

**SHIVAJI UNIVERSITY, KOLHAPUR**

**REPORT OF THE INSPECTION  
COMMITTEE**

(Framed Under Section 90(2) read with 5(25), 14(14) and 28(dd) of the MU Act 1994)

**OF  
THE COLLEGE /RECOGNISED  
INSTITUTION  
UNDER THE FACULTY OF EDUCATION  
(B. Ed. / B.A. B. Ed. / M. Ed. Course)**



**SHIVAJI UNIVERSITY, VIDYANAGAR  
KOLHAPUR- 416004**

**Outward No.**

**Date:**

**To**

**Hon. Vice Chancellor,**

**Shivaji University, Kolhapur**

**Sub: Report of the Inspection committee form under section 90 Education college conducting B. Ed./ M.Ed. course.**

**Ref:**

Respected Sir,

As per the above referred letter a Inspection Committee under my chairmanship was constituted for inspecting .....’s .....  
....., Tal: .....  
Dist: .....

Our Committee visited this college/institute on the ..... . I am submitting here with the report along with documents received from the concerned college and T.A. & D.A. bills of the Committee members.

Hence, it is requested that the report may be accepted.

Thanking you.

Yours faithfully,

**Chairman**  
**Academic Inspection Committee**  
**Shivaji University, Kolhapur**

**SUMMARY OF MARK DISTRIBUTION FOR ACADEMIC INSPECTION**

<b>Sr. No.</b>	<b>Criteria</b>	<b>Allotted marks</b>
<b>1.</b>	<b>Governance and Policy Making</b>	<b>20</b>
<b>2.</b>	<b>Infrastructure and Student Amenities</b>	<b>60</b>
<b>3.</b>	<b>Management of Finance</b>	<b>20</b>
<b>4.</b>	<b>Administrative Criteria</b>	<b>30</b>
<b>5.</b>	<b>Academic Criteria</b>	<b>150</b>
<b>6.</b>	<b>Collaboration with other Institutions</b>	<b>20</b>
<b>TOTAL MARKS</b>		<b>300</b>

**REPORT OF THE INSPECTION COMMITTEE  
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/Hilly 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 Trust/Society:** .....

Address: .....

.....

Year of establishment: .....

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

**3. Names of Academic Inspection committee members:**

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

**4. Members who interacted with the committee:**

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

**5. Details of Students enrollment Admission (20.....20.....)**

<b>Level</b>	<b>Approval intake</b>	<b>Male</b>	<b>Female</b>	<b>Total Strength</b>
<b>UG</b>	<b>100/100</b>			
<b>B. Ed</b>				
<b>B.A. B.Ed. (Int)</b>				
<b>PG</b>				
<b>M.Ed.</b>	<b>25/35</b>			
<b>Total</b>				

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

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtained	Remarks
1.	LMC/LAC in place	Yes		4		
		No		0		
2.	Whether two meeting were conducted during last year or not?	Yes		3		
		No		0		
3.	Officers addressing RTI issues	Yes		2		
		No		0		
4.	Anti-ragging committee	Yes		1		
		No		0		
5.	Prevention of Sexual Harassment Committee	Yes		1		
		No		0		
6.	Internal Quality Assurance Cell	Yes		3		
		No		0		
7	Special Cell /Standing Committee	Yes		2		
		No		0		
8.	Purchase Committee	Yes		2		
		No		0		
9.	Student Council	Yes		2		
		No		0		

**2 Infrastructure and Students 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.	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 students)	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 students)	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 students)	a. More or as per Norms		3		
		b. 75% of norms		2		
		c. Less than 75% of Norms.		0		
8	Workshop for Preparing Teaching aids (Space shall not be less than 10 Sq.ft. per students)	a. More or as per Norms		2		
		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 students)	a. More or as per Norms		2		
		b. 75% of norms		1		
		c. 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 students)	a) More areas per Norms		2		
		b) 75% of the Norms		1		
		c) Less than 75% of the Norms		0		
15	Boys Room (Space shall not be less than 10 Sq.ft. per students)	a) More areas per Norms		2		
		b) 75% of the Norms		1		
		c) Less than 75% of the 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 students)	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 less than 10 Sq.ft. per students)	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)

<b>A Schedules for the academic year</b>						
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>B Office automation in use</b>						
1.	Computerized MIS in place	Yes		3		
		No		0		
2.	Computerized accounting system	Yes		2		
		No		0		
3.	Department networking	Yes		1		
		No		0		
<b>C Terms/conditions of staff employment</b>						
1.	Appointment letters given to all teaching and non-teaching staff	Yes		2		
		No		0		
2.	Service book record of all staff is updated and maintained in duplicate.	Yes		2		
		No		0		

3.	Amount towards GPF/ CPF of staff is 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		
<b>D</b>	<b>Redressal and medical care system</b>					
1.	Students monitoring/ grievance cell in place	Yes		2		
		No		0		
2.	Medical facility for students	Yes		1		
		No		0		
<b>E</b>	<b>Facilities available</b>					
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	Marks allotted	Marks obtained	Remarks
<b>A</b>	<b>Accreditation (10 Marks)</b>				
1.	Accreditation by NAAC	a. Reaccredited	10		
		b. Accredited	8		
		c. Fresh applied	4		
		d. Not applied	0		
<b>B</b>	<b>Human Resource (25Marks)</b>				
1.	Principal as per currant NCTE Norms	a.Regular	5		
		b.In charge (Approved)	3		
		c.In charge (Unapproved)	0		

2.	Non Teaching staff currant state Gov. Norms	a. 5 or more		4		
		b. 4 to 5		2		
		c. Less than 4		0		
3.	Faculty as per university approved (Changes in Staff)	a. 7ormore		8		
		b. 5 to 6		6		
		c. 3 to 5		4		
		d. Less than 3		0		
4	PhD. Qualified Faculty	a. More than 70%		4		
		b. 60 to 70 %		3		
		c. 50 to 60%		2		
		d. Less than 50%		0		
5	Liberian as per NCTE Norms	a.Regular		4		
		b.In charge (Approved)		2		
		c.In charge (Unapproved)		0		
<b>C</b>	<b>Teaching Learning Resources (25 Marks)</b>					
1.	The Teaching Programmes schedule and Methodology are planned in advance	a) More than 75%		4		
		b) More than 50%		3		
		c) Less than 50%		0		
2.	Experiential learning Methodologies for participative learning used.	a) More than 75%		4		
		b) More than 60%		3		
		c) Less than 50%		0		
3.	Problem – solving approach as a teaching methodology is adopted	a) More than 75%		4		
		b) More than 50%		3		
		c) Less than 50%		0		
4	Facilities using self developed /readymade PPT /OHP/DVD Charts Flash cards etc. as a teaching aids	a) More than 75%		4		
		b) More than 50 – 74%		3		
		c) Less than 50%		0		

5	Library resources are effectively used to augment teaching – learning	a) More than 75%		5		
		b) More than 50 -74%		4		
		c) Less than 50%		0		
6	Field experience effectively to maximize the teaching process	a) More than 75%		4		
		b) Between 25 to 49 %		3		
		c) Less than 25%		0		
<b>D</b>	<b>Evaluation process and reforms (15 Marks)</b>					
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.	Student grievances are transparent	Yes		3		
		No		0		
6.	Student grievances regarding evaluation results are addressed	Yes		3		
		No		0		
<b>E</b>	<b>Curriculum coverage (25 Marks)</b>					
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) d. Student feedback about satisfactory coverage of curriculum (Max. 5M)	a. 100%		15		4.
		b. 75 - 100%		12		
		c. Less than 75%		0		

2.	Attendance: Average attendance of theory, practical , and for all periodic tests theory and practical	a. Above 75%	6		
		b. 65 - 75%	3		
		c. Below 65%	0		
3.	Availability of equipment for conduct of experiments as per University curriculum	a. More than prescribed	4		
		b. 75 - 100%	2		
		c.50 - 74%/	1		
		d.Less than50%	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		
<b>F</b>	<b>Research</b>	<b>(20 Marks)</b>			
1.	Significant faculty involvement in research.	a. More than 7	4		
		b. Between 3-7	2		
		c. Less than 3	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. 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. 25-49 %	1		
		c. Less than 25%	0		
5.	Significant member of research articles are published in reputed/ referral Journals during last. 3 years	a. Internal level more than	4		
		b. National level more than 3	2		
		c. State level more than 5	1		

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtain ed	Remark s
<b>G</b>	<b>Faculty development programmes (10 Marks)</b>					
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 /Lone Facility /economic help	Yes		3		
		No		0		
4	Provision for teaching and non teaching orientation in intuitional level	Yes		2		
		No		0		
<b>H</b>	<b>Result and Placements (10 Marks)</b>					
1.	No. of students in University merit list in final year	a.More than 3		2		
		b.2		3		
		e.1		2		
		g.Nil		0		
2.	No. of students passed in first class and above in final year	a.Above 60%		2		
		b.30-60%		2		
		c.Below 30%		0		
3.	Average result of final year of last 3 years	a.Above 90%		2		
		b.Above 75% - 90%		2		
		c.60%-75%		1		
		d.Less than 60%		0		
4.	Programmes conducted for personality development during last 3 years	a.More than 6		2		
		b.1-6		2		
		c.Nil		0		
5.	Campus placement of final year students or going for higher education during last 3 years	a.Above 70%		2		
		b.50% - 70%		2		
		c.Below 50%		1		

Sr. No.	Criteria	Observation	Mark ✓	Marks allotted	Marks obtain ed	Remark s
<b>I</b>	<b>Co- Curricular /Extracurricular Activities (10 Marks)</b>					
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
<b>A</b>	<b>Alumna (10 Marks)</b>					
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>B</b>	<b>Collaboration with other institution (10 Marks)</b>					
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 institution	Yes		4		
		No		0		

## 7. Summary sheet of Academic Audit

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

**8. Recommendations of the Academic Inspection Committee:**

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

<b>Gradation of college based on the marks obtained in the Academic Inspection</b>		
<b>Grade</b>	<b>Percentage of Marks obtained</b>	<b>Remarks</b>
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 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. ....

<b>Chairman</b>	<b>Member</b>	<b>Member</b>	<b>Member</b>
(.....)	(.....)	(.....)	(.....)

**Place:**

**Date:**