SUMMARY OF MARKS DISTRIBUTION FOR INSPECTION

Sr.No.	Criteria	Allotted Marks
1.	Governance and Policy Making	20
2.	Infrastructure and Student Amenities	60
3.	Management of Finance	20
4.	Administrative Criteria	30
5.	Academic Criteria	150
6.	Socio – Economic Criteria	20
	TOTAL MARKS	300

SOLAPUR UNIVERSITY, SOLAPUR.

REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE (AAA)

FOR
THE COLLEGE/RECOGNISED INSTITUTION UNDER THE FACULTY OF EDUCATION
(Framed under Sections 90(2) read with 5(25), 14(14) and 28(dd) of the Maharashtra University Act 1994)

1. **Name of the College:**

   ………..

   Address: ……

   ………

   Year of establishment: ……

   Telephone: STD. Code: ……………………………   No………………………   Fax: …………………………….

   E mail ID   : ……

   Web site Address: …….

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

   Location: Urban/Rural Area

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

   UGC 2f/12b Approval: ……………………………
   NCTE Approval No.: ……………………………….

   Government /Approval: Grant-in-Aided/Non granted/Permanently non-granted

   Courses taught in the college: B.Ed. /B.A. B.Ed. (Int)/M.Ed.

2. **Name of the Trust/Society:** ……………………………………………………………………………………………….
   Address: ……….
   ………
   Year of establishment: ……
   Telephone: STD. Code: ………………………. No………………………. Fax: …………………………………

3. **Name of the Academic and Administrative Audit Committee (AAA) members:**

Sr.No.	Name	Designation	Address
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	

4. Members who interacted with the committee:

Sr.No.	Member	Name	Remarks
1.	Principal		
2.	Management representative		
3.	IQAC Member		
4.	Student council		
5.	Teaching staff		
6.	Non-teaching staff		

5. Details of Student enrollment (2011-2014)

Level	Approved/Actual Intake	Male	Female	Total Strength
UG				
B.Ed				
B.A. B.Ed. (Int)				
PG				
M.Ed.				
Total				

1. Governance and Policy Making: **(20 marks)**

Sr.No.	Criteria	Observation	Mark √	Marks Allotted	Marks Obtained	Remarks
1.	LMC/LAC In place	Yes		2		
		No		0		
2.	Whether two meeting were conducted during last year or not?	Yes		2		
		No		0		
3.	Officers addressing RTI issues	Yes		1		
		No		0		
4.	Anti-ragging Committee	Yes		1		
		No		0		
5.	Sexual Harassment Prevention Committee	Yes		1		
		No		0		
6.	Internal Quality Assurance Cell	Yes		1		
		No		0		
7.	Whether the AQAR send regularly?	Yes		1		
		No		0		
8.	Special Cell Standing Committee	Yes		1		
		No		0		
9.	Redressal Committee	Yes		1		
		No		0		
10.	Minutes of Special Cell Standing Committee meetings	Yes		1		
		No		0		

Sr.No.	Criteria	Observation		Marks		
11.	Purchase Committee	Yes		1		
		No		0		
12.	Student Council	Yes		1		
		No		0		
13.	Minutes of Student council meetings	yes		1		
		No		0		
14.	Library Committee	Yes		1		
		No		0		
15.	Development fund Utilization Committee	Yes		1		
		No		0		
16.	Vision/mission & Goals	Yes		3		
		No		0		

