deposit Receipts if any
22. Last Year Affiliation Fees and other fee Receipt submitted to University & NOC from University authority for all types of fees in the given format for different programmes
23. Last three year admission & result information : Class wise, Division wise, Subject wise, drop out
24. Vision, mission and objectives of the institution
25. Academic excellence of students
26. Special merit shown in Sports / Athletics events
27. Special merit shown in cultural events
28. NOC from Development Cell of the university regarding submission of college information for annual report of the university.
29. Any other relevant information which the committee may be desirous of in particular.
GONDWANA UNIVERSITY, GADCHIROLI
M.I.D.C. ROAD COMPLEX, GADCHIROLI – 442 605 (M.S.)

Inspection Report of College & Recognized Institution
Under Section 37(j) and (k) of Maharashtra Public Universities Act'2016

1. Name of College: ____________________________
   (With full address) ______________________________

2. Year of Academic Audit: ______________________
INSPECTION FORMAT FOR ACADEMIC AUDIT
Marking System for Evaluation of Academic & Infrastructural Facilities

Grading System Adopted:

Grade A: 75% and above
Grade B: Between 55% to 74.99%
Grade C: Between 40% to 54.99%
Grade D: Less than 40% (Not up to the mark)

Total Points: 400
Points Secured:
Grade Secured:

1. a) Name of the College:

b) Name of the Parent educational Society which runs the College:

2. College Information:
   a) Date of establishment of the college: (dd/mm/yyyy)
   b) Letter No. and date of approval:
       i. Govt. of Maharashtra sanction
           Letter No.
           Date
       ii. University Approval
           First
           Letter No.
           Date
           Permanent if any
           Letter No.
           Date
   iii. Whether the College belongs to Rural/Urban Area:
   iv. Whether recognized by UGC under 2f & 12 B? (If Yes, Give details):
       Yes/No: 5/0

v. Students Intake Capacity: (Adequate) Yes/No: 3/0

vi. Students Admitted: (Adequate) Yes/No: 3/2/1/0

vii. Whether College Development Committee formed
    (Attach Separate Sheet): Yes/No: 3/0

viii. Status of the College – Affiliated/Autonomous:
     Whether Affiliated/Permanent Affiliated/Autonomous College? Yes/No: 4/7/10
ix. Streams / Faculties

x. Whether Re-Accredited / Accredited by NAAC?  
   Yes / No: 8/0☐  
   If Yes, Grade with CGPA :  
   Year :  
   LOI submission dates if any  
   Yes / No: 2/0☐

<table>
<thead>
<tr>
<th>No of NAAC Cycle</th>
<th>Marks Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd Cycle</td>
<td>3</td>
</tr>
<tr>
<td>2nd Cycle</td>
<td>2</td>
</tr>
<tr>
<td>1st Cycle</td>
<td>1</td>
</tr>
</tbody>
</table>

**NAAC Weightage Guidelines**

<table>
<thead>
<tr>
<th>NAAC Grade</th>
<th>Marks on secured grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>1</td>
</tr>
</tbody>
</table>

xi. E-mail ID & Phone No.: ☐

xii. College web site: ☐

(xiiii. State the vision, mission and objectives of the institution (Attach Separate Sheet): ☐

xiv. Has College / Education Society received any Awards / Prizes if any: ☐

(Central Govt. Level / State Govt. Level / University Level) (Maximum 03) Yes / No: 3/2/1/0 ☐

3. **Particulars of Principal (Maximum 7)**:

1) Name: ☐

2) Academic Qualification (With Specialization): ☐

3) Details of Experience:
   a) Teaching: ☐
   b) Administrative: ☐

4) Date of Appointment of regular Principal: ☐
   a) Institution order No: ☐
   b) University Approval: ☐

5) Awards / Prizes if any: ☐

6) NAAC Accreditation under the existing Principal regime?
   (Central Govt. / State Govt. / University Level) Yes / No: 4/3/2/0 ☐
Annexure IX

