

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
CHHATRAPATI SAMBHAJINAGAR [M.S.] INDIA.**



**ORDER OF NEW ORDINANCE FOR ACADEMIC &
ADMINISTRATIVE AUDIT / 1004 / 2025.**

WHEREAS the provisions of section 37 (1) [j] of Maharashtra Public University Act 2016 narrated to conduct academic audit of the University departments, affiliated colleges, autonomous colleges, recognized institutions and post graduate centers.

AND

WHEREAS the provisions of section 117 (1) and (2) narrated that to inspect the **academic and administrative standards of University departments, affiliated colleges, autonomous colleges, recognized institutions and post graduate centers after every three years.**

AND

WHEREAS taking in to account of the above provisions, the Board of Deans has prepared the norms and procedure to conduct the academic audit as mentioned in the Ordinance-1004 and to inspect the academic and administrative standards of the affiliated colleges & university departments.

AND

WHEREAS the report of the committee has been accepted by the Academic Council and the Management Council dated on 09-05-2025 and 26-05-2025 respectively from the Academic Year 2026-2027.

AND

WHEREAS the said ordinance has been considered by the Academic Council and the Management Council and thereafter, in order to obtain the assent of the Hon'ble Chancellor, it has been sent for the approval on 19-08-2025.

AND

THEREFORE, I, PROF. (DR.) VIJAY FULARI, VICE-CHANCELLOR of Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar has given approval for the **new ordinance 1004 relating to inspection the academic and administrative audit of the university departments, affiliated colleges, autonomous colleges, recognized institutions and post graduate centers enforce from the date of the Management Council held on 26.05.2025.**

AND

THESE, directives be given immediate effect and shall be operative till such time and date as the new ordinance is to be assented to by the Hon'ble Chancellor.

University Campus,
Chhatrapati Sambhajinagar-431004.
REF.NO. NEW ORDI./1004/2025/1587
Date:- 19-08-2025.

}}
}}
}}
}}
}}

Prof. Dr. Vijay Fulari,
Vice-Chancellor.

:: 2 ::

Copy forwarded for information and necessary action to:-

- 1] The Director, Higher Education, Pune.
- 2] The Heads of University departments,
- 3] The Principal, autonomous colleges,
- 4] The Principal, affiliated Colleges,
- 5] The Director, Recognized affiliated Institutions,
- 6] The I/C Post Graduate Centers of affiliated colleges,
- 6] The Director, UNIC,
The Deputy Registrar, [Establishment Section],

Copy to :-

- 1] The Finance and Accounts Officer,
- 2] The Deputy Registrar, [Academic Section],
- 3] The Record Keeper, Dr. Babasaheb Ambedkar Marathwada University,
Chhatrapati Sambhajanagar.

--**--

O*190825/-

**Dr. Babasaheb Ambedkar Marathwada University,
Chhatrapati Sambhajnagar (MS) India.**

Ordinance for Academic & Administrative Audit/1004/2025

Academic and Administrative Audit Framework

1. Authority for Academic Audit

As per Section 117 (1) and (2) of the Maharashtra Public Universities Act, 2016, the University shall conduct an Academic and Administrative Audit of its affiliated colleges, university departments, recognized institutions, and autonomous colleges. This audit shall be carried out by an Academic and Administrative Audit Committee to inspect the academic and administrative standards of affiliated colleges, university departments, recognized institutions, and autonomous colleges.

2. Objectives of the Academic and Administrative Audit (AAA)

The Academic and Administrative Audit (AAA) aims to ensure the academic standards / continuation of affiliation for colleges and recognition for institutions through a structured evaluation system. The key objectives are:

- (a) To collect and review reports and other relevant details from affiliated colleges, university departments, recognized institutions, and autonomous colleges to assess their academic and administrative standards.
- (b) To facilitate inspections of affiliated colleges, university departments, recognized institutions, and autonomous colleges at least once every three years, under the direction of the Hon'ble Vice-Chancellor and appointed committees.
- (c) To monitor compliance with academic norms prescribed by the University, State & Central Government, University Grants Commission (UGC), and other professional or regulatory bodies.
- (d) To evaluate the administrative effectiveness of institutions in fostering academic excellence.
- (e) To assess the academic and administrative performance of affiliated colleges, university departments, recognized institutions, and autonomous colleges.
- (f) To support the Board of Deans in overseeing affiliation, extension, and continuation of affiliation for colleges/institutions and their courses.
- (g) To maintain academic and administrative standards through a systematic monitoring and evaluation mechanism for academic programs and administrative functions.

3. Methodology for Academic and Administrative Audit (AAA)

- (a) Affiliated colleges, university departments, recognized institutions, and autonomous colleges must submit the required information in the prescribed Academic and Administrative Audit format as per the ordinance.