2. Infrastructure and Student Amenities (60 marks)

Sr.No.	Criteria	Observation	Mark	Marks Allotted	Marks Obtained	Remarks
1.	Built up area as per NCTE norms * B.Ed. 2500 Sq.mts (Land area 3000 Sqm.) * B.Ed. Plus M.Ed.3000 Sq.mts. (Land area 3000 Sqm) * Additional intake of one Unit 500 Sq.mts. Each	a. More or as per norms		3		
		b. 75% of norms		2		
		c. Less than 75% of norms		0		
2.	Two Classrooms 500 Sq.Ft.(For each Coursewise)	a. More or as per Norms		3		
		b. 75% of norms		2		
		c. Less than 75% of norms		0		
3.	Multipurpose Hall with seating capacity 200 students (2000 Sqft)	a. More or as per Norms		3		
		b. 75% of norms		2		
		c. Less than 75% of norms		0		
4.	Library cum reading room (Space shall not be less than 10 Sq. ft. per students)	a. More or as per Norms		4		
		b. 75% of norms		2		
		c. Less than 75% of norms		0		
5.	Resource centre for ET (Educational Technology Lab) (Space shall not be less than 10 Sq. ft. per student)	a. More or as per Norms		3		
		b. 75% of norms		2		
		c. Less than 75% of norms		0		
6.	Resource centre for ICT (Computer Lab) (Space shall not be less than 10 Sq. ft. per student)	a. More or as per Norms		3		
		b. 75% of norms		2		
		c. Less than 75% of norms		0		
7.	Psychology Recourse Centre (Space shall not be less than 10 Sq. ft. per student)	a. More or as per Norms		3		
		b. 75% of norms		2		
		c. Less than 75% of norms		0		
8.	Workshop for Preparing	a. More or as per Norms		2		

	Teaching aids (Space shall not be less than 10 Sq. ft. per student)	b.	75% of norms		1	
		c.	Less than 75% of norms		0	
9.	Health and physical Education room (Space shall not be less than 10 Sq. ft. per student)	a.	More or as per Norms		2	
		d.	75% of norms		1	
		e.	Less than 75% of norms		0	
10.	Principals Office		Yes		2	
			No		0	
11.	Guidance Room (Cubical as per Number of Methods)		Yes		2	
			No		0	
12.	Staff rooms		Yes		2	
			No		0	
13.	Administrative Office		Yes		2	
			No		0	
14.	Girls Common Room (Space shall not be less than 10 Sq. ft. per student)	a.	More or as per Norms		2	
		b.	75% of norms		1	
		c.	Less than 75% of norms		0	
15.	Boys Room (Space shall not be less than 10 Sq. ft. per student)	a.	More areas per Norms		2	
		b.	75% of norms		1	
		c.	Less than 75% of norms		0	
16.	Separate Toilet Facility for Boys/ Girls/Staff gents and ladies		Yes		2	
			No		0	
17.	NAAC Room		Yes		2	
			No		0	
18.	Science Lab (Space shall not be less than 10 Sq. ft. per student)	a.	More or as per Norms		3	
		b.	75% of norms		2	
		c.	Less than 75% of norms		0	
19.	Methods (Space shall not be than 10 Sq. ft. per student)	a.	More or as per Norms		3	
		b.	75% of norms		2	
		c.	Less than 75% of norms		0	
20.	Canteen		Yes		2	
			No		0	
21.	Games Facilities with playground		Yes		2	
			No		0	
22.	Indoor games facilities		Yes		2	
			No		0	
23.	Safeguard against fire hazard		Yes		1	
			No		0	
24.	Green & Clean Campus		Yes		1	
			No		0	
25.	Hosted for boys and girls separately		Yes		2	
			No		0	
26.	Drinking water facility		Yes		2	
			No		0	

3. **Management of Finance** (20 marks)

Sr.No.	Criteria	Observation	Mark	Marks Allotted	Marks Obtained	Remarks
1.	Receipt/Payment Account	Yes		2		
		No		0		
2.	Income/Expenditure	Yes		2		
		No		0		
3.	Balance sheet	Yes		2		
		No		0		
4.	Cash book	Yes		2		
		No		0		
5.	Ledger	Yes		2		
		No		0		
6.	Backward class scholarship record	Yes		2		
		No		0		
7.	Student Fee register	Yes		2		
		No		0		
8.	Dead Stock registers	Yes		2		
		No		0		
9.	Accession register	Yes		2		
		No		0		
10.	Trust/Society audit report	Yes		2		
		No		0		