Section ‘A’: Academic Activities

1. Total No. of Sanction teaching Post:
   a. No. of confirmed Teachers:
   b. No. Teachers on Probation:
   c. No. of confirmed / on Probation teachers with Ph.D.:
   d. No. of confirmed / on Probation teachers with NET/SET:
   e. No. of confirmed / on Probation teachers with M. Phil.:
   f. No of Teaching post filled with Ad-hoc appointment:
   g. No of Teaching Posts vacant:
   h. Number of Visiting Faculty / Guest Faculty engaged with the College:
   i. Teacher-Student ratio for each of the programme/course offered (Last three Years):

2. No. of sanctioned Non-teaching Staff posts:
   a. No. of filled post of Non-teaching staff:
   b. No. of vacant posts of Non-teaching staff:

   a) Any one of following:
      1. University approved teaching & non teaching staff more than 50 %
         Yes / No : 3/1
      2. University approved teaching & non teaching staff (more than 60% & not less than 50%)
         Yes / No : 4/2
      3. University approved teaching & non teaching staff (more than 70% & not less than 60%)
         Yes / No : 5/3
      4. University approved teaching & non teaching staff (more than 80% & not less than 70%)
         Yes / No : 6/4
      5. University approved teaching & non teaching staff (more than 90% & not less than 80%)
         Yes / No : 7/5

   b) Is College teaching & non teaching roster verified from competent authority?
      Yes / No : 5/0

3. a) Number of working days during the last academic year: ___ (adequate no) Yes / No : 1/0
   b) Average time spend by the teacher in College: _________ (As per norm) Yes / No : 1/0
   c) Is biometric facility available? _____________________________ Yes / No : 1/0

4. Number of Teaching days during the last academic year: ___ (As per norm) Yes / No : 5/0
5. Details of programmes offered by the college (Give data for current academic year):

(For each programme one point, maximum 10)  

Yes/No: 10

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Programme Level</th>
<th>Name of the Programme/Course</th>
<th>Duration</th>
<th>Entry Qualification</th>
<th>Medium of Instruction</th>
<th>Sanctioned/approved Student strength</th>
<th>No. of students admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Under-Graduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Post-Graduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Integrated Programmes P.G. if any</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ph.D.</td>
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<td></td>
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</tr>
<tr>
<td>5</td>
<td>M.Phil.</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Certificate Courses</td>
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<td></td>
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</tr>
<tr>
<td>7</td>
<td>U.G. Diploma</td>
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</tr>
<tr>
<td>8</td>
<td>P.G. Diploma</td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Any Other (Specify and provide details)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
6. Students admission details of last three Years: As per intake Capacity & reservation policy
(Attach separate Sheet for each programme)

(For each programme one point, maximum 5) Yes/No: 5/0

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Particulars</th>
<th>Year 2012-13</th>
<th>Year 2013-14</th>
<th>Year 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Total Admitted Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Female</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>04</td>
<td>Category ST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>SC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>NT-(1/2/3)</td>
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<td></td>
</tr>
<tr>
<td>07</td>
<td>SBC</td>
<td></td>
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</tr>
<tr>
<td>08</td>
<td>OBC</td>
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<td></td>
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</tr>
<tr>
<td>09</td>
<td>OPEN</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Physically Handicapped</td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Minority</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. University Examination results (Class wise / Division wise / Subject wise)
Details for last three Years:
Overall Result of the university department/institution/college (Any one of the following):

1. < 40% Yes / No : 3
2. > 40% & <= 50% Yes / No : 4
3. > 50% & <= 60% Yes / No : 5
4. > 60% & <= 70% Yes / No : 6
5. > 70% & <= 80% Yes / No : 7
Give detailed information in the format given below: (Use faculty wise Separate Sheets)

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Particulars</th>
<th>Year 2012-13</th>
<th>Year 2013-14</th>
<th>Year 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1st Year</td>
<td>IInd Year</td>
<td>IIIrd Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I</td>
<td>II</td>
<td>III</td>
</tr>
<tr>
<td></td>
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<td>Se</td>
<td>Se</td>
<td>Se</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Particulars</th>
<th>Year 2012-13</th>
<th>Year 2013-14</th>
<th>Year 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Total Admitted Student</td>
<td>m</td>
<td>m</td>
<td>m</td>
</tr>
</tbody>
</table>

7(a) Number of academic merits in last 3 years (UG, PG & Diploma courses of the college)

8. Number of Add- on courses (Certificate, Diploma, Advanced level Diploma) self-financing Courses introduced by the College.