- (b) Information should include achievements, curricular, co-curricular, and extracurricular activities, student participation, and faculty engagement in national and international conferences, seminars, and workshops.
- (c) Details of externally funded projects, funding agencies, project durations, faculty profiles, research contributions, awards, and achievements must be documented and submitted.
- (d) Institutions must maintain and provide feedback forms from students and stakeholders regarding curriculum development, infrastructure, and faculty performance for validation by the audit committee.
- (e) Information on consultancy services, collaborations with reputed institutions, placement records, student admissions and results, mentoring systems, and financial support for students must be readily available for inspection.
- (f) Institutions seeking an Academic and Administrative Audit must submit the required details in the prescribed format along with a fee of Rs. 15,000/- Plus GST before the stipulated deadline set by the University.
- (g) The list of proposals for Academic and Administrative Audit (AAA) will be reviewed and approved by the Board of Deans, which will finalize the institutions to be audited.

4. Central Academic and Administrative Audit (AAA) Committee

As per Section 117 (2) of the Maharashtra Public Universities Act, 2016, the Central Academic and Administrative Audit Committee shall comprise:

- (i) The Dean of the concerned faculty – **Chairperson**
- (ii) One external expert (not associated with the university or any affiliated institution), nominated by the Academic Council
- (iii) One expert nominated by the Management Council
- (iv) One expert nominated by the Senate

Note: No committee member shall be associated with the management of the institution being audited.

5. Academic and Administrative Audit (AAA) Committees for Affiliated Colleges/ University Departments/ recognised Institutes and Autonomous Colleges

A separate committee shall be constituted for each Affiliated Colleges/ University Departments/ recognised Institutes and Autonomous Colleges, comprising:

- (i) **Chairperson** – A senior professor from a university department
- (ii) **One External Expert** – A senior professor from another university
- (iii) **Two Internal Experts** – Senior faculty members from different disciplines (not below the rank of Associate Professor)

6. Tenure and Appointment of Committee Members

- a) The Vice-Chancellor shall appoint the Chairperson and committee members for each faculty.
- b) The tenure of committee members shall be three years from the date of appointment.

- c) The Vice-Chancellor has the authority to remove any committee member before the completion of tenure for valid technical reasons and appoint a replacement.
- d) Internal members shall serve only as long as they are actively employed at the university or affiliated institutions.
- e) External members may resign before completing their term by submitting a resignation to the Vice-Chancellor.
- f) Members shall receive remuneration/honorarium and travel allowances as determined by the University.

7. Audit Process and Reporting

- a) The AAA committee shall conduct a physical verification of the allotted institution.
- b) In the absence of the Chairperson, the attending members shall nominate a presiding officer for the meeting.
- c) The Academic and Administrative Audit Committee of each institution shall assign grades such as **A++**, **A+**, **A**, **B+**, **B**, **C**, **D** and submit their report to the Central Academic and Administrative Audit Committee.
- d) The Central Academic and Administrative Audit Committee shall review audit reports from various institutions and submit final recommendations to the Board of Deans.
- e) The Board of Deans will evaluate these recommendations and forward them to the Hon'ble Vice-Chancellor for final approval.

This ordinance ensures a robust and transparent Academic and Administrative Audit mechanism, fostering continuous improvement in institutional quality and governance.

==**==



Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar (MS) India

Format of Academic and Administrative Audit

Template of Academic and Administrative Audit with data capturing information

1. General Information of the College

- 1.1 Name of the College / Institute : _____
- 1.2 Type of the College / Institute : Minority / General
- 1.3 Total Area of the College / Institute Premises (Sq. mt.) (Pl : _____
- 1.4 Total Built-up Area of the College / Institute Building (Sq. mt.) : _____
- 1.5 Year of Establishment of the College / Institute : _____
- 1.6 Name of the Principal of the College / Institute : _____
- 1.7 Contact Details of the College / Institute: Phone No.
Email: _____ Website: _____
- 1.8 Status of the College / Institute : Autonomous / Government / Granted / Non
Granted / Permanently Non Granted
- 1.9 Is the appointment of Principal approved by duly constituted selection
committee of the Dr. Babasaheb Ambedkar Marathwada University : Yes / No
- 1.10 Date of first affiliation of the college / Institute to Dr. Babasaheb Ambedkar
Marathwada University : Give Details

2. Staff Position (Teaching and Non-Teaching) and Institutional Development Activities

2.1.a.1 Staff Positions (Teaching)

Sr. No.	Name of the Post	Sanctioned	Filled		Vacant	Under Recruitment	Contractual / CHB
			CAS	Direct Recruited			
1	Professor						
2	Associate Professor						
3	Assistant Professor						

2.1.a.1 Staff Positions (Non-Teaching)

Sr. No.	Name of the Post	Sanctioned	Filled	Vacant	Under Recruitment	Contractual / CHB
1	Non-Teaching (Administrative)					
2	Non-Teaching (Technical)					

2.1.b .List of faculty members in Regular Teaching

Sr. No.	Post Type (Regular / Contractual / CBH)	Teacher Name	Designation	Name of Program	Qualification	Subject	Gender	DOB	Experience	Category	Date Appointment	Approval Date	Retirement date

2.2 Whether the College / Institute is Accredited / re-accredited by NAAC/ NBA

Yes / No

If Yes,

Cycle:

Year of Accreditation:

Grade:

CGPA:

If Yes, Enclose the copy of the same.