4. **Administrative Criteria:** (30 marks)

A	Schedules for the academic year					
Sr.No.	**Criteria**	**Observation**	**Mark**	**Marks Allotted**	**Marks Obtained**	**Remarks**
1.	Academic calendar	Yes		3		
		No		0		
2.	Time – Table	Yes		3		
		No		0		
B	**Office automation in use**					
1.	Computerized MIS in place	Yes		3		
		No		0		
2.	Computerized accounting system	Yes		2		
		No		0		
3.	Department networking	Yes		1		
		No		0		
C	**Terms/conditions of staff employment**					
1.	Appointment letters given to all teaching and non-teaching staff	Yes		2		
		No		0		
2.	Service book record of all staff updated and maintained in duplicate.	Yes		2		
		No		0		
3.	Amount toward GPF/ CPF of staff deposited with concerned office.			2		
				0		

4.	Teaching & non teaching Staff Salary as per rule and given by cheque Payment			3		
				0		
5.	Current year budget			2		
				0		
D	**Redressal and medical care system**					
1.	Students monitoring/ grievance cell in place	Yes		2		
		No		0		
2.	Medical facility for students	Yes		1		
		No		0		
E	**Facilities available**					
1.	Internet facility for students: Bandwidth capacity	a) 2 Mbps or more/		3		
		b) Less than 2 Mbps/		2		
		c) Not available		0		
2.	Stationary store facility for students	Yes		1		
		No		0		

5. Academic Criteria: (150 marks)

Sr.No.	Criteria	Observation		Mark	Marks Allotted	Marks Obtained	Remarks
A	**Accreditation**			**(10 Marks)**			
1.	Accreditation by NAAC	a.	Reaccredited		10		
		b.	Accreditated		8		
		c.	Fresh applied		4		
		d.	Not applied		0		
B	**Human Resource**			**(25 Marks)**			
1.	Principal as per current NCTE Norms	a.	Regular		5		
		b.	In charge (Approved)		3		
		c.	In charge (not approved)		0		
2.	Non teaching staff as per state Gov.Norms	a.	5 or more		4		
		b.	Between 4-5		2		
		c.	Less than 4		0		
3.	Faculty as per university norms (Changes in staff)	a.	7 or more		4		
		b.	Between 5-6		3		
		c.	Between 3-5		2		
		d.	Less than 3		0		
4.	Ph.D. Qualified Faculty	a.	More than 70%		4		
		b.	Between 60 - 70%		3		
		c.	Between 50- 60%		2		
		d.	Less than 50%		0		
5.	Librarian as per NCTE Norms	a.	Regular		4		
		b.	In charge (Approved)		2		
		c.	In charge (Not approved)		0		
6.	Faculty with SET/NET	a.	above 100%		4		
		b.	Between 75- 100%		3		
		c.	Between 50-75%		2		
		d.	Less than 50%		0		
C	**Teaching Learning Resources**			**(25 Marks)**			
1.	The Teaching Programmes schedule and Methodology for participative learning used.	a.	More than 75%		4		
		b.	Between 50 and 74 %		3		
		c.	Less than 50%		0		
2.	Experiential learning Methodologies for participative learning used.	a.	More than 75%		4		
		b.	Between 50 and 74 %		3		
		c.	Less than 50%		0		
3.	Problem-solving approach as a teaching methodology is adopted	a.	More than 75%		4		
		b.	Between 50 and 74 %		3		
		c.	Less than 50%		0		