9. Special merit shown in Sports / Athletics events at Inter collegiate level and above (Inter collegiate, Ashwamedh, Inter University, National/International level) by the students of the college in the last three years (Give details)

10. Special merit shown in cultural events at inter collegiate level and above (Inter collegiate, Indradhanush, Avishkar, Inter University, Zonal, National level) by the students of the college in the last three years (Give details)
11. College development and deploy action plans for effective implementation of the curriculum (Give detail) : Yes / No : 3/0

12. College linkages network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum (Give details) :

(More than 5/ less than 5/0) : 3/2/0

13. Contributions of the institution and /or its staff members to the development of the curriculum by the University (Such as BOS, Faculty member, Dean, Academic Council, etc.) (Attach List)

(Dean/Academic Council / BOS member more than 5 / BOS member less than 5/0): 5/3/2/0

14. Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘Yes’ give details of such programme and the beneficiaries.

Yes / No : 2/0

15. What are the technologies and facilities available and used by the faculty for effective teaching?

(Such as Use of ICT, Audio, Video, LCD, LAN, e-learning –resources, NME-ICT, Open Educational Resources, Mobile Education): Yes / No : 5/0

16. Is there a formal mechanism to obtain feedback from students, Parents and stakeholders on Curriculum (Such as Student feedback for teaching & Course evaluation etc)?

If ‘yes’ Give details: Yes / No : 4/0

17. Does the institute monitor and evaluates the quality of teaching learning? (Give detail) :

Yes / No : 2/0

18. a) No. of Class rooms (Adequate No.) Yes / No : 4/0

b) No. of Laboratories – Subject wise:

Yes / No : 4/0

c) Is any department recognized as Research Centre of the University? If yes (Give details):

(More than 5 / Less than 5 /Nil):5/3/0

d) List of Major equipment’s available in College (Adequate no.) (Attach Separate Sheet): Yes / No : 4/0

19. No. of University / UGC /Any other Agency sponsored research projects completed during last three years (give details) (More than 5 / Less than 5 /No.):5/3/0

19. No. of Research Projects submitted to UGC / CSIR /DST or other funding agencies for approval during the period of last three years (Give detail) (More than 5/Less than 5/No):5/3/0

a) No. of Research Projects approved by UGC/ CSIR/DST or any other funding agencies, with details (Give detail) (More than 5/Less than 5/No):5/3/0

20. No. of recognized Ph.D. Guides in the College (Give names, subjects & period of recognition) (Give detail) (More than 5/Less than 5/No):5/3/0

21. List of students registered for M. Phil & Ph.D. (only college teaching faculty)
(Give details for the last 3 years): (More than 5/Less than 5/ No) : 5/3/0

<table>
<thead>
<tr>
<th>Name of the Student</th>
<th>Subject</th>
<th>Topic of Research</th>
<th>Name of the Guide</th>
<th>Date of Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

22. Information about Collaborations / Linkages signed by the College:

a) With Industry:
   - Yes / No: 3/0

<table>
<thead>
<tr>
<th>Name of the Industry</th>
<th>Purpose</th>
<th>Duration / Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b) With Universities / Colleges:
   - Yes / No: 3/0

<table>
<thead>
<tr>
<th>Name of the University / College</th>
<th>Purpose</th>
<th>Duration / Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c) With Research Institute:
   - Yes / No: 3/0

<table>
<thead>
<tr>
<th>Name of the University / College</th>
<th>Purpose</th>
<th>Duration / Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23. Whether college is preparing proposal for Autonomy? if Yes, Give detail: Yes / No : 5/ 0
24. Whether IQAC established in the college? if yes give details: Yes / No : 3/ 0

