

6.5.6

AAA

Academic and Administrative Audit of VIIT

Academic and Administrative Audit (AAA)

Vidya Pratishthan's Institute of Information Technology, Baramati

NAAC Accredited 'A' Grade

2019-20

(c) KEY ASPECTS**1. ACADEMIC MANAGEMENT (15%= 150 Marks)**

Sr. No.	PARTICULARS	SCORE		SCORE	
1.1.a	Has Institution appointed a permanent Director?	Yes ✓	-	No ☐	-
1.1.b	Is she/he Ph.D.?	Yes ✓	-	No ☐	-
1.2.	Total Non-Teaching Staff		-		-
1.3	Number of professional Programmes held for non- teaching staff in the last two years:				
	≥4	☐	12		
	3	☐	09	☐	1
	2	☐	06		
	1	✓	03		
1.4	Extent of grant utilization (UGC + Government +fees) in the last two years Utilization %				
	100%	☐	12		
	75%	☐	09	✓	0- NA
	50%	☐	06		
	Less than 25%	☐	03		
1.5	Is the perspective and strategic plan prepared and being followed in the Institution?	Yes ✓	10	No	7
1.6	Office Automation				
	1. Administration				
	a. Admission Processes				
	- Online Admission	Yes ☐	6	No ✓	0
	- Other Processes only	Yes ✓	4	No	4
	b. Enrollment	Yes ✓	4	No ☐	4
	c. Maintenance of Records	Yes ✓	4	No ☐	4
	d. Declaration of Results	Yes ☐	4	No ✓	0
	2. Accounts				
	a. Fees Collection	Yes ✓	4	No ☐	4
	b. Maintenance of accounts	Yes ✓	4	No ☐	4
1.7.a	Is there a website of Institute?	Yes ✓	6	No ☐	6
1.7.b	Is it updated till date?	Yes ✓	3	No ☐	3
1.8.	Is the Institute/Institute Library automated?	Yes ☐	-	No ☐	-
	a. Record of Books	Yes ✓	5	No ☐	5
	b. Issue and Return of Books	Yes ✓	5	No ☐	5
1.9.a	Does the library provide open access facility?				
	a. To all	Yes ✓	6	No ☐	6
	b. To Only teachers	Yes ☐	3		
1.9.b	Is there Internet facility in the library?				

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	a. For All	Yes ✓	5	No 2	5
	b. For Teachers only	Yes 2	3		
1.10	Is there an Anti- ragging Cell in the institute?	Yes ✓	10	No 2	10
1.11	Are there any Welfare schemes? If Yes, List them _____	Yes ✓	10	No 2	5
1.12	Is there a Women's Development Cell/Anti Sexual Harassment Cell?	Yes ✓	10	No 2	10
1.13	Is there a functional Alumni Association? (minimum of 1 meeting per year)	Yes ✓	10	No 2	5
1.14	Do you organize Institution & Stake holders Interaction Cell (ISIC) meet? (minimum one meeting per year) (Stake holders : Governing Board, Parents, Alumni, Industries, etc.)	Yes ✓	10	No 2	10
	Total		150		98

2. ACADEMIC PRACTICES (45%=450 Marks)

2.1 HUMAN RESOURCE (10%= 45 Marks)

Sr.No	PARTICULARS	SCORE		SCORE	
2.1.1	Total Permanent Staff (Teaching) 7	-	-	-	-
2.1.2	A. How many faculties have attended FIP?				
	71% to 100%	2	3		
	41% to 70%	2	2	-	1
	Up to 40%	2	1		
	B. Faculties who have attended Refresher or Orientation Courses				
	71% to 100%	2	12		0
	41% to 70%	2	06		
	Up to 40%	2	03		
2.1.3	Participation of Faculties in Capacity Building Workshops (CBCS, MMI, UDISHA, NME-ICT, KMP etc.)				
	71% to 100%	2	15		0
	41% to 70%	2	10	-	
	Up to 40%	2	05		
2.1.4	Innovative Practices	2	15		7
	Total		45		8

2.2 TEACHING LEARNING- EVALUATION PROCESS (50% = 225 Marks)

Sr. No	PARTICULARS	SCORE		SCORE	
2.2.1	Number of programmes/courses offered				
	- CBCS system	2			
	- Multidisciplinary approach	2	20	No 2	20
	- Any other specify	2			
2.2.2	Percentage of students who graduated during last 1 or 2 year(s): First Class, Second Class, Pass Class				15
	>50% First Class	2	15		
	>50% Second Class	2	12		