2.3 Whether the College / Institute has participated in NIRF Ranking :

Yes / No

If Yes, Year :

Rank / Rank Band:

If Yes, Enclose the copy of the same.

2.4 Whether the College / Institute has Institutional Development Plan (IDP) :

Yes/ No

If Yes, Enclose the copy of the same.

2.5 Whether the College / Institute has received special programme viz UGC-CPE, UGC-SAP, DST-FIST, DBT-STAR, ICSSR ? Yes/No

If Yes, Enclose the copy of the same.

2.6 Whether the College / Institute is recognized with UGC 2f and 12b :

Yes/No

If Yes, Enclose the copy of the same.

2.7 Whether the College / Institute has Biometric Attendance for staff and

Students : Yes/No

2.8 Whether the College / Institute making salary payment through

Nationalized Bank : Yes/No

If Yes, Please mention the Bank Details

2.9 Whether the service books of the staff are updated regularly : Yes/No

If Yes, Enclose the copy of the same.

Year wise expenditure

Audit Year	Year wise expenditure excluding salary component Amount for calculation of year wise percentage (INR in Lakhs)	
2021-22		/
2022-23		
2023-24		

Total student Strength

Audit Year	Course type (UG/PG/MPhil/ PhD/PG Diploma/Others)	Name of program (e.g BSc/MSc)	Intake capacity	Student admitted male	Student admitted Female	Total student admitted
2021-22						
2022-23						
2023-24						

Key Indicator- 1.1 Curriculum Planning and Implementation (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
1.1.1 Qlm	The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment#	#All four Documents	Only three documents	Only two documents	Only one document	No documents
	Audit Year	No of Principal meeting with Hods	No of HoD meeting with teaching staff	Time Table Prepared(Yes/No)	Course file Prepared for each teaching staff(Yes/No)	
	2021-22					
	2022-23					
	2023-24					

#List of Four Documents for Effective Planning and Delivery of the Curriculum:

- 1) At least one Principal Meeting with HoDs
- 2) At least one HoD meeting with teaching staff (HoD and teaching staff of respective Department)
- 3) Course file by each teacher for each course having following all the documents (viz. list of the students, syllabus of the course, teaching plan, list of slow learners and advanced learners of that particular course, details of the extra academic activities conducted for slow learners and advanced learners and details of the record and analysis of Continuous Internal Assessment (CIA))
- 4) Time Table of all respective Departments / entire college

Key Indicator- 1.2 Academic Flexibility (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
1.2.1 QnM	Number of Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. where the students of the institution have benefitted during the last three years)	≥ 25	$15 < 25$	$5 < 15$	$1 < 5$	0

Audit Year	Name of Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc	Date of introduction	Duration of course
2021-22			
2022-23			
2023-24			

Supporting Documents are required: **Attached adequate documents to authenticate above claims.**

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
1.2.2 QnM	Percentage of students enrolled in Certificate/ Add-on/Value added programs and also completed online MOOC programs like	$\geq 50\%$	$35\% < 50\%$	$20\% < 35\%$	$10\% < 20\%$	$< 10\%$

	SWAYAM, NPTEL etc. as against the total number of students during the last three years					
Audit Year	Total number of students enrolled during the year	Number of students enrolled in Certificate/ Add-on/Value added programs and also completed online MOOC programs like SWAYAM, NPTEL etc.				
2021-22						
2022-23						
2023-24						
Total						

Attached adequate documents to authenticate above claims.

Key Indicator- 1.3 Curriculum Enrichment (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
1.3.1 Qlm	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum Expectations : Short term certificate courses on i) Professional Ethics, ii) Gender, ii) Human Values, iv) Environment and Sustainability	04 Certificate Course	03 Certificate Course	02 Certificate Course	01 Certificate Course	No Certificate Course

Audit Year	Number of short term certificate courses organized by the college
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
1.3.2 QnM	Percentage of students undertaking project work/field work/ internships	$\geq 35\%$	$20\% < 35\%$	$10\% < 20\%$	$5\% < 10\%$	$< 5\%$
Audit Year	Name of program	Number of student enrolled	Number of student undertaking project work/field work/ internships			
2021-22						
2022-23						
2023-24						

Supporting Document Required: List of student with undertaking project work/field work/ internships endorsed by Principal

Key Indicator- 1.4 Feedback System (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
1.4.1 QnM	<p>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website</p> <p>Feedback processes of the institution may be classified as follows: A. Feedback collected,</p>	A	B	C	D	E

	analysed, action taken and feedback hosted on the institutional website					
	B. Feedback collected, analysed and action has been taken					
	C. Feedback collected and analysed					
	D. Feedback collected (at least from any two stakeholders)					
	E. Feedback not collected					

Audit Year	Feedback processes
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.