25. Seminar /Workshop / Conference organized by the College during the last three years:

<table>
<thead>
<tr>
<th></th>
<th>State/ National/ International</th>
<th>Funding Agency</th>
<th>Title</th>
<th>Duration</th>
<th>No. of Participants</th>
<th>Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Abroad</td>
<td>Outside State</td>
</tr>
</tbody>
</table>

Conference
Seminar/ Symposia
Workshops
CPD Activities (Continuing professional Development )

(More than 5/Less than 5/No) : 5/3/0
26. No. of Seminar / Workshop / Conference attended by the Teachers of the College during the last three years:
   b. Symposia:
   c. Workshops:
d. CPD Activity (Continuing professional Development)
     (More than 5/Less than 5/No) : 5/3/0

27. No. of Research papers published by the Teachers of the College during the last three years:
   a. International Level:
   b. National Level:
   c. State Level / Regional:
      International Level (More than 10/between 10-5/Less than 5/No): 20/10/5/0
      National Level (More than 10/between 10-5/Less than 5/No): 10/5/3/0
      State Level / Regional Level (More than 10/between 10-5/Less than 5/No): 5/3/1/0

28. No. of Refresher / Orientation courses/Short term courses attended by the Teachers of the College during the last three years: (Attach List) (More than 10/Less than 10/No) : 5/3/0

29. Fulfillment of Exam duties at Universities by the teacher –
   (More than 10/Less than 10/No) : 5/3/0

30. No. of Major sports / cultural events organized
   (More than 10/Less than 10/No) : 5/3/0

31. Involvement in Innovative / Community Service/Student development through NSS, NCC, Student Welfare Programmes (provide details), Interaction with Industry, Other Colleges / Institutes, NGO’s etc.
   (More than 10/Less than 10/No) : 5/3/0

32. Whether college has Cell for Women atrocities / Sexual Harassment Cell?
   Yes / No : 2/0

33. Details of Honours / Awards / Prizes received to college / Teaching faculty / non-teaching Staff:
   (More than 10/Less than 10/No) : 5/3/0

34. Whether any case filed against college staff in Police / Courts of Law?
   Yes / No : 5/2

35. Whether any case launched against College / teaching faculty regarding Examination malpractices?
   Yes / No : 5/2

36. Healthy practices adopted by the college in administration, teaching or other academic areas:
   (give list of the activities) (1 Mark per activity)
   Yes / No : 5/0
Annexure X

Section ‘B’: Infrastructural Facilities

1. Details of Academic building :
   a) Total undisputed ownership and possession of land measuring Area:__________
      (As per norm) Yes / No : 10/0
   b) College Building / Buildings:_______ Own/Rental: ______ Own/Rental:5/3
   c) RCC / Temporary:_________________________ Yes / No : 5/0
   d) Total built up area (Sq. feet ):___________ (As per norms)Yes / No : 5/2

2. Details of the physical facilities available with adequate furniture for :
   (a) Infrastructural facilities (for each 1 mark) – (Maximum 20 Marks) 
      a. Principal Cabin:  
      b. Faculty room:  
      c. Classrooms:  
      d. Technology enabled learning spaces: 
      e. Seminar halls:  
      f. Tutorial spaces (Internal Exam office): 
      g. Laboratories:  
      h. Botanical garden:  
      i. Animal house:  
      j. Equipment for teaching:  
      k. Equipment for Learning and research etc.:  
      l. Specialized facilities:  
         • First aid Box  
         • T.V.  
      m. Auditorium: 
      n. Central Instrumentation Center:  
      o. Canteen:  
      p. Health Care Facility:  
      q. Boy’s Common Room:  
      r. Girls Common Room:  
      s. Boy’s Hostel (With capacity):  
      t. Girls Hostel (With capacity):  
      u. Gents Toilets:  
      v. Ladies Toilet:  
      w. Staff Toilet:  
      x. Disabled Friendly:  
      y. Proper Sewerage:  
      z. Inverter / Generator:  
      aa. Sanitary Napkins Vending machine  
      ab. Audio-Video  
      ac. Smart Board  
      ad. Multimedia  
      ae. Auditorium: 