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	> 50% Pass Class	<input type="checkbox"/>	09		
2.2.3	Contribution of the faculty in Course Design				
	51% to 100%	<input type="checkbox"/>	10		
	26% to 50%	<input type="checkbox"/>	05	No <input type="checkbox"/>	5
	5% to 25%	<input type="checkbox"/>	2.5		
	<5%	<input type="checkbox"/>	01		
2.2.4	Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty?				
	81% to 100%	Yes <input type="checkbox"/>	25		
	51 % to 80%	Yes <input type="checkbox"/>	20	No <input type="checkbox"/>	25
	31 % to 50%	Yes <input type="checkbox"/>	15		
	<30%	Yes <input type="checkbox"/>	10		
2.2.5	Is academic calendar being prepared and implemented?	Yes <input type="checkbox"/>	10	No <input type="checkbox"/>	10
2.2.6	Use of any other Teaching – Learning Tools				
	- OHP } - LCD }	<input type="checkbox"/>	10	<input type="checkbox"/>	10
	- Videos } - Interactive boards }	<input type="checkbox"/>	10	<input type="checkbox"/>	10
	- Any other (Please specify)	<input type="checkbox"/>	10	<input type="checkbox"/>	10
2.2.7	Use of ICT in teaching – Learning Evaluation				
	- e-journals	<input type="checkbox"/>	7.5	<input type="checkbox"/>	0
	- IT enabled classrooms	<input type="checkbox"/>	7.5	<input type="checkbox"/>	7.5
	- Online assessment	<input type="checkbox"/>	7.5	<input type="checkbox"/>	7.5
	- Online assignment submission	<input type="checkbox"/>	7.5	<input type="checkbox"/>	7.5
	- Online feedback on teaching & Learning	<input type="checkbox"/>	05	<input type="checkbox"/>	5
2.2.8	Do you offer Bridge Courses/ remedial courses?	Yes <input type="checkbox"/>	25	No <input type="checkbox"/>	25
2.2.9	Are projects, assignments, field work, seminars etc. part of curriculum?	Yes <input type="checkbox"/>	25	No <input type="checkbox"/>	25
2.2.10	A. Evaluation of Teachers by Students	Yes <input type="checkbox"/>	5	No <input type="checkbox"/>	5
	B. Is it analysed and communicated?	Yes <input type="checkbox"/>	5	No <input type="checkbox"/>	2.5
2.2.11	Innovative teaching practices	Yes <input type="checkbox"/>	20	No <input type="checkbox"/>	15
	Total		225		210

2.3 RESEARCH OUTPUT (20%) 90 Marks

Sr. No	Particular	SCORE		SCORE	
2.3.1	a. Percentage of teachers with Ph.D as the highest qualification: b. Percentage of teachers with M.Phil as the highest qualification: c. Percentage of teachers with UGC NET or SLET: [Total % = % of (a) + % of (b) + % of (c)] <div> 81% to 100% ? 15 51% to 80% ? 12 31% to 50% ? 09 <30% ? 06 </div>				12
2.3.2	Publications (Last 3 years): Articles in refereed Journals, Books and Edited volumes	?	10	?	5
2.3.3	Are you generating resources through consultancy?	Yes ?	05	No ?	2
2.3.4	Sponsorship of events and resources generated	Yes ?	05	No ?	0
2.3.5	State /National/ International level Seminars/ workshops/conferences organized during last 1 year/ 2 years. <div> >1 Yes ? 10 1 Yes ? 05 </div>			No ?	5
2.3.6	Number of Faculties engaged in research: a. Sponsored research projects: <div> Completed _____ (At least 1) ? 12 Ongoing _____ (At least 1) ? 08 </div> b. Unsponsored research <div> Completed _____ (At least 1) ? 07 </div>				12 4 0

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	Ongoing _____ (At least 1)	<input type="checkbox"/>	03	<input type="checkbox"/>	0
2.3.7	Innovative practices	Yes <input type="checkbox"/>	15	No <input type="checkbox"/>	0
	Total		90		40

2.4 COMMUNITY OUTREACH /EXTENSION (10%) 45 Marks

Sr. No	PARTICULARS	SCORE		SCORE	
2.4.1	Number of Outreach projects				
	NSS	Yes <input type="checkbox"/>	05		
	NCC	Yes <input type="checkbox"/>	05		
	NGO's	Yes <input type="checkbox"/>	1.25	No <input type="checkbox"/>	0
	Own funds	Yes <input type="checkbox"/>	1.25		
	Local funds	Yes <input type="checkbox"/>	1.25		
	Govt. funds	Yes <input type="checkbox"/>	1.25		
2.4.2	Number of faculty hours for outreach activities	Yes <input type="checkbox"/>	10	No <input type="checkbox"/>	0
2.4.3	Number of student hours for outreach activities	Yes <input type="checkbox"/>	10	No <input type="checkbox"/>	0
2.4.4	Innovative practices (Specify with report)	Yes <input type="checkbox"/>	10	No <input type="checkbox"/>	10
	Total		45		10

2.5 STUDENTS SUPPORT (10%) 45 Marks

Sr. No	PARTICULARS	SCORE		SCORE	
2.5.1	Number of effective teaching days (Number of working days - Exam days)				
	140 or >140	<input type="checkbox"/>	04		
	120-139	<input type="checkbox"/>	03	<input type="checkbox"/>	4
	100-119	<input type="checkbox"/>	02		
	<100	<input type="checkbox"/>	01		
2.5.2	Use of Power Points in Classes/ Use of BISAG inputs				
	>50% students	<input type="checkbox"/>	2.5	<input type="checkbox"/>	2.5
	< 50% students	<input type="checkbox"/>	1.25		
2.5.3	Does the Institute do anything for the improvement in learning quality enhancement? If yes, List them _____	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5

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2.5.4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes <input type="checkbox"/>	04	No <input type="checkbox"/>	4
2.5.5	Are any Personality development programmes conducted?	Yes <input type="checkbox"/>	04	No <input type="checkbox"/>	4
2.5.6	Do you organize & document various extra curricular activities?	Yes <input type="checkbox"/>	04	No <input type="checkbox"/>	4
2.5.7	a. Is there a student council in place?	Yes <input type="checkbox"/>	03	No <input type="checkbox"/>	3
	b. How often do they meet?				
	2 or more times	Yes <input type="checkbox"/>	02	No <input type="checkbox"/>	2
	Once only	Yes <input type="checkbox"/>	01	No <input type="checkbox"/>	0
2.5.8	Does your Institute have any Feed-back Mechanism (students, Faculties & Industry)?	Yes <input type="checkbox"/>	03	No <input type="checkbox"/>	3
2.5.9	Do you have any Community Audit Mechanism? (through Stake holders)	Yes <input type="checkbox"/>	03	No <input type="checkbox"/>	0
2.5.10	Discipline, Decorum & Ambience (in class and campus.)	Yes <input type="checkbox"/>	03	No <input type="checkbox"/>	3
2.5.11	Innovative Practices (Specify)	Yes <input type="checkbox"/>	10	No <input type="checkbox"/>	0
	Total		45		32

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3. INFRASTRUCTURAL & OTHER FACILITIES (25% = 250 Marks)

Sr.No	PARTICULARS	SCORE		SCORE	
3.1	Campus Area				
	Exemplary	<input type="checkbox"/>	07		
	Good	<input type="checkbox"/>	04	<input type="checkbox"/>	7
	Inadequate	<input type="checkbox"/>	02		
3.2	Campus Ownership				
	Owned by Management	<input type="checkbox"/>	07	<input type="checkbox"/>	7
	On rent	<input type="checkbox"/>	04		
3.3	Office Space				
	Exemplary	<input type="checkbox"/>	07	<input type="checkbox"/>	7
	Good	<input type="checkbox"/>	04		
	Inadequate	<input type="checkbox"/>	02		
3.4	a. Area of Library _____ b. Do you have separate reading area for student & Staff? c. Do you display the new arrivals? d. Do you maintain Book Volumes? e. No. of Books per student _____ f. No. of Issue/Return books per day _____ g . No. of Research Journals _____ h. No. of Periodicals _____	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> 	03 02 02 02 02 02 02	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> 	3 3 3 4
3.5	Laboratories				
	Exemplary	<input type="checkbox"/>	07	No <input type="checkbox"/>	7
	Good	<input type="checkbox"/>	04		
	Inadequate	<input type="checkbox"/>	02		
3.6	Security	<input type="checkbox"/>	05	<input type="checkbox"/>	5
3.7	Potable Water facility				
	Exemplary	<input type="checkbox"/>	07	<input type="checkbox"/>	4
	Good	<input type="checkbox"/>	04		
	Inadequate	<input type="checkbox"/>	02		
3.8	Power Backup facility	<input type="checkbox"/>	05	<input type="checkbox"/>	5
3.9.a	Washroom facility (for Male)				
	Exemplary	<input type="checkbox"/>	05	<input type="checkbox"/>	5
	Good	<input type="checkbox"/>	03		
	Inadequate	<input type="checkbox"/>	01		
3.9.b	Washroom facility (for Female)				
	Exemplary	<input type="checkbox"/>	05	<input type="checkbox"/>	5
	Good	<input type="checkbox"/>	03		
	Inadequate	<input type="checkbox"/>	01		
3.9.c	Washroom facility (for Staff)				
	Exemplary	<input type="checkbox"/>	05	<input type="checkbox"/>	3
	Good	<input type="checkbox"/>	03		

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		Inadequate	?	01		
3.10	Parking	Exemplary	?	08		
		Adequate	?	04	?	4
		Inadequate	?	02		
3.11	Class rooms (as per requirement)	Exemplary	?	15	?	15
		Adequate	?	10		
		Inadequate	?	05		
3.12	Staff room (Tick only one)					
	Individual Staff room with IT facility	?	15	?	12	
	Staff room with separate cabins	?	12			
	Departmental Staff	?	09			
	Common	?	06			
3.13	Seminar Room	Exemplary	?	15		
		Adequate	?	10	?	15
		Inadequate	?	05		
3.14.a	Common room (Boys)	Exemplary	?	07		
		Adequate	?	04	?	4
		Inadequate	?	02		
3.14.b	Common room (Girls)	Exemplary	?	07		
		Adequate	?	04	?	7
		Inadequate	?	02		
3.15	Medical Centre facility					
	Health Centre facility	?	10	?	5	
	First-aid facility	?	05			
3.16	Sports Facility (2 mark for separate ground for each sport) (Maximum 6)	?	12	?	12	
3.17	Indoor Sports facility (2 mark for each indoor sports facility) (Maximum 4)	?	08	?	8	
3.18	Gymnasium	?	05	?	5	
3.19.a	Hostel (Boys)	Exemplary	?	08	?	8
		Adequate (with mess)	?	06		
		Inadequate	?	03		
3.19.b	Hostel (Girls)					

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	Exemplary	?	12	?	12
	Adequate (with mess)	?	06		
	Inadequate	?	03		
3.20	Transportation for students	?	05	?	0
3.21	Support services (Bank/PO/Xerox)	?	03	?	3
3.22	Canteen	?	05	?	5
3.23	Approach Road	?	05	?	5
3.24	Garden	?	07	?	7
3.25	Auditorium/ Assembly hall	?	05	?	5
3.26	Internet facility				
	For Staff & students :	?	08	?	8
	For staff only:	?	04		
3.27	Overall Maintenance				
	Exemplary	?	15		10
	Satisfactory	?	10	?	
	Not satisfactory	?	05		
	Total		250		218

218/250

4. INSTITUTIONAL INITIATIVES IN HIGHER EDUCATION (15% = 150 Marks)

Questions under different initiatives carry 2.5 marks each : (42*2.5=105)

Sr. No	Particular	Score		Score	
	PART- 1				
4.1.	VASUNDHARA VAHINI COMMUNITY RADIO (VVCR) 90.4 MHz				
4.1.1	Has the institute installed the required dish and antenna for VVCR Programmes?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.1.2	Is there a separate room in the institute where Th system has been installed for listening the VVCR programmes?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.1.3	What is the percentage of Faculty members from your institute has delivered lecture/(s) at the VVCR Studio?				
	81% to 100%	<input type="checkbox"/>	2.5		
	61% to 80%	<input type="checkbox"/>	2.0		
	40 % to 60%	<input type="checkbox"/>	1.5	<input type="checkbox"/>	0
	20% to 40%	<input type="checkbox"/>	1.0		
	<20%	<input type="checkbox"/>	0.5		
4.1.4	How frequently do the students from your institute take benefit of such programmes?				2.5
	regularly	<input type="checkbox"/>	2.5		
	Seldom	<input type="checkbox"/>	1.25		
	Never	<input type="checkbox"/>	0		
					7.5
4.2	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)				
4.2.1	How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Microsoft Excel? Teaching _____ Non-teaching _____	<input type="checkbox"/>	2.5	<input type="checkbox"/>	2.5
4.2.2	Did your institute arrange for Training of Faculty members in the use of Computers?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
4.2.3	How many Computers do you have in the Institute?	<input type="checkbox"/>	2.5	<input type="checkbox"/>	2.5
4.2.4	Does the Institute have Internet facilities?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.2.5	Have your Faculty members undergone training for NME-ICT? If yes, How many?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
4.2.6	List out names of Faculty and non-teaching Staff with their respective e-mail ids.				