Criteria 2- Teaching- Learning and Evaluation (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Key Indicator- 2.1 Student Enrolment and Profile (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
2.1.1 QnM	Enrolment percentage	$\geq 80\%$	$60\% < 80\%$	$40\% < 60\%$	$30\% < 40\%$	$< 30\%$

Audit Year	Program name	Number of seats sanctioned	Number of Students admitted
2021-22			
2022-23			
2023-24			
Total			

Attached adequate documents to authenticate above claims.

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
2.1.2 Q _n M	Percentage of seats filled against seats reserved for various categories(SC, ST, OBC, etc. as per applicable reservation policy during the last three years (Exclusive of supernumerary seats)	≥80%	60%<80%	50%<60%	40%<50%	<40%

(Attach necessary supporting documents endorsed by the principal to authenticate your claims)

A)

Audit Year	Program me name	Number of seats sanctioned	Numb er of Stude nts admitt ed	Number of sanctioned seats for reserved category									
				SC (13 %)	ST (7 %)	OB C (19 %)	VJ -A (3 %)	NT- 1/N T-B (2.5 %)	NT- 2/N T-C (3.5 %)	NT- 3/N T-D (2 %)	SEBC (10%)	EWS (10%)	General (30%)
2021-22													
2022-23													
2023-24													
Total													

B)

Audit Year	Program me name	Numbe r of seats sanction ed	Numb er of Stude nts admitt ed	Number of students admitted from the reserved category									
				SC (13 %)	ST (7 %)	OB C (19 %)	VJ -A (3 %)	NT- 1/N T-B (2.5 %)	NT- 2/N T-C (3.5 %)	NT- 3/NT- D (2%)	SEBC (10%)	EWS (10%)	Gener al (30%)
2021-22													
2022-23													
2023-24													
Total													

Attached adequate documents to authenticate above claims.

Key Indicator- 2.2 Student Teacher Ratio						
(Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
2.2.1 Q _n M	Student – Full time Teacher Ratio Full Time Teacher : A teacher who is appointed through a duly constituted committee of the University for at least 11 months)	<20:1	>20 – 30 :1	>30 - 40 : 1	>40 – 50 :1	> 50 :1
Audit Year	Faculty(Science/Commerce/ Interdisciplinary/ Humanities)	Number of Students	Number of Teachers	Student Teacher ratio		
2021-22	Science Faculty					
	Commerce Faculty					
	Humanities Faculty					
	Interdisciplinary Faculty					
2022-23	Science Faculty					
	Commerce Faculty					
	Humanities Faculty					
	Interdisciplinary Faculty					
2023-24	Science Faculty					
	Commerce Faculty					
	Humanities Faculty					
	Interdisciplinary Faculty					
Total						

Attached adequate documents to authenticate above claims.

Key Indicator- 2.4 Teacher Profile and Quality (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
2.4.1 QnM	Percentage of full-time teachers against sanctioned posts during the last three years	$\geq 75\%$	$65\% < 75\%$	$50\% < 65\%$	$40\% < 50\%$	$< 40\%$

Audit Year	Post type(Professor/Associate Professor/Assistant Professor)	Sanction Post	Number Full time teachers appointed
2021-22	Professor		
	Assistant Professor		
	Assistant Professor		
Total			
2022-23	Professor		
	Assistant Professor		
	Assistant Professor		
Total			
2023-24	Professor		
	Assistant Professor		
	Assistant Professor		
Total			

Attached adequate documents to authenticate above claims.

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
2.4.2 QnM	Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.Sc./ D.Litt. during the last three years (consider only highest degree for count)	$\geq 75\%$	$60\% < 75\%$	$50\% < 60\%$	$30\% < 50\%$	$< 30\%$

Audit Year	No of full time teacher	Number of teachers with NET/SET/SLET/ Ph. D. / D.Sc./ D.Litt.
2021-22		
2022-23		
2023-24		
Total		

Attached adequate documents to authenticate above claims.

List of teachers with qualification endorsed by Principal

Key Indicator- 2.6 Student Performance and Learning Outcomes (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
2.6.1 QIM	<p>The institution has stated learning outcomes (Program and Course outcomes)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents and the attainment of the same are evaluated by the institution)</p> <p><i>A : POs and COs Integrated in to curriculum</i> <i>B: POs and COs available on Institution website</i> <i>C : Attainment are evaluated</i></p>	All A, B and C	Only A and C	Only A and B	Only A	Nothing

Audit Year	POs and COs Integrated in to curriculum (Yes/No)	POs and COs available on Institution website (Yes/No)	Attainment are evaluated (Yes/No)
2021-22			
2022-23			
2023-24			

Attached adequate documents to authenticate above claims.

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
2.6.3 Q_nM	Pass percentage of Students during last three years	>=90%	80%<90%	70%<80%	60%<70%	<60%

Audit Year	Program Name BA.B.Com, B.Sc. M.A. M.Com. M.Sc.	No. Students Appeared for the Exam.	No. of students passed in the Exam.	Passing Percentage
2021-22	BA.B.Com, B.Sc. M.A. M.Com. M.Sc			
2022-23	BA.B.Com, B.Sc. M.A. M.Com. M.Sc			
2023-24	BA.B.Com, B.Sc. M.A. M.Com. M.Sc			
Total /Average				

Attached adequate documents to authenticate above claims.

Criteria 3- Research, Innovations and Extension						
(Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Key Indicator 3.1- Resource Mobilization for Research						
(Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
3.1.1 Q_nM	Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last three years (INR in Lakhs)	>=15	10<15	5<10	1<5	<1

Audit Year	Total No. of Projects from Government and non-Governmental agencies	Name of Funding Agencies	Total Sanctioned (Rs.)
2021-22			
2022-23			
2023-24			

Attached adequate documents to authenticate above claims.

Copy of Research Project Sanction Letters

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
3.2.2 Q_nM	Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last three years	>=40	30<40	20<30	5<20	<5

Audit Year	Total Number of workshops/ seminars/ conferences organized by the college
2021-22	
2022-23	
2023-24	

Attached Adequate documents to authenticate above claims.

1. Copy of Photographs 2. Copy of Programme Reports

Key Indicator 3.3-Research Publications and Award (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
3.3.1. Q _n M	Number of research papers published per teacher in the Journals notified on UGC care list / SCI/Scopus / Web of Science Indexed Journals during the last three years	≥10	5<10	3<5	1<3	0

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Audit Year	Total No. of Research Paper Published in the Journals notified on UGC care list / SCI/Scopus / Web of Science Indexed Journals
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.

1. Copy of first page of Research papers published

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
3.3.2. Q _n M	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last three years	≥10	5<10	3<5	1<3	0

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Audit Year	Total no. of Books (Edited /Published)	Total No. of Chapters in Books	Total No. of Papers in National / International Conference
2021-22			
2022-23			
2023-24			

Attached adequate documents to authenticate above claims.

Copy of first page of above documents.

Key Indicator 3.4- Extension Activities (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
3.4.2	Awards and recognitions received for extension activities from government / government recognized bodies A: 4 Awards by government / government recognized bodies B: 3 Awards by government / government recognized bodies C: 2 Awards by government / government recognized bodies D: 1 Awards by government / government recognized bodies	A	B	C	D	None

Audit Year	Number of Awards and recognitions from government / government recognized bodies (4/3/2/1/0)
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.

Copy of certificates

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
3.4.3 Q _n M	Number of extension and outreach programs conducted by the institution through NSS/NCC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the last three years	>=40	20<40	10<20	5<10	<5

Audit Year	Number of the extension and outreach programs conducted
2021-22	
2022-23	
2023-24	
Total	

Attached adequate documents to authenticate above claims.

Key Indicators 3.5 – Collaboration (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
3.5.1. Q _n M	The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field Project, On-the- job training, research and other academic activities during the last three years	>=20	15<20	10<15	1<10	<1

Audit Year	The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field Project, On-the- job training, research and other academic activities
2021-22	
2022-23	
2023-24	
Total	

Attached adequate documents to authenticate above claims.

Copy of MoUs/ linkages for Faculty exchange, Student exchange, Internship, Field Project, On-the- job training, research and other academic activities

Criterion 4 - Infrastructure and Learning Resources (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Key Indicator – 4.1 Physical Facilities (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
4.1.1 (A) QIM	<p>The institution has adequate infrastructure facilities for a. teaching - learning. viz., laboratories, (Applicable for Science Colleges. It is also applicable for Arts, Commerce & Science Colleges)</p> <p>A: Two Laboratories per science subject with 100 % infrastructure as per the syllabus</p> <p>B : Two Laboratory per science subject with 75 %infrastructure as per the syllabus</p> <p>C : One Laboratory per science subject with 100 % infrastructure as per the syllabus</p> <p>D : One Laboratory per science subject with 75 % infrastructure as per the syllabus</p> <p>E : None of the above</p>	A	B	C	D	E

Audit Year	No. of Laboratories	List of the infrastructure for the experiments as per the syllabus
2021-22		
2022-23		
2023-24		

Attached adequate documents to authenticate above claims.

Copies of photographs of all laboratories.

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
4.1.1 (B) QIM	<p>The institution has adequate infrastructure facilities for</p> <p>a. teaching - learning. viz., laboratories, (Applicable for other than Science Colleges. It is also applicable for Arts, Commerce & Science Colleges)</p> <p>A: Language laboratories, Commerce laboratories, History Museum, Computer laboratories</p> <p>B: Any three out of Four (Mentioned in A)</p> <p>C: Any two out of Four (Mentioned in A)</p> <p>D: Any one out of Four (Mentioned in A)</p> <p>E : None of the above</p>	A	B	C	D	E

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Audit Year	Names of Laboratories with infrastructure available in the college (Language laboratories/ Commerce laboratories,/History Museum,/Computer laboratories)
2021-22	
2022-23	
2023-24	

Audit Year	Number of Classrooms
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.
Copies of photographs

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
4.1.1 QIM (C)	<p>The institution has adequate infrastructure facilities for a. teaching - learning. viz., classrooms,</p> <p>A: 12 OR more than 12 classrooms</p> <p>B : 09 to 12 classrooms</p> <p>C : 05 to 08 classrooms</p> <p>D : 01 to 04 classrooms</p> <p>E : None of the above</p>	A	B	C	D	E
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
4.1.1 QIM (D)	<p>b. ICT enabled facilities such as smart classes, LMS etc.</p> <p>A : All class rooms are having ICT facilities</p> <p>B : 75 % class rooms are having ICT facilities</p> <p>C : 50 % class rooms are having ICT facilities</p> <p>D : 25 % class rooms are having ICT facilities</p> <p>E : None of the above</p>	A	B	C	D	E

Audit Year	Total Number of Classrooms	Number of Classrooms enabled with ICT facilities
2021-22		
2022-23		
2023-24		

Attached adequate documents to authenticate above claims.

Copies of photographs

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
4.1.2 QnM	Percentage of expenditure, excluding salary for infrastructure augmentation during last three years (INR in Lakhs)	$\geq 25\%$	$10\% < 25\%$	$5\% < 10\%$	$1\% < 5\%$	$< 1\%$

Audit Year	Total expenditure of the college (In INR)	Total expenditure on Infrastructure augmentation (In INR)
2021-22		
	Total	
2022-23		
	Total	
2023-24		
	Total	

Attached adequate documents to authenticate above claims.

Audit copy of each financial year.

Key Indicator- 4.2 Library as a learning Resource (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
4.2.1 QIM	<p>Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e-resources and journals are made. The library is optimally used by the faculty and students</p> <p>A : Library is fully automated and at least 100,000 books</p> <p>B : Library is fully automated and at least 50,000 books</p> <p>C : Library is partially automated and at least 50,000 books</p> <p>D : Library is not automated and at least 25,000 books</p> <p>E : Library is not automated and less than 25,000 books</p>	A	B	C	D	E

Audit Year	Level of Automation (Full / Partially)	Total No. of Books
2021-22		
2022-23		
2023-24		

Attached adequate documents to authenticate above claims.

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
4.2.1 QIM (a)	Annual Expenditure for the Purchase of Books and Journals A : Rs. 3.00 Lakhs and above B : Rs. 2.00 Lakhs and above C : Rs. 1.00 Lakhs and above D : Rs. 0.5 Lakhs and above E : None of the above	A	B	C	D	E

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Audit Year	Annual Expenditure on purchase of Books / Journals. (In INR)
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.

Key Indicator- 4.3 IT Infrastructure (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
4.3.1 QIM	Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection (QIm) A : IT facilities updated regularly and provides bandwidth of 200 mbps for internet connection B : IT facilities updated regularly and provides bandwidth 100 mbps for internet connection	A	B	C	D	E

	C : IT facilities not updated regularly and provides bandwidth 200 mbps for internet connection D : : IT facilities not updated regularly and provides bandwidth 100 mbps for internet connection E : No IT facilities (Note : IT facilities includes Wifi facility, e-resources available in the college, computer facility in the College)					
--	---	--	--	--	--	--

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Audit Year	Updates in IT facilities (Regularly / Not Regularly)	Please mention about Band width (200 mbps / 100 mbps)
2021-22		
2022-23		
2023-24		

Attached adequate documents to authenticate above claims.

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
4.3.2. QnM	Student – Computer ratio (Data for the latest completed academic year)	<=5:1	<5-15:1	<15-30:1	<30-40:1	<40:1

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Audit Year	Number of students	Number of computers	Student – Computer ratio
2021-22			
2022-23			
2023-24			

Attached adequate documents to authenticate above claims.

Key Indicator – 4.4 Maintenance of Campus Infrastructure (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
4.4.1 Q _n M	Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last three years(INR in Lakhs)	$\geq 25\%$	$20\% < 25\%$	$10\% < 20\%$	$1\% < 10\%$	$< 1\%$

Audit Year	Total Expenditure of the College (In INR)	Total Expenditure on maintenance of infrastructure(physical and academic support facilities)
2021-22		
2022-23		
2023-24		

Attached adequate documents to authenticate above claims.