   b) Extra – curricular activities – (For each adequate facilities one point) (maximum 10) 
      a. List of Sports equipments facility:  
      b. List Outdoor and indoor games facility:  
      c. Gymnasium:  
      d. Auditorium:  
      e. Space for NSS:  
      f. Space for NSS development:  
      g. Space for Cultural activities:  
      h. Public speaking:  
      i. Space for Communication skills development:  
      j. Space for Yoga, health and hygiene etc.
f. Space for NCC:

c. Details of Library Facilities: (For each adequate facilities one point) (maximum 20)

(1) Total number of books: __ (minimum 6000)  a) Arts: ___ b) Commerce: ___ c) Science ___
(2) Number of Titles available: ______(minimum 3000)
(3) No. Journals: ______(minimum 6)
(4) No. of News Paper: __________ (minimum 5)
(5) Book Bank Facilities (With no. of books): ____________
(6) Sufficient Funds allotted to the library and utilization of funds:
   a) Arts: _____ b) Commerce: _____ c) Science: _______ d) other: __________
(7) Library automation(details of software with online & off line services): __________
(8) Separate library building available: __________

(9) Total build up area in sq. ft: __________
(10) Total Number of Journal back volumes: __
(11) Well equipped & furnished library: __
(12) Issue / Receive Counter: __________
(13) Separate reading room: __________
(14) Sufficient furniture: __________
(15) Fire Extinguisher: __________
(16) Books Insurance: __________
(17) Internet(With Capacity & No. of terminals) __________
(18) Qualified librarian appointed: __
(19) Appropriate library staff appointed: __
(20) Student visiting register maintained: __
(21) Student complaint/Suggestion box maintained: __
(22) Teaching staff visiting register maintained: __
(23) Weekly percentage of visiting staff: __
(24) Other – student teacher library if any: __
(25) Physical verification of stock register: __
(26) Books purchased in current year: __
(27) No. of e-data bases: __
(28) No. of non-book materials: __
(29) Internet browsing record register: __
(30) Issue / Receive record register: __
3) **Details of Teaching Staff & Facilities:** (one for each point) (Maximum 8)
   1. Are appointment letters issued to the teachers?
   2. Are confirmation orders issued to the teachers?
   3. Is salary paid as per University / Govt. Norms?
   4. Are service books properly maintained?
   5. Is PBAS Proforma maintained?
   6. Do teachers follow the code of conduct?
   7. Are approved teachers appointed in case of non-granted courses?
   8. Whether the University academic calendar is followed?
   9. Average time period for receiving pension on retirement (within two months):
   10. Are recruitment & promotion as per government norms?

4) **Non-teaching staff:**
   a. Office automation (with details of Software)
   b. Reservations as per Govt. norms:
      i) Recruitment as per Govt. & University Norms:
      ii) Are appointment letters issued to them?
      iv) Are confirmation orders issued to them?
         v) Is salary paid as per University/Govt.Norms?

5) **Students Information:** (1 for each, maximum 4)
   1. Student’s group insurance
   2. Students welfare scheme
   3. Whether Students follow code of conduct
   4. Whether term examinations, practicals are conducted (proof to be verified): Yes/No 1/0

6) **Constituted management bodies as specified by the university**
   Name of the body: (For each one point) (maximum 5)
   1. Constitution of Grievance Committee
   2. Ragging Committee
   3. Committee for the Prevention of sexual harassment (VISHAKHA)
   4. Committee for Prevention of Sexual harassment
   5. Students council
   6. Alumni association
   7. Parent Teacher Meet

7) **Financial Details:** (For each adequate funding one point) (maximum 10)
   1. Last Year Budget provision
   2. Last Year expenditure / Total Amount incurred
   3. Funds from different bodies / sources (give details for last three years):
      a) Fund raised from Government agencies
         i. State / Central Government
         ii. UGC, AICTE, DST, CSIR etc.
iii. State / Central Government Sports authorities

b) Through Non-Government funding agencies for e.g. Ford Foundation, Industries, WHO, NGOs etc.:

c) Through self-financing courses (Coursed run without Government grants):

d) Consultancy Services (Consultancy to Industry, Agriculture, Business etc):

(Attaché Separate sheet in following format)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Agency</th>
<th>Central Govt./State Govt./NGO/Self finance /Consultancy</th>
<th>Title of Scheme</th>
<th>Year</th>
<th>Amount</th>
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8. Does your College pay annual fees to the University regularly?

