

सावित्रीबाई फुले पुणे विद्यापीठ  
(पूर्वीचे पुणे विद्यापीठ)

दूरध्वनी क्रमांक :

(०२०)२५६०१२६५

(०२०)२५६०१२६४

ई मेल : pldvp@unipune.ac.in



गणेशखिंड, पुणे ४११००७.

नियोजन व विकास विभाग

संदर्भ क्र.:साफुपुवि/निववि/ १५३९

दिनांक : ०१/१२/२०१५

प्रति,

मा.प्राचार्य/संचालक,

संलग्न महाविद्यालये/मान्यताप्राप्त संस्था

**विषय :- विद्यापीठ वर्धापनदिन पुरस्कार सन २०१५-१६.**

महोदय/महोदया,

गुणवत्ता सुधार योजनेअंतर्गत शैक्षणिक वर्ष २०१५-१६ करिता विद्यापीठ वर्धापनदिनी देण्यात येणा-या उत्कृष्ट महाविद्यालय/संस्था या पुरस्कारासाठी सोबत जोडलेल्या मार्गदर्शकतत्वांस अनुसरून विहित नमुन्यानुसार अर्ज मागविण्यात येत आहेत.

सदर पुरस्कारासाठी सोबत जोडलेल्या विहित नमुन्यानुसार पाच प्रतींमध्ये अर्ज सादर करण्याची मुदत दि. १ डिसेंबर, २०१५ ते १५ डिसेंबर, २०१५ अशी निश्चित करण्यात आलेली आहे. अर्जासोबत जोडलेल्या यादीच्या अनुक्रमांकानुसार आवश्यक ती कागदपत्रे जोडावीत. कालमर्यादेचे बंधन विचारात घेता विहित मुदतीनंतर आलेले अर्ज स्विकारले जाणार नाहीत, याची कृपया संबंधितांनी नोंद घ्यावी.

कळावे,

उपकुलसचिव  
नियोजन व विकास

**सोबत — १. वर्धापनदिन पुरस्कार मार्गदर्शकतत्वे सन २०१५-१६.**

**२. विहित नमुन्यातील अर्ज.**

**३. प्रस्तावासोबत जोडावयाची आवश्यक कागदपत्रांची यादी.**

## **SAVITRIBAI PHULE PUNE UNIVERSITY**



### **Foundation Day Award 2015-16**

#### **Guidelines & Application Format**

#### **1. Deadlines for receiving proposal of Foundation day Award to Planning & Development Section of Savitribai Phule Pune University:**

<b>Sr. No.</b>	<b>Description</b>	<b>Dates for application</b>
1	Foundation Day Awards : Best College/ Institute, Best Principal/Director, Best Teacher, Innovation in Teaching Award, Best University Department & Felicitation of Teacher	01-12-2015 to 15-12-2015

#### **FOUNDATION DAY AWARDS**

The Savitribai Phule Pune University (SPPU) has instituted following awards to be bestowed/given on the Foundation Day of the SPPU every year. The awards will be separately bestowed/given for Professional and Non-Professional College/Institute as well as other awards from Urban and Rural areas. Urban areas include Municipal Corporation areas of Pune, Pimpri-Chinchwad, Ahmednagar and Nashik. Rural areas include the area other than urban areas as mentioned above.

- **Category I** : Engineering / Management  
(**Professional Courses**) Architecture/ Pharmacy/ Law/ Education (B.Ed.)/  
Physical Education (B.P.Ed.) Colleges/Institutes
- **Category II** : Arts, Science and Commerce Colleges  
(**Non-Professional**)
- **Category III**: Statutory Teaching Departments on the campus of SPPU

#### **1) Best College/Institute/Department Award ( One Award from each category)**

##### **(a) Urban Area-**

- i) Best College/Institute Award (Category I) - Rs.3,00,000/-, a Memento and a Certificate.

ii) Best College Award (Category II) - Rs.3,00,000/-, a Memento and a Certificate.

**(b) Rural Area-**

i) Best College/Institute Award (Category I) - Rs.3,00,000/-, a Memento and a Certificate.

ii) Best College Award (Category II) Rs.3,00,000/-, a Memento and a Certificate.

**(c) Statutory Department (Statute – 186) on the Campus of SPPU for Category III- A Memento and a Certificate.**

One Department from the Departments under Science/Technology faculty and one Department from other faculties separately.

**2) Best Principal/Director Award**

**One Principal/Director from each category I & II (Total Four awards)**

**Gold Plated Medal, a Memento and a Certificate**

**(a) Urban Area-** one Principal/Director

**(b) Rural Area -** one Principal/Director

**3) Best College Teacher Award (Total four Awards)**

**Gold Plated Medal, a Memento and a Certificate**

**A) Urban Area - One professional and One non-professional**

**B) Rural Area - One professional and One non-professional**

**4) Best Innovative Teaching Award (one from Urban, one form Rural Area and one from Statutory Departments on the campus of the University) (Total six awards)**

**Gold Plated Medal, a Memento and a Certificate**

**a) Urban Area-** One teacher from each category I & II

**b) Rural Area -** One teacher from each category I & II

**c) University Department -** One teacher from the department under Science /Technology faculty and One teacher from department under other faculties separately.

**5) Felicitation of Teacher**

**a Memento**

University/College/Institute teacher/s securing any academic award from institutes of national & international repute will be considered for felicitational.

## **Eligibility Criterion :**

### **1) Best College/Institute Award**

- (a) College/Institute must be functioning for at least 10 years.
- (b) College/Institute must be affiliated to/ recognized by SPPU.
- (c) College/Institute should have been accredited/reaccredited by NAAC/NBA during last five years on the date of application.
- (d) College/Institute must have an approved Principal/Director.
- (e) No legal action in terms of fine was sentenced/imposed on concerned College/Institute and also there is no serious enquiry pending against the concern College/Institute. The level of enquiry and related aspects of enquiry will be determined by the selection committee for the award.

### **2) Best University Statutory Teaching Department Award**

- 1. The award will be given to University Best Teaching Department.
- 2. The University Teaching Department which has already received the award will be eligible to re-apply only after a period of 10 years.

### **3) Best Principal/Director Award**

- (a) Principal/Director must be permanently approved by the SPPU.
- (b) Principal/Director must have minimum 15 years experience as a Teacher and 5 years experience as a Principal/Director out of which 3 years experience as a Principal/Director must be in the college/institute affiliated to SPPU as a Principal/ Director after getting the permanent approval.
- (c) Three research publications in referred/peer reviewed national/international Journal.

### **4) Best Teacher Award**

- a) Teacher must be permanently approved.
- b) Teacher must have 15 years of total teaching experience after getting the approval.
- c) Ph.D. with at least five publications/research papers in referred/ peer reviewed National/International Journals.

### **5) Best Innovative Teaching Award**

- (a) i) The teacher must have 15 years of total approved teaching experience and teacher must have the permanent approval of the University.  
ii) The teacher must have been appointed in a statutory Department of SPPU.  
iii) The teacher must be a permanent employee of SPPU or have been appointed by SPPU at least for 20 years.
- (b) The teacher must have contributed to the development of innovative teaching/ skill development i.e. learning methods in a College//Institute/University Department.

**6) Felicitation of Teacher**

- 1) The University/College/Institute Teacher securing any academic award from institutes of national & international repute.
- 2) Ph.D. with at least five publications/research papers in referred/ peer reviewed National/International Journals.
- 3) It is not mandatory to felicitate, if any teacher is not found suitable.

The Teacher will be felicitate on the Foundation Day of the University.

**7) General Conditions**

- (1) The College/Institute which has received a award before 2015-16 will be eligible to re-apply only after a period of 10 years from the year of award
- (2) This scheme may be revised after a period of every 3 years.
- (3) The University reserves a right to withhold some or all awards in case of unsuitability on any ground.

**The awards will be bestowed on the Foundation Day of the Savitribai Phule Pune University, i.e. 10<sup>th</sup> February.**

**Deputy Registrar  
Planning and Development**

### **Norms for selecting the Best College/Institute awards**

1. College/Institute applying for award should send information in the prescribed format to the Planning and Development section before 15<sup>th</sup> December 2015.
2. The weightages for different criteria for calculating the College/Institute score should be as follows;

**Table I**

Sr. No.	Criteria
1.	NAAC status & Points
2.	Curricular Aspects
3.	Teaching-Learning & Evaluation
4.	Research, Consultancy and Extension
5.	Infrastructure and Learning Resources
6.	Student Support and Progression
7.	Teacher support and Progression
8.	No. of Ph.D. Students
9.	Healthy Practices
10.	Last three years Students pass out %
11.	Payment of various dues to the University
12.	Annual Report, AISHE & MIS information

3. The College/Institute should be ranked in order of merit on the basis of its final score.
4. The Committee appointed for the purpose should recommend the name of Department for the award to the Hon. Vice-Chancellor.

## Best College/Institute Award Check list

Name of the College/Institute :-----

-----

Sr.No.	Name of Document	Documents Attached (For Office Use Only)	
		Yes	No
1	Application Form		
2	Undertaking		
3	University first Affiliation Letter and permanent affiliation letter		
4	NAAC/NBA Certificate		
5	Principal/Director approval letter		
6	Minority status certificate (if any)		
7	Previous year Financial Balance Sheet		
8	College/Institute Building latest photograph		
9	Any other documents as per criterion-wise		

**(Note- Please attached all the enclosures as per serial number of the checklist)**

## Application Format

### Best College/Institute Award

#### Part I : Profile of the COLLEGE / INSTITUTE

1. Name and address of the College / Institute :

2. Permanent address For Communication :

---

Telephone (Office) :-

	Name	Telephone Number & Extn.	Mobile No.
1)Principal/Director			
2)Vice-Principal/Dy. Director			

E-mail :

Note : Give the latest photographs of college building.

3. Type of College / Institute :

Affiliated / Recognized :

4. Financial category of the College / Institute :

Grant-in-aid                  Self-financing                  Government funded                  Autonomous

5. Date of establishment of the College / Institute :                  Month & Year

(MM-YYYY)

6. Date & status of Affiliation / recognition :    Month & Year (MM-YYYY)

i.    Temporary

ii.   Permanent

7. Is it a recognized minority College / Institute?



Yes                      No

8. Is it a recognized minority college/institute?

Yes                      No

9. Campus area in acres :

10. Location of the College / Institute :

Municipal Corporation areas i.e. Pune, Pimpri-Chinchwad, Nashik

as well as Ahmednagar Municipal Administration area.

Area other than those mentioned above

11. Current number of a) programmes and b) departments of the College / Institute

a) Number of programmes :

Programme	Subject/Course	No/s.
Certificate course		
Diploma		
UG		
PG Diploma		
PG		
M.Phil.		
Ph.D.		
Post Doctoral Fellowship		
Any others		
Total		

b) List of the departments in the College/Institute: Faculty wise (Such as Arts, Commerce & Science)

[illegible]

12. Number of permanent and temporary teachers at present :

<b>Teaching Staff</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
<b>Permanent teachers</b>			
Teachers with Ph.D.			
Teachers with M.Phil.			
Teachers with PG			
<b>Temporary teachers</b>			
Teachers with Ph.D.			
Teachers with M.Phil.			
Teachers with PG			

13. Number of non-teaching staff of the College/Institute at present :

<b>Non-teaching Staff (Designation)</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>

14. Number of students enrolled in the College/Institute according to regions and countries (For previous academic year 2014-15):

<b>Certificate/Diploma</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same state where the College/Institute is located			
Students from other states of India			
NRI Students			
Other overseas students			
Grand Total			

<b>UG</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same state where the College/Institute is located			
Students from other states of India			
NRI Students			
Other overseas students			
Grand Total			

<b>PG</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same state where the College/Institute is located			
Students from other states of India			
NRI Students			
Other overseas students			

Grand Total			
<b>PG Diploma</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same state where the College/Institute is located			
Students from other states of India			
NRI Students			
Other overseas students			
Grand Total			

<b>M.Phil.</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same state where the College/Institute is located			
Students from other states of India			
NRI Students			
Other overseas students			
Grand Total			

<b>Ph.D.</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Students from the same state where the College/Institute is located			
Students from other states of India			
NRI Students			
Other overseas students			
Grand Total			

15. Details of the faculty wise last two batches of students (For previous academic year 2013-14 and 2014-15)::

Particular of the Faculty	Batch I			Batch II		
	UG	PG	Total	UG	PG	Total
Name of the programme/s and Year of Entry						
Drop-outs						
Appeared for the final year examination						
Passed in the final Examination						
Passed in first class University ranks, if any						

16. Give a copy of the last annual budget of the College / Institute with details of plan and non-plan revenue/expenditure (Attach separately).

17. Does the College / Institute have the following support services:

Central library	
Computer centre	<input type="checkbox"/>
Health centre	<input type="checkbox"/>
Sports facilities	<input type="checkbox"/>
Press	<input type="checkbox"/>
Workshop	<input type="checkbox"/>
Hostels	<input type="checkbox"/>
Guest house	<input type="checkbox"/>
Housing	<input type="checkbox"/>
Canteen	<input type="checkbox"/>
Welfare schemes	<input type="checkbox"/>
Grievance redressal cell	<input type="checkbox"/>
Vehicle parking facility	<input type="checkbox"/>
Non-resident centre	<input type="checkbox"/>
Any other (specify)	

18. Does the College / Institute have collaborations/linkages with national/International institutions? Yes ☐ No ☐  
If yes, list them giving important details:

19. Does the management run other educational institutions besides the College / Institute? Yes ☐ No ☐  
If yes, give details.