4.	Facilities using self developed/readymade PPT/OHP/DVD Charts Flash card etc. as a teaching aids	a. More than 75%		4		
		b. Between 50 and 75 %		3		
		c. Less than 50%		0		
5.	Library resources are effectively used to augment teaching-learning	a. More than 75%		5		
		b. Between 50 and 75 %		4		
		c. Less than 50%		0		
6.	Field experience effectively to maximize the teaching process	a. More than 75%		4		
		b. Between 50 and 75 %		3		
		c. Less than 25%		0		
D	**Evaluation process and reforms**			**(15 Marks)**		
1.	Continuous evaluation system	Yes		3		
		No		0		
2.	Conducts mid terms semester evaluation	Yes		3		
		No		0		
3.	Reforms in examination procedures and processes are evident	Yes		3		
		No		0		
4.	Examination processes are transparent	Yes		3		
		No		0		
5.	Students grievances are transparent & addressed	Yes		3		
		No		0		
E	**Curriculum coverage**			**(25 Marks)**		
1.	Curriculum covered as per University norms: 1. No. of lectures/ practical's covered (Max. 5M) 2. Theory subject lesson plan prepared and followed (Max. 5M) 3. Practical plan prepared and followed (Max 5M) 4. Student feedback about satisfactory coverage of curriculum (Max.5M)	a. 100%		12		
		b. Between 75-100 %		8		
		c. Less than 75%		0		
2.	Attendance: average attendance of theory, Practical, and for all periodic tests theory and practical	a. Above 90%		6		
		b. Between 75-95%		3		
		c. Below 75%		0		
3.	Availability of equipment for conduct of experiments as per University curriculum	a. More than prescribed		4		
		b. Between 75-100%		2		
		c. Between 50-74%		1		
		d. Less than 50%		0		

4.	Assessment of student practical, training, exam conduction, documentation, project report, oral, etc.	a.	Conducted		3		
		b.	Few items conducted		2		
		c.	None conducted		0		
F	**Research**				**(20 Marks)**		
1.	Significant faculty involvement in research. With no.of publications in National/International Journals	a.	More than 20		4		
		b.	Between 15-19		2		
		c.	Less than 10-14		1		
2.	Significant number of major and minor research projects.	a.	More than 3		4		
		b.	Between 1-3		2		
		c.	Less than 1		1		
3.	Significant number of action research conduct	a.	100%		4		
		b.	Between 99-75%		1		
		c.	Less than 75%		0		
4.	The institution research has contricouted to the practicing school/ Community Level	a.	More than 50%		4		
		b.	Between 25-49%		1		
		c.	Less than 25%		0		
5.	Significant member of research articles are published in reputed/ referral Journals during last. 3 years (National or International Level)	a.	More than 15		4		
		b.	Between 10 to 15		3		
		c.	Between 5 to 9		2		
		d.	Between 1 to 5		1		
G	**Faculty development programmes**				**(10 Marks)**		
1.	Institution facilitates to research fund.		Yes		3		
			No		0		
2.	Provision for orientation/ Refresher/Seminars/ Conference attends		Yes		2		
			No		0		
3.	Provide health service/Loan Facility/economic help		Yes (each 1)		3		
			No		0		
4.	Provision for teaching and non teaching orientation in institutional level		Yes		2		
			No		0		
H	**Result and Placements**				**(10 Marks)**		
1.	No. of students in University rank list in final year	a.	More than 3		2		
		b.	2		1		
2.	No. of students passed in first class and above in final year	a.	Above 60%		2		
		b.	Between 30-60%		1		
		c.	Below 30%		0		
3.	Average result of final year of last 3 years	a.	Above 90%		2		
		b.	Between 75-90%		1		
		c.	Less than 75%		0		
4.	Programmes conducted for	a.	More than 6		2		
		b.	Between 1-6		1		