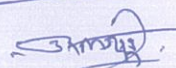
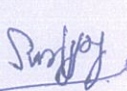
4.3.	PLACEMENT ACTIVITY				
4.3.1	Has the Placement cell been formed in your institute?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.3.2	How many students have been enrolled?	<input type="checkbox"/>	2.5	<input type="checkbox"/>	2.5
4.3.3	Has there been any campus placement?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.3.4	Have you conducted any pre placement training for student's placements? If yes, then Specify.	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.3.5	Have you organized any company visits or guidance camp for students?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.3.6	Does the placement cell maintain the record of job opportunities and students?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.3.7	Are the students provided computers and Internet to search job, to down load application forms etc?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.3.8	Does the institute have a system of registering students at the Employment	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
4.3.9	Does the institute subscribe to magazines like Employment News, Rojgar Samachar etc? If yes, Give names of magazines.	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
					35
4.4	CHOICE BASED CREDIT SYSTEM (CBCS)				
4.4.1	Have your Faculty members been sent for training in CBCS?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
4.4.2	Has your Institute arranged for Training on CBCS for institute Staff?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.4.3	Is your Institute familiar with e Content?				
	>50% of Faculties	Yes <input type="checkbox"/>	1.25	No <input type="checkbox"/>	
	> 50% of Students	Yes <input type="checkbox"/>	1.25	No <input type="checkbox"/>	2.5
4.5	WACHAL TAR WACHAL				
4.5.1	Has your Institute conducted any programme for Wachal tar wachal?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.5.2	Do your students know about 'Wachan Sanskruti'?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.5.3	Do your students know about 'Maze avadiche pustak'?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
4.5.4	Are any Faculty members taking interest in spreading awareness about Wachal tar Wachal Abhiyaan.	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	2.5
					15
4.6	BUSINESS QUIZ (BO)				
4.6.1	Do your students know about the Business Quiz?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
4.6.2	How many students have participated in BQ?				
	>50%	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
	<50%	Yes <input type="checkbox"/>	1.25	No <input type="checkbox"/>	0

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4.6.3	How many students have cleared Cluster level and qualified for District level Competition?	<input type="checkbox"/>	2.5	<input type="checkbox"/>	0
4.6.4	Is there a committee to implement BQ at your institute?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
4.7	LANGUAGE LABORATORY				
4.7.1	Does your Institute have a English Language Lab?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
4.7.2	If no, Do you propose to apply for the lab?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
4.7.3	If yes, How many students use the lab in a day? At least 10%	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
4.7.4	Have your teachers taken any Courses in SCOPE?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
4.7.5	How many teachers pass the SCOPE Certification in a year?	Yes <input type="checkbox"/>	2.5	No <input type="checkbox"/>	0
	Total		105		40
	** The following questions carry 3+6+6 respectively. (15 Marks)				
A.	Does your Institute facilitate Academic links/ collaborations/ MoU, etc. with other centers of higher learning?	Yes <input type="checkbox"/>	3	No <input type="checkbox"/>	3
B.	Does the institute have a functional Alumni Association?	Yes <input type="checkbox"/>	6	No <input type="checkbox"/>	6
C.	Number of students enrolled _____ Activities of Alumni Association _____ Give details of any Progressive Practices of the Institution if any.	Yes <input type="checkbox"/>	6	No <input type="checkbox"/>	6
	Total		15		15

105/150

Total: 721

Mr. Sagor Nimbalkar 
 Mr. Ajit Damodar Adsw 
 Mrs. Sanjay Macule Jagtap 
 Mrs. Manisha Shelkarde 