(Attach photo copies of last three years receipts received from the University) (Last three year)

Yes / No : 5/2/0

9. Dues if any (College has to take NOC from relevant section of the University):

Yes / No : 5/2/0

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>U.G./P.G./Certificate/Diploma etc.</th>
<th>Name of Programme</th>
<th>Title of Fee transfer to University</th>
<th>Year 2009-10 Amount</th>
<th>Year 2010-11 Amount</th>
<th>Year 2011-12 Amount</th>
<th>Amount yet to transfer if any</th>
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<td>Affiliation</td>
<td>Eligibility</td>
<td>Student Insurance</td>
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<tr>
<td>Student Welfare Fund</td>
<td>Disaster Fund/Emergency Fund</td>
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<td>NSS</td>
<td>Ashwamedh Fund</td>
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<tr>
<td>Gymkhana Fund</td>
<td>Any other</td>
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<thead>
<tr>
<th>Ph.D.</th>
<th>M.Phil</th>
<th>Certificate courses</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>UG Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PG Diploma</td>
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<td></td>
<td>Any other</td>
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</tbody>
</table>

| Total Amount               |                      |                     |

**10. Computer facilities and ICT Infrastructure:** (For each one point) (Maximum 8)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Availability</th>
</tr>
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<tbody>
<tr>
<td>01</td>
<td>No. of Computer terminals</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Hardware specialization</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>No. of terminals in LAN</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Relevant legal software</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Printers (Dot Matrix / LASER)</td>
<td></td>
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<tr>
<td>06</td>
<td>Internet facility(Dial-up/Broadband/Wi-fi)</td>
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<tr>
<td>07</td>
<td>UPS, LCD, TV if any</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Smart Class rooms</td>
<td></td>
</tr>
</tbody>
</table>

**11. Information for Annual Report of the University submitted:** Yes / No : 5 / 0

If yes, provide acknowledgement obtained from development cell of the University.

**12. State any other relevant highlighted information about the college:**

Yes / No : 2/0
Remarks from the Committee:

Dean/Director
Gondwana University, Gadchiroli

Signature/s with Initials

Chairman

One Expert
Nominated by Academic Council

One Expert
Nominated by Management Council

One Expert
Nominated by Senate

Member

Member

Member
Annexure XI

GONDWANA UNIVERSITY, GADCHIROLI
Report of the Local Inspection/Gradation Committee
(Academic audit for the continuation of affiliation to colleges and continuation of recognition to institutions)

Name of the College/Institution/Department:

Date of previous Affiliation/Recognition:

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Particulars</th>
<th>Weightage (w)</th>
<th>Score Obtained</th>
<th>Remarks</th>
</tr>
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<tr>
<td>1</td>
<td>College Information</td>
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<td>Academic Activities</td>
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<tr>
<td>3</td>
<td>Infrastructural Facilities</td>
<td>133</td>
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<td></td>
<td>Total</td>
<td>400</td>
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Note:
1) Analysis based on information and proofs submitted by the college/institution/university department and the information included in the given report.
2) For awarding overall grading to the colleges/institution/university department, following marking/grading system is adapted.

Grade Secured
Grade A: >= 75 %
Grade B: >= 55 % and < 75 %
Grade C: >= 40 % and < 55 %
Grade D: < 40 %

Recommended period of affiliation
For 3 years
For 2 years
For 1 year
Not recommended

The committee hereby declare and recommend that the given college/institution/university department has secured Grade ___ and hence as per the table given above, recommended for affiliation period of ___ year/s.

Signatures

Chairman

Member

Member

Date:

Place: