



कविकुलगुरु—कालिदास—संस्कृत—विश्वविद्यालयः, रामटेकम् जि.नागपुरम्, महाराष्ट्रम्
KAVIKULAGURU KALIDAS SANSKRIT UNIVERSITY RAMTEK, DIST. NAGPUR(M.S.)
INSPECTION FORMAT FOR ACADEMIC AUDIT

University Department's

Marking System for Evaluation of Academic Activities & Infrastructural Facilities

- Department established with less than 5 years : Should Secure at least 50% points out off total points.
- Department established in between 5 to 10 years : Should Secure at least 60% points out off total points.
- Department established in between 10 to 15 years : Should Secure at least 70% points out off total
- Department established above 15 year : Should Secure at least 80% points out off total points

Grade A : Above 90%

Grade B : Between 80% to 90%

Grade C : Between 60% to 80%

Grade D : Between 50% to 60%

Grade E : Less than 50% (Not up to mark)

Total Points : 400

Points Secure :

Grade Secure :

1. a) Name of the Department : _____
(With full address) _____

b) Name of the Parent Educational Society which runs the Department : _____

2. Department Information :

a) Data of establishment of the Department : (dd/mm/yyyy)

b) Letter No. and date of approval :

i) Govt. of Maharashtra sanction : Letter No. :

Date :

ii) Whether the Department belongs to Rural/Urban Area :

iii) Whether recognized by UGC under 2f & 12B ? (If Yes, Give details) :

Yes/No : 5/0

Letter No. :

Date :

iv) Is it a recognized Minority Institution ? Yes/No : 1/0

v) Students Intake Capacity : Yes/No : 5/0

vi) Student Admitted : _____ Yes / No : 2/0

vii) Streams/ Faculties : _____

Viii) Whether Re-Accredited /Accredited by NAAC ? Yes / No : 5/3/0

If Yes, Grade : ____ Year : ____

No, LOI submission dates if any _____ Yes / No : 1/0

ix) E-mail ID & Phone No. _____ Yes / No : 1/0

x) Department web site : _____ (Up dated) Yes / No : 2/0

xi) State the vision, mission and objectives of the institution (Attach Separate Sheet)

: _____ Yes / No : 4/0

xii) Has Department / received any Awards /Prizes if any :

(Central Govt. Level /State Govt. Level/University Level) (Maximum8) Yes/No : 3/3/2/0

3) Particulars of HOD :

i) Name : _____

ii) Academic Qualification
(With Specialization) : _____

iii) Details of Experience : _____

a) Teaching : _____

b) Administrative : _____

iv) Date of Appointment: HOD : _____ Yes / No : 2/0

Institution order No: _____

v) Awards /Prizes if any: _____

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

Section 'A': Academic Activities

1. Total No. of teaching Post : _____
 - a. No. of confirmed Teachers : _____
 - b. No. Teachers on Probation : _____
 - c. No. of confirmed/on Probation teachers with Ph.D.: _____
 - d. No. of confirmed/on Probation teachers with M.Phil : _____
 - e. No. of Teaching post filled with Ad-hoc appointment : _____
 - f. No. of Teaching posts vacant: _____ : Reserved category : _____
 - g. Number of Visiting Faculty /Guest Faculty engaged with the Department : _____
 - h. Teacher-Student ratio for each of the programme/course offered(year wise) : _____
2. No. of Non-teaching Staff posts : _____
 - a. No. of filled post of Non-teaching staff : _____
 - b. No. of vacant post of Non-teaching staff : _____
- a) Is Department teaching & nonteaching roster verified from competent authority ? Yes/No : 1/0
3. a) Number of working days during the last academic year: _____(more than or less than stipulated) Yes/No : 3/0
- b) Average time spends by the teacher in Department: _____ (As par norm) Yes/No : 1/0
- c) Is biometric facility available? _____ Yes/No : 1/0
4. Number of Teaching days during the last academic year: _____(As per norm)Yes/No : 1/0

5. Details of programmes offered by the Department (Give data for current academic year) :

(For each programm one point maximum) Yes/No 2/5

Sr . No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Sanctioned/ap proved Student strength	No. of students admitted
	Under-Graduate (B.A./B.Sc. /B.F.A.)					
	Post-Graduate (M.A./M.Ed/M.F.A. M.Phil)					

6. Students admission details of last academic three Years': As per intake Capacity & reservation rule (Attach separate Sheet for each programme)

(For each programm one point maximum 7)

Yes/No : 1/0

Under Graduate details: (B.A./B.Sc.)

Sr. No.	Particulars	Year ()				Year ()				Year ()			
		Ist Year	IInd Year	IIIrd Year	IVth Year	Ist Year	IInd Year	IIIrd Year	IVth Year	Ist Year	IInd Year	IIIrd Year	IVth Year
01	Total Admitted Student												
02	Male												
03	Female												
04	Category ST												
05	SC												
06	NT – (1/2/3)												
07	SBC												
08	OBC												
09	OPEN												

Post graduate program details (M.A./M.Ed./M.Phil/M.F.A.)

Sr. No.	Particulars	Year ()		Year ()		Year ()	
		Ist Year	IInd Year	Ist Year	IInd Year	Ist Year	IInd Year
01	Total Admitted Student						
02	Male						
03	Female						
04	Category ST						
05	SC						
06	NT –(1/2/3)						
07	SBC						
08	OBC						
09	OPEN						

7. Students University Examination result (Class wise / Division wise /Subject wise) details for last three Years': Overall Result of Department (Any one of following):

i) More than 40% & not less than 30%

Yes/No : 3/1

ii) 60% & not less than 50%

Yes/No : 4/2

iii) 70% & not less than 60% Yes/No : 5/3

iv) 80% & not less than 70% Yes/No : 6/4

v) More than 90% & not less than 80% Yes/No : 7/5

Give detailed information in given format for Undergraduate (B.A./B.Sc.) :

Annexure –II (A)

Give detailed information in given format for Undergraduate (M.A./M.Ed./M.Phil/M.F.A.) :

Annexure –II (B)

8. Number of Add-on programmes (Certificate, Diploma, P.G. level Diploma) self financing Courses conducted by the Department. (Give details)

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

9. Special merit/participation shown in Sports/Athletics events at Inter collegiate level and above (Inter collegiate, Krida Mohotsav, Inter University, National/International level) by the students of the Department in the last three years (Give details) : 5/3/0

10. Special merit/participation shown in cultural events at inter collegiate level and above (Inter collegiate, Indradhanush, Avishkar, Avahan research/social Inter University, Zonal, National level) by the students of the Department in the last three years (Give details)

: 5/2/0

11. Department development and deploy action plans for effective implementation of the curriculum (Give detail) : Yes/No : 3/0

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

Yes/No : 2/0

13. Student placement

14. Contributions of the institution and /or its staff members to the development of the curriculum by the university (Such as BOS , faculty member, Dean, Academic Council, etc.)

(Academic Council/BOS member /faculty members) : 3/0

15. Does the Department provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries. (Give detail) : Yes/No : 2/0

16. What are the technologies and facilities available and used by the faculty for effective teaching? (Such as Use of ICT, Audio, Video, LCD, LAN, e-learning – resources, NME-ICT, Open Educational Resources, Mobile Education): Yes/No : 3/0
17. Is there a formal mechanism to obtain feedback from students, Parents and stakeholders on Curriculum (Such as Student feedback for teaching & Course evaluation etc)? If 'yes' give details: Yes/No : 3/0
18. Does Department prepare the Department plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.) Yes/No : 3/0
19. Does the institute monitor and evaluates the quality of teaching learning ? (Give detail): Yes/No : 2/0
20. Is there any mechanisms for redressal of grievances with reference to evaluation at the Department? Yes/No : 3/0
21. a) No. of Class rooms (as per norms) Yes/No : 4/0
- b) No. of Laboratories – Where necessary Subject wise :
- c) Is Department recognized as Research Centre of the University? If yes (Give details) : 3/0
- d) List Major equipments available in Department (Attach Separate Sheet) : Yes/No : 4/0
22. No. of University/UGC/Any other Agency sponsored research projects completed during last three years (give details) : 5/0
23. No. of Research Projects applied to UGC/CSIR/DST or other funding agencies for approval during the period of last three years (Give detail) : 5/0
24. a) No. of Research Projects approved by UGC/CSIR/DST or other funding agencies, with details (Give detail) : 3/0
- b) No. of recognized Ph.D. Guides in the Department (Give names, subjects & period of recognized) (Give detail) : 5/0

25. List of students doing Ph.D. under only Department teaching faculty
(Given details for the last 3 years) :

5/0

Name of the Students	Subject	Topic of Research	Name of the Guide	Date of Registration

26. Information about Collaborations / Linkages signed by the Department:

a) With Industry:

Yes/No: 2/0

Name of the Industry	Purpose	Duration/Period

Yes/No: 2/0

b) With Universities/Departments :

Name of the Industry	Purpose	Duration/Period

Yes/No : 2/0

c) With Research Institute:

Name of the Research Institute	Purpose	Duration/Period

27. Seminar/Workshop/Conference organized by the Department during the last three years:

	State/ National/ Internation- al	Funding Agency	Title	Duration	No. of Participants			Total Expenditure
					Abroad	Outside State	Within State	
Conference								
Seminar/ Symposia								
Workshops								

: 8/0

28. No. of Seminar/Workshop/Conference attended by the Teachers of the Department during the last three years: (Give detail) :

a. Conference: International Level:___ National Level:___ State Level: ___Regional:___

b. Symposia:

c. Workshops:

: 8/0

29. No. of Research papers published by the Teachers of the Department during the last three years: (Give detail) :

a. International Level:

b. National Level:

c. State Level/ Regional:

International level (More than 10 between 10-5 less than 5/No) 10/5/3/0

National level (More than 10 between 10-5 less than 5/No) 10/5/3/0

State level/Regional level (More than 10 between 10-5 less than 5/No) 5/3/1/0

30. No. of Refresher/Orientation courses attended by the Teachers of the Department during the last three years: (Attach List) : 5/0

31. No. of Major sports / cultural events organized as academic event ?

: 5/0

32. Involvement in Innovative/Community Service/Student development through NSS, NCC, Student Welfare Programmes (in detail). Interaction with Industry, Other Departments/ Institutes, NGO's etc. (Give detail) :

: 5/0

33. Whether Department has Cell for Women atrocities / Sexual Harassment Cell ?

Yes/No : 4/0

34. Details of Honors/ Awards/Prizes received to Department/ Teaching faculty/ nonteaching Staff:

: 5/0

35. Whether any case filed against Department in Police/Courts of Law?

Yes/No : -5/0

36. Whether any case initiated against Department/ teaching faculty regarding Examination malpractices ? :

Yes/No : -5/0

37. Any other healthy practice adopted by the Department in administration, teaching or other academic areas:

Yes/No : 5/0

Section 'B': Infrastructural Facilities

1. Details of Academic building:

a) Total undisputed ownership and possession of land measuring Area : _____

(As per norm) Yes/No : 5/0

b) Department Building/ Buildings : _____ Own/ Rental: _____ Own/Rental : 5/1

c) RCC / Temporary : _____

Yes/No : 5/0

d) Total built up area (Sq. feet) : _____(As per norms) Yes/No : 5/0

2. Detail the physical facilities available with adequate furniture for:

a) **Curricular and co-curricular activities** – (for each adequate facilities one point) (maximum 10)

a.	HOD Cabin :		
b.	Faculty room :		
c.	Classrooms :		
d.	Technology enabled learning spaces :		
e.	Seminar halls :		
f.	Laboratories :		
g.	Equipments for teaching :		
h.	Equipments for Learning and research etc. :		
i.	Health Care Facility :		
j.	Boy's Common Room :		
k.	Girls Common Room :		
l.	Boy's Hostel (With capacity) :		
m.	Girls Hostel(With capacity) :		
n.	Gents Toilets :		
o.	Ladies Toilet :		
p.	Staff Toilet :		
q.	Disabled Friendly :		
r.	Proper Sewerage :		
s.	Inverter / Generator :		
t.	Fire Extinguisher :		

b) Extra –curricular activities – (For each adequate facilities one point) (maximum 10)

- | | |
|--|---|
| a. List of Sports equipments facility : | g. Space for Cultural Activities |
| b. List Outdoor and indoor games facility: | h. Public speaking : |
| c. Gymnasium : | i. Space for Communication skills development : |
| d. Auditorium: | j. Space for yoga, health and hygiene etc |
| e. Space for NSS: | |
| f. Space for NCC: | |

c) Details of Library Facilities: (For each adequate facilities one point) (maximum 30)

- (1) Total number of books : ____ (minimum 6000) a) Arts : __ b) Commerce ____ c) Science ____
- (2) Number of Titles available: _____(minimum 3000) (3) No. Journals: _____(minimum 10)
- (3)No. News Paper: _____ (minimum 10)
- (4) Book Bank Facilities (With no. of books):_____
- (5) Sufficient Funds allotted to the library and utilization of funds:
a) Arts: _____ b) Other: _____
- (6) Library automation (Details of software with online & off line services):_____
- (7) Separate library building available:_____
- (8) Total build up area in sq. ft.:_____
- (9) Total number of Journal back volumes: 20) Student visiting register maintained
- (10) Well equipped & furnished library: 21) Student complaint/ Suggestion box maintained:
- (11) Computer, Xerox facility 22) Teaching staff visiting register maintained:
- (12) Issue / Receive Counter : 23) Weekly percentage of visiting staff:
- (13) Separate reading room: 24) other – Student teacher library if any :
- (14) Sufficient furniture: 25) Physical verification of stock register:
- (15) Fire Extinguisher : 26) Books purchased in current year:
- (16) Books Insurance : 27) Books purchased in last year:
- (17) Internet (With Capacity & No. of terminals) 28) No. of e-data bases:
- (18) Qualified librarian appointed: 29) No. of non-book materials:
- (19) Appropriate library staff appointed: 30) Internet browsing record register
- 31) Issue / Receive record register

3) Details of Administrative / Office Facilities : (for each one point) (Maximum 8)

1. Office automization (With details of software) :
2. Are appointment letters issued to the teachers ? :
3. Are confirmation orders issued to the teachers? :
4. Is salary paid as per University/ Govt. Norms? :
5. Are service books properly maintained ? :
6. Is PBAS Proforma maintained?
7. Do teachers follow the code of conduct?
8. Are approved teachers appointed for non granted courses :
9. Whether the University academic calendar is followed :
10. Average time period for receiving pension on retirement (within two months) :

4) Non-teaching staff (For each one point) (maximum 5)

- a. Recruitments as per Govt. norms :
- b. Reservation as per Govt. & University Norms :
- c. Are appointment letters issued to them? :
- d. Are confirmation orders issued to them? :
- e. Is salary paid as per University/ Govt. Norms? :

5) Students Information: (For each one point) (maximum 4)

- 1. Students group insurance :
- 2. Students welfare scheme :
- 3. Whether Students follow code of conduct :
- 4. Whether term examinations, practicals are conducted (proof to be verified) :

Sr. No.	Name of Agency	Central Govt./ State Govt./ NGO/ Self finance/Consultancy	Title of Scheme	Year	Amount

	Ph.D.						
	M.Phil						
	Certificate Course						
	UG Diploma						
	PG Diploma						
	Any Other						
Total Amount							

8) Computer facilities: (For each one point) (Maximum 10)

Sr. No.	Particulars	Availability
01	No. of Desktops Computers	
02	Servers, Workstations (high end)	
03	Campus wide LAN connectivity	
04	Relevant legal software(s)	
05	Printers (Dot Matrix / LASER)	
06	Internet facility (Dail-up/leased line/ Broadband/ Wi-fi)	
07	UPS 5KVA/15KVA/20KVA for computer center	
08	LCD projectors	
09	Computer Center facility(CCF)	
10	Special labs if any specify	

9) State any other relevant highlighted information about the Department :

Yes/No : 5/2/0

Remarks from Committee:

Chairman

Member

Member

Member

Annexure – I

(Attested Photocopies attached with Inspection Committee Report)

The following documents were furnished before the committee:

1. Letter of University regarding Department inspection U/S -90 of M. University act 1994 Dated...
2. A Society Registered Under the Registration of Societies Act 1860 through the Chairman or Secretary of Society or a Trust Registered Under the Charitable Trusts Act 1950 or Any other Relevant Acts through the Chairman or Secretary of the Trust or a Company Established Under Section 25 of Companies Act 1956
3. University Approval Letter for the Academic Year / Permanent Affiliation
4. Maharashtra Government sanction / Resolution for Recognition of Programs.
5. List of LMC and Governing Body Members
6. Attendance Register (Muster, Teaching & Non-Teaching)
7. List of Teaching & Non Teaching Staff (As per prescribed Format)
8. Roster, Teaching (If Applicable)
9. Roster, Non-Teaching Staff (If Applicable)
10. Last three Years Advertisements for Recruitment (If Applicable)
11. Salary Statements and Acknowledge Of Concerned Bank (Current month)
12. P.F. Returns / IT –No. 16 form/ Govt. Assessment from J.D. (H.E.) (Last Year)
13. Built Up Area Statement dully Signed by Architect
14. Land Use Certificate, 7/12 extract & NA Order if any
15. Summaries of Library Details & Last Five Pages of Accession Register, Stock Register
16. Summaries of Equipment/Computer etc. & last three pages of Dead Stock Register
17. Balance Sheets with Audit Reports (Last three year)
18. Academic Calendar for the Current Year
19. NAAC Accreditation Letter / Reaccreditation Letter No. (if accredited)
20. Copy of Department Covered Under 2(F) & 12(B) of UGC
21. Fixed Deposit Receipts if any
22. Last Year Affiliation Fees and other fee Receipt submitted to University & NOC from University authority for all types of fee in given format for different programme
23. Last three year admission & result information: Class wise, Division wise, Subject wise, drop out
24. Vision, mission and objectives of the institution
25. Special merit shown in Sports/Athletics events
26. Special merit shown in cultural events
27. Any other relevant information which committee require