				Mark	Marks Allotted	Marks Obtained	Remarks
	personality development during last 3 years	c.	Nil		0		
5.	Campus placement of final year students or going for higher education during last 3 year	a.	Above 70%		2		
		b.	Between 50%-70%		1		
		c.	Below 50%		0		
I	**Co-Curricular/Extracurricular Activities**				**(10 Marks)**		
1.	Organizing Students House System (cool system for Co-Curricular/ Cultural/Activities)		Yes		2		
			No		0		
2.	Organizing Seminar/ Paper Presentation/Quiz /essay/competition		Yes		2		
			No		0		
3.	Organizing special day/ prayer/News		Yes		2		
			No		0		
4.	Organizing Annual Sports events every year last three year		Yes		2		
			No		0		
5.	Organizing cultural Programmes for Orientation of local Community		Yes		2		
			No		0		

6. Socio – Economic Criteria   **(20 marks)**

Sr.No.	Criteria	Observation		Mark	Marks Allotted	Marks Obtained	Remarks
A	**Alumna**				**(10 Marks)**		
1.	Whether alumni association exists and registered.	a.	Registered		4		
		b.	Unregistered		2		
		c.	Not exist		0		
2.	Alumni meet once in a year one time		Yes		3		
			No		0		
3.	Contribution of Alumni in development of college (Expert lectures/ Placements/ Funding/ Sponsorship etc.)	a.	Multiple activities		3		
		b.	Single activity		2		
		c.	No activity		0		
B	**Collaboration with other institution**				**(10 Mark)**		
1.	Collaboration with local taluka level schools/ institutions		Yes		3		
			No		0		
2.	Collaboration with national/state level institutions		Yes		3		
			No		0		
3.	Collaboration with international level institution		Yes		4		
			No		0		

7. SUMMARY SHEET OF ACADEMIC AUDIT

Sr.No.	Criteria	Allotted marks	Marks obtained
1.	**Governance and Policy Making**	**20**	
2.	**Infrastructure and Student Amenities**	**60**	
3.	**Management of Finance**	**20**	
4.	**Administrative Criteria** **30**		
	A. Schedules for the academic year	**07**	
	B. Office automation in use	**07**	
	C. Terms/Conditions of Staff employment	**06**	
	D. Redressal and welfare schemes for teaching and non teaching staff	**05**	
	E. Sensitized to modern management concepts (strategic palmary, Teamwork, Decision making)	**05**	
5.	**Academic Criteria** **150**		
	A. Accreditation	10	
	B. Human Resource	25	
	C. Teaching Learning Process	25	
	D. Evaluation Process and reforms	15	
	E. Curriculum coverage	25	
	F. Research	20	
	G. Faculty Development Programmes	10	
	H. Result and Placements	10	
	I. Co-Curricular/Extracurricular Activities	10	
6.	**Collaboration with other Institutions** **20**		
	A) Alumna	**10**	
	B) Collaboration with Local, National, International Organization	**10**	
	TOTAL MARKS	**300**	

8. **Recommendations of Academic and Administrative Audit Committee (AAA):**

The Academic and Administrative Audit Committee (AAA) unanimously/by majority states that the academic status of ………..
(Name of the college) is **excellent / good / satisfactory/ poor / very poor.**

Gradation of college based on the marks obtained in the Academic Inspection		
Grade	Percentage of Marks obtained	Remarks
A	More than 70%	Excellent (Issue letter of appreciation)
B	60 to 70	Good
C	50 to 60	Satisfactory
D	40 to 50	Poor (Issue warning)
E	Less than 40	Very poor (Issue show cause notice)

9. **Academic and Administrative Audit committee's remarks:**

After interacting with all possible stake holders of the college and verifying the physical facilities and documents, the committee in light of the above observations states that the following efforts needs to be taken for the academic development of the students and college.

A) **Governance, policy making and infrastructure:**
   1. ………
   2. ………
   3. ………

B) **Administrative criteria:**
   1. ………
   2. ………
   3. ………

C) **Academic criteria:**
   1. ………
   2. ………
   3. ………

D) **Socio-Industry Involvement:**
   1. ………
   2. ………
   3. ………

Chairman	Member	Member	Member
(………………….)	(………………)	(……………………)	(…………………)

Place:
Date: