



**Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD (M.S.)- 431004  
NAAC Re-Accredited “A” Grade**

**Academic and Administrative Audit of Colleges**

**Year of Academic Audit**

**2016-17 to 2018-19**

-----

**Name of the College**

-----

FORMAT FOR ACADEMIC AUDIT FOR COLLEGE

**Marking System for Evaluation of Academic Activities and Infrastructural Facilities**

<b>Total Assessment Score:</b>	<b>300</b>		
<b>Score Secured:</b>			
<b>Grade Secured:</b>			

<b>Criteria</b>	<b>Minimum Score Required</b>
<b>a. Established with less than 5 years</b>	<b>50% points out of total points</b>
<b>b. Established between 5 to 10 years</b>	<b>55% points out of total points</b>
<b>c. Established more than 10 years</b>	<b>60% points out of total points</b>

**Grading System**

<b>Letter Grade</b>	<b>Score</b>	<b>Performance Descriptor</b>
<b>A</b>	<b>Above 76 %</b>	<b>Excellent</b>
<b>B</b>	<b>From 61 to 75.99%</b>	<b>Good</b>
<b>C</b>	<b>From 51 to 60.99%</b>	<b>Satisfactory</b>
<b>D</b>	<b>Below 50 %</b>	<b>Need Improvement</b>

**Note:**

1. Academic and Administrative Audit format for affiliated colleges is available on university website [www.bamu.ac.in](http://www.bamu.ac.in) for download.
2. **The Principal of the college is required to submit all details to justify the remarks mentioned under Sections A,B,C,D.**
3. All information should be in prescribed format with all supporting documents should be submitted for last three years in year wise manner.
4. A duly completed format should be made available both in hard copy and electronic copy to the committee.
5. It is mandatory to display the audit report on the college website.

## Profile of the College

<b>1. Name &amp; Address of the College</b>		
<b>2. Year of Establishment</b>		
<b>3. Contact Details:</b> a) Phone Number : b) Email : c) Website :		
<b>4. NAAC Cycle &amp; Grade</b>		
<b>5. Status :</b> a. Autonomous b. Government c. Aided d. Un-aided		
<b>6. Name of the Principal &amp; Contact Details</b>		
<b>7. Courses and Admission</b>	Course	Admission Procedure*
	UG/ PG Diploma/ M.Phil / Ph.D./ Other	
<b>8. Total Teaching Faculty Position (Cadre-wise)</b>		
<b>9. Total Non-Teaching Staff</b>		
<b>10. Faculty-wise Intake capacity and Students enrolment for last three years (Course-wise)</b>	i. ii. iii.	
<b>11. Course-wise fees received (For last three years)</b>	i. ` ii. ` iii. `	
<b>12. Total Research grant received along with funding agencies for last three years</b>	i. Rs. ii. Rs. iii. Rs.	
<b>13. Total Development grant received from other than university sources for last three years</b>	i. Rs. ii. Rs. iii. Rs.	

\* National/State/Various Council Test/ University Entrance Test/University Merit list/ Other (Please Specify)

## A. Administrative Set up

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
<b>1. Accreditation other than NAAC</b>			05		
Quality certification like ISO, NIRF, NBA etc					
<b>2. Special Programmes</b>					
College with Potential for Excellence (CPE), DST-FIST etc.			05		
<b>3. Principal</b>					
a. Regular			05		
b. In charge (University Approved)			02		
<b>4. Faculty</b>	Sanctioned	Working			
100%			10		
75%			07		
50%			03		
25%			02		
a. Teacher student ratio	1 : 20 or below		05		
	1: more than 20		03		
<b>5. Non-teaching Staff</b>	Sanctioned	Working			
71% -100%			05		
51%-70%			03		
50%			02		
<b>6. Teaching Staff Meetings</b>					
a. Teaching staff meetings conducted regularly? (Min. 05)			05		
b. Minutes of the meetings with ATR			05		
<b>7. Courses (Title)</b>	Intake	Registration count (Up to intake -5 marks less 3 marks) Max. 25			
a. Ph.D.			5 / 3		

b. PG			5 / 3		
c. UG			10 / 3		
d. Other			5 / 3		
<b>Total No of Students</b>					
8. Whether college has Vision, Mission statement?			03		
9. Whether college has Perspective development plan?			02		
10. Whether SWOC analysis of college is performed?			03		
11. Whether IQA cell is functioning?			03		
12. Whether Self Appraisal Report of all staff submitted to administration?			04		
			<b>Total</b>	<b>75</b>	

## **B. Academic Activities**

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
1. Whether Academic Calendar is prepared and monitored?			02		
2. Whether Subject wise Teaching plan is prepared and monitored?			02		
3. Time Table					
a. Teaching			02		
b. Internal Assessment with record			03		
c. Examination Control Room			02		
4. Apart from class room instruction other avenues of learning provided for the students					
a. In Plant Training			02		
b. Seminars			02		
c. Workshops			02		
d. Field Trainings/ Projects Internships			03		
5. Result Analysis for last 3 years					
Result 71-100%			05		

	51- 70%		03		
	50% or below		02		
6. Remedial system			03		
7. Whether Students' Feedback collected and analysed?					
a. Collected			02		
b. Analysed			02		
8. Whether Alumni Association registered and meeting conducted?					
a. Registered			02		
b. Meetings conducted (atleast 02 in a year)			02		
9. Student Centric Activities like soft skills , group discussion, competitions etc			03		
10. Participation of students in conferences, workshops etc			02		
11. Student placement for 3 years					
	71-100%		03		
	51- 70%		02		
	50% or below		01		
12. Students' participations in Avhan, Avishkar, Krida Mahotsav, Youth Festival, Indradhanush and achievements (One mark for each)			05		
13. Sport facility Physical education director Gym / Outdoor / indoor stadium			02 03		
14. Participation of teachers in university exam work			02		
15. Students' representation in Sport and Cultural activities at State:					
National:			01		
International Level			02 03		
16. Is CSR or Society funded E&L scheme running			04		
17. College / institution gives award or cash prize			03		
18. Students attendance record			02		
19. Staff Biometric attendance			02		
20. Practical attendance record			02		
<b>Total</b>			<b>75</b>		

### C. Research Activities

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
1. No. of Research Guide among existing staff					
	71-100%		03		
	51- 70%		02		
	50% or below		01		
2. No. of Teachers with Ph.D. degree	71-100%		03		
	51- 70%		02		
	50% or below		01		
3. No of funded Research projects	Total 03 or more		03		
	Total 02		02		
	Total 01		01		
4. Total grant received/ revenue resource other than university funds	15 L or more		03		
	10L		02		
	5 L		01		
5. Memorandum of Understanding (MOU) /collaboration with industry/research institute			05		
6. Conferences /Symposium / Workshops etc organised					
a. International			03		
b. National			02		
c. State/ Regional			01		
7. Number of faculty attended the Conference, workshops	61-100%		03		
	51- 60%		02		
	50% or below		01		
8. No of faculty invited as resource person at university/ state/national level	61-100%		04		
	51- 60%		02		
	50% or below		01		
9. Research papers/chapter in book					
a. International	More than10		10		
	Less than 10		05		
b. National	More than10		05		
	Less than 10		03		
10. Total Number of books/	More than 05		05		

Reference books edited/published by the teachers	Less than 05		03		
<b>Total</b>			<b>50</b>		

#### D: Infrastructure

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
With facility Int. cctv, computer					
1. Building With Internet. cctv, computer facility.					
a. Separate			03		
b. Shared			02		
2. Principals' Cabin with washroom			02		
3. Administrative Office			02		
4. Visiting Room/ Waiting room			02		
5. Staff room					
a. All staff with washroom			02		
b. Shared with washroom			01		
6. Girls room with washroom			02		
7. Boys Common room			02		
8. Class rooms with adequate facilities			04		
9. ICT Resources (LCD, Audio-Video, Smart Interactive Board) With 30 benches			03		
10. Computers with internet to all faculty			02		
11. Auditorium or multipurpose hall			02		
12. Well Equipped Laboratories Adequate Equipment /Instruments			04		
13. Internet Access to students			02		
14. Parking for Students and Staff			02		
15. Purified Drinking Water facility (with RO System)			02		
16. Garden/plantation/Open Lawn/			02		
17. Store room			02		
18. Workshop / creation room			02		
19. College Library Reading room min 50 chairs			02		
20. Library with e-access			02		
21. Books purchased more than Rs:1lakh/ year			02		