Criterion 5-Student Support and Progression (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
KeyIndicator-5.1 Student Support						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
5.1.1 QnM	Percentage of students benefited by scholarships and freeships provided by the Government , Non-Government agencies and Philanthropists during last three years	$\geq 70\%$	$60\% < 70\%$	$50\% < 60\%$	$40\% < 50\%$	$< 40\%$

Year	Total No. of students	Total No. of students benefited by scholarships and freeships provided by the Government , Non-Government agencies and Philanthropists
2021-22		
2022-23		
2023-24		

Attached adequate documents to authenticate above claims.

Please submit a list of students benefited by scholarships and freeships Endorsed by Principal

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
5.1.2 QnM	Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical	A	B	C	D	E

	fitness, health and hygiene) 4. ICT/computing skills Options: A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above					
--	--	--	--	--	--	--

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Year	Name of Capacity building and skills enhancement initiatives Soft skills / Language and communication skills / Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
5.1.3 QnM	Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last three years	$\geq 40\%$	$30\% < 40\%$	$20\% < 30\%$	$5\% < 20\%$	$< 5\%$

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Audit Year	Total Number of students	Total Number of Students benefitted by guidance for competitive examinations and career counseling offered by the Institution
2021-22		
2022-23		
2023-24		

Attached Adequate documents to authentication above claims.

Please submit a list of students benefited by guidance for competitive examinations and career counseling Endorsed by Principal

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
5.1.4 QnM	<p>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees 5. Regular Meetings <p>Options:</p> <p>A. All of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p>	A	B	C	D	E

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Year	Which of the following student redressal mechanism adopted by the college?
	(1. Implementation of guidelines of statutory; 2. regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance; 3. Mechanisms for submission of online/offline students' grievances; 4. Timely redressal of the grievances through appropriate committees; 4. Regular Meetings)
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.

KeyIndicator-5.2 Student Progression (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
5.2.1 QnM	Percentage of placement of outgoing students and students progressing to higher education during the last three years	$\geq 60\%$	$40\% < 60\%$	$30\% < 40\%$	$10\% < 30\%$	$< 10\%$

Audit Year	Number of outgoing students (Final Semester)	Number Students opted for higher students	Number Students placed
2021-22			
2022-23			
2023-24			
Total			

Attached adequate documents to authenticate above claims.

List of Students opted for higher studies and students placed endorsed by Principal

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
5.2.2 QnM	Percentage of students qualifying in state/national/ international level examinations during the last three years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ NET/SET/Civil Services/State government examinations)	$\geq 10\%$	$7\% < 10\%$	$4\% < 7\%$	$1\% < 4\%$	$< 1\%$

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Audit Year	Competitive Examinations (JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ NET/SET/Civil Services/State government examinations)	Number of student appeared	No. of students qualified in examinations
2021-22			
2022-23			
2023-24			
	Total		

Attached adequate documents to authenticate above claims.

Please submit list of students qualifying in state/national/ international level examinations
Endorsed by Principal

KeyIndicator-5.3 Student Participation and Activities (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
5.3.1 QnM	Number of awards/medals for outstanding performance in sports/cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last three years	≥ 30	$20 < 30$	$10 < 20$	$5 < 10$	< 5

Audit Year	Number of awards/medals/ outstanding performance in sports
2021-22	
2022-23	
2023-24	
Total	

Attached Adequate documents to authenticate above claims.

List of Students winning award/ medals endorsed by Principal

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
5.3.2 QnM	Number of sports and cultural programs in which students of the Institution participated during last three years (organized by the institution/other institutions)	≥ 30	$20 < 30$	$10 < 20$	$5 < 10$	5

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Audit Year	Name of activities (sports and cultural)	Number of activity	Organized by the institution/other institutions	Number of student participated
2021-22				
2022-23				
2023-24				
Total				

Supporting Document Required:

1. Copy of Photographs 2. Copy of Awards / Photographs

KeyIndicator-5.4 Alumni Engagement (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
5.4.1 QIM	<p>There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (Last Three Years)</p> <p>A : College has registered Alumni Association and has financial contribution of 3.0 lakhs and academic contribution</p> <p>B : College has registered Alumni Association and has financial contribution of 2.0 lakhs and has academic contribution</p> <p>C : College has registered Alumni Association and has financial contribution of 1.0 lakhs and has academic contribution</p> <p>D : College has registered Alumni Association and has financial contribution of 0.50 lakhs and has academic contribution</p> <p>E : College has Alumni Association but not registered</p>	A	B	C	D	E

Audit Year	Alumni Association Registered / Non-Registered	Alumni association has financial contribution of 3 Lakhs / 2 Lakhs/ 1 Lakhs /0.50 Lakhs / None
2021-22		
2022-23		
2023-24		

Attached adequate documents to authenticate above claims.

1. Copy of Alumni Association Registration; 2. Copy of Alumni Meeting Register Page ; 3. Copy of Alumni Account Passbook Entries

Criterion 6- Governance, Leadership and Management (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Key Indicator- 6.2 Strategy Development and Deployment (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
6.2.2 Q_nM	Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination Options: A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	A	B	C	D	E

Audit Year	Please mention Implementation of e-governance in areas of operation (viz 1) Administration ; 2) Finance and Accounts ; 3) Student Admission and Support ; 4) Examination)
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.

Key Indicator- 6.3 Faculty Empowerment Strategies (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
6.3.2 QnM	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professionalbodies during the last three years	$\geq 50\%$	$40\% < 50\%$	$20\% < 40\%$	$5\% < 20\%$	$< 5\%$

Audit Year	Number of teachers	Number of Teachers provided with financial support
2021-22		
2022-23		
2023-24		

Attached adequate documents to authenticate above claims.

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
6.3.3 QnM	Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last three years	$\geq 50\%$	$40\% < 50\%$	$30\% < 40\%$	$10\% < 30\%$	$< 10\%$

Audit Year	Total number of teaching / non-teaching staff in the college	Number of teaching / non-teaching staff attending Faculty development Programmes (FDP), professional development /administrative training programs
2021-22		
2022-23		
2023-24		

Attached adequate documents to authenticate above claims.

Key Indicator- 6.5 Internal Quality Assurance System (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
6.5.2 Q _n M	Quality assurance initiatives of the institution include: <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements 2. Collaborative quality initiatives with other institution(s)/membership of international networks 3. Participation in NIRF 4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc Options: A. Any 4 or more of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	A	B	C	D	E

Audit Year	What kind of following Quality assurance initiatives adopted by your college ? <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements 2. Collaborative quality initiatives with other institution(s)/membership of international networks 3. Participation in NIRF 4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.

1. Copy of Certificates 2. Copy of Activity Reports

Criterion 7 - Institutional Values and Best Practices (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Key Indicator - 7.1 Institutional Values and Social Responsibilities (Attach necessary supporting documents endorsed by the principal to authenticate your claims)						
Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
7.1.2 Q _n M	<p>The Institution has facilities and initiatives for</p> <ol style="list-style-type: none"> 1. Alternate sources of energy and energy conservation measures 2. Management of the various types of degradable and non-degradable waste 3. Water conservation 4. Green campus initiatives 5. Disabled-friendly, barrier free environment <p>Options:</p> <p>A) Any 4 or more of the above B) Any 3 of the above C) Any 2 of the above D) Any 1 of the above E) None of the above</p>	A	B	C	D	E

Audit Year	Which of following facilities and initiatives adopted by your college?
	<ol style="list-style-type: none"> 1. Alternate sources of energy and energy conservation measures 2. Management of the various types of degradable and non-degradable waste 3. Water conservation 4. Green campus initiatives 5. Disabled-friendly, barrier free environment
2021-22	
2022-23	
2023-24	

Attached Adequate documents to authenticate above claims.

1. Copy of Photographs 2. Copy of Activity Reports

Metric	Description	Marks (Maximum : 10)				
		10	7	5	2	0
7.1.3 QnM	<p>Quality audits on environment and energy regularly undertaken by the Institution.</p> <p>The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1. Green audit / Environment audit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus environmental promotion and sustainability activities <p>Options:</p> <p>A) Any 4 or more of the above ; B) Any 3 of the above C) Any 2 of the above D) Any 1 of the above E) None of the above</p>	A	B	C	D	E

Attach necessary supporting documents endorsed by the principal to authenticate your claims

Audit Year	Which of the following Quality audits on environment and energy regularly undertaken by the Institution?
	<ol style="list-style-type: none"> 1. Green audit / Environment audit 5. Energy audit 6. Clean and green campus initiatives 7. Beyond the campus environmental promotion and sustainability activities
2021-22	
2022-23	
2023-24	

Attached adequate documents to authenticate above claims.

Copy of Photographs 2. Copy of Activity Reports 3. Copy of certificates

Criteria-wise Marks achieved by the College:

Criteria	Maximum Marks (for Only Science OR Only Arts and Commerce Colleges)	Maximum Marks (for Arts, Commerce and Science Colleges)	Marks Obtained
I	60	60	
II	70	70	
III	70	70	
IV	90	100	
V	90	90	
VI	40	40	
VII	20	20	
Total Marks	440	450	

Percentage (%) of Marks Achieved = (Total Marks Obtained X 100) / Total Marks

Overall Grade Received by the College:

Percentage (%) of Marks	Equivalent Grade	Grade Secured by the College
90 – 100	A ⁺⁺	
80-89 .99	A ⁺	
70-79.99	A	
60-69.99	B ⁺	
50-59.99	B	
40-49.99	C	
Less than 40	No Grade	

**Name and Signature of
the Member 1**

**Name and Signature of
the Member 2**

**Name and Signature of
the Member 3**

**Name and Signature of
the Chairman**