22. Grievances /Redressel Committee			02		
23. Anti-ragging committee			02		
24. Ramp for Physically challenged persons			02		
25. Safety equipment's (Fire extinguisher min. 1/ floor)			02		
26. Generator, Inverter, UPS Systems			02		
27. Security system			02		
28. Use of Surveillance System			02		
29. Energy and water saving practices-Green audit, water harvesting, waste and e-waste management			04		
30. Placement/Counselling centre (2 marks each).			04		
<b>Total</b>			<b>70</b>		
<b>E. Qualitative analysis of the college / Institution assigned the by the expert committee.</b>			30		
<b>Grand Total of A+ B+ C+ D+E</b>			300		

- Please provide details **for last three years in year wise manner** of the following

### Annexures

#### 1. Details of Teaching staff

Sr No	Name	Designation	Qualifications with specialization and division of passing			Experience a) Teaching b) Industry c) Research			Date of Joining the College / Institution	Basic Pay and Gross salary as on date	No. of Ph.D./ M.Phil. students guided for the last 3 years	On line payment
			UG	PG	Doctorate/Post Doc	A	b	c				Yes / No
1	2	3	4	5	6	7	8	9	10	11	12	13

#### 2. Details of Projects undertaken by the Teachers

Principal Investigator	Title of the project	Type of the project Research/ Development / Consultancy	Agency	Duration	Amount	Status

3. Student admission : As per intake capacity and as per reservation rule
4. Overall results Analysis
5. SWOC analysis of the college (In bullet form)

## STRENGTHS

### CONTINUAL IMPROVEMENT

**Teaching**

**Research**

**Facility**

Revenue Generation

### WEAKNESSES :-

### OPPORTUNITIES :-

### CHALLENGES :-

6. List of Co - Curricular activities :-
7. List of Extracurricular activities :-
8. Best Practices adopted :-
9. Programmes under Institutional Social Responsibility :-
10. Research papers (Last 3 years)

Sr. No.	Name of Teacher	No. of Publications	Citations (Google Scholar / Scopus / Web of Science)	<i>h</i> -index	Impact factor range
1					
2					
3					
4					
5					
6					
7					
8					

11. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details: (Last 3 years)

Name of Conference/ Seminars / Workshops	Funding agencies	No. of Participants	National/ International	Remarks, if any
--	------------------	---------------------	-------------------------	-----------------

12. Awards / recognitions received at the national and international level by teachers/students

13. Give details of student enrichment programmes (special lectures / workshops / seminar) inviting external experts.
14. Mechanism to ensure that programme objectives and learning outcomes :-
15. Highlight the Special facilities (if, any) of the College :-
16. Highlight the unique features of the College :-
17. State the Innovative practices of the College :-
18. Highlight the participation of students and faculty in extension activities :-
19. Future plans of the College
  - a. Long term
  - b. Short term
20. Special achievements of the College
21. State any other relevant highlighted information about College
  - 1.
  - 2.
  - 3.

Declaration by the Principal of the Institution:

I certify that the data included in this Academic Audit Report (AAR) are true to the best of my knowledge.

This AAR is prepared by the College/institution after internal discussions, and no part thereof has been outsourced.

I am aware that the AA Peer team will validate the information provided in this AAR during the peer team visit.

**Principal of the College**

**Place:**

**Date:**

## Committee Report

### Detail Remarks from Committee:


### 22. Overall Gradation of the College

	Max Marks	Marks Obtained	Score (% of Marks)
Section A	<b>120</b>		
Section B	<b>130</b>		
Section C	<b>75</b>		
Section D	<b>100</b>		
<b>Grade Secured</b>	<b>425</b>		

Date :

Place :

Name of the Committee Member	Signature
Principal/Director/Coordinator	
Name: (Chairman)	
Name: (Member)	
Name: (Member)	