20. Give details of the resources generated by the College / Institute last year 2014-15 through the following means :

Source of funding		Number	Quantum (Rs.)
i.	Donations		
ii.	Fund raising drives		
iii.	Alumni association		
iv.	Consultancy		
v.	Self-financing courses		
vi.	Any other		

21. Whether recognized by U G C under 2f and 12 B? Give details.

22. Members of LMC/Standing Committee

## Part II

### Criterion- wise Inputs

#### Criterion1 : Curricular Aspects

1. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?
2. To what extent are the programme/options career oriented?
3. Do students have flexibility to pursue a programme with reference to:
  - i. Time frame
  - ii. Horizontal mobility
  - iii. Elective options
  - iv. Non-core options
4. Is there any mechanism to obtain feedback from academic peers and employers on the teaching programmes? Yes ☐ No ☐  
If yes, how is the feedback used in the initiation, review and redesigning of teaching programmes? Give details.
5. Give details of College / Institute-industry-neighbourhood networking, if any.
6. Any other highlights:

#### Criterion II : Teaching-Learning and Evaluation

1. Is it mandatory to judge the students' knowledge and aptitude at the entry level (before admission)? Yes ☐ No ☐  
If yes, cite examples.
2. (a) Is there a provision for assessing students' knowledge and skills for a particular programme ( after admission) ? Yes ☐ No ☐  
If yes, cite examples.  
  
(b) Does the College / Institute provide bridge/remedial courses to the educationally disadvantaged students? Yes ☐ No ☐  
If yes, cite examples.  
  
(c) Does the College / Institute offer enrichment courses ? Yes ☐ No ☐  
If yes, give details.  
  
(d) How are advanced learners challenged to work ahead of the rest?

3. Does the College / Institute encourage the teachers to make a teaching-plan ?  
Yes ☐ No ☐  
If yes, when and how is it made?
4. Are syllabi unitized according to a teaching schedule through the semester / year?  
Yes ☐ No ☐  
If yes, give details of implementation in terms of monitoring, mid -course correction, etc.
5. How does the College / Institute supplement the lecture method of teaching with other learner-centered teaching methods?
6. Is there a centralized 'Media' facility to prepare audiovisuals and other teaching learning aids? Yes ☐ No ☐  
If yes, give details.
7. Furnish the following:
- Teaching days
  - Working days
  - Work load
  - Ratio of full-time teachers to part-time teachers (last two years):
  - Ratio of teaching staff to non-teaching staff (last two years):
  - Percentage of classes taught by full-time teachers
8. Are evaluation methods communicated to students at the beginning of the year ?  
Yes ☐ No ☐  
If yes, give details...
9. Does the College / Institute monitor the overall performance of students through periodical assessments? Yes ☐ No ☐  
If yes, give details:
10. How are teachers recruited? When and how are new teaching positions created ?  
Give details.
11. Provide the following information about the teaching staff recruited during the last two years.

### Teaching staff recruited from

Same State		Other State
Same institution	Other institutions	

12. Number of teaching staff who have attended seminars/conferences/workshops/ Refresher courses as participants/resource persons in the last two years :

	Participants	Resource Persons
National level		
International level		

13. Does the College / Institute follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and institutional programmes?

Yes ☐ No ☐

If yes, how is the self-appraisal analyzed and used?

14. Does the College/Institute follow any other teacher performance appraisal method?

Yes ☐ No ☐

If yes, give details of the same and state how the results of the appraisal are used.

15. Does the College/Institute conduct refresher courses / seminars / conferences / symposia / workshops/ programmes for faculty development ?

Yes ☐ No ☐

If yes, give details.

16. Give details on a few faculty development programmes and the number of teachers who benefitted out of them, during the last two years :

Faculty Development Programme	No. of Beneficiaries

17. How many faculties have received teaching awards?

18. How many national and international level linkages have been established for teaching and/or research?

19. Any other highlights?

### Criterion III: Research.

1. How does the College/Institute promote research?  
PG Students doing project work ☐  
Teachers are given study leave ☐  
Teachers are provided with seed money ☐  
Research Committee for submitting project proposal ☐  
Adjustment in teaching schedule ☐
2. What percentage of teachers are engaged in active research in the College/Institute? (guiding research scholars, operating projects, publishing research papers regularly )
3. How many are full time research scholars and how many have registered as part time scholars? (Research scholar means M.Phil. or Ph.D. Student)

Full-time	
Part-time	

4. Does the College/Institute provide financial support to research students?  
Yes ☐ No ☐

5. Details of ongoing projects:

Total no of projects	
Total outlay in Rs.	

6. Any other highlights.

**Criterion IV: Consultancy and Extension.**

1. Does the College/Institute publicize the expertise available for consultancy services? Yes ☐ No ☐  
If yes, give details.
2. Has the College/Institute undertaken consultancy  
i) work with fee? Yes ☐ No ☐  
ii) without fee? Yes ☐ No ☐
3. Does the College / Institute have a designated person for extension activities?  
Yes ☐ No ☐  
If yes, indicate the nature of the post.  

Full-time	Part-time	Additional charge
-----------	-----------	-------------------



4. Indicate broad areas of the various extension activities of the College / Institute :

- |  |  |
|--|--|
| i. Community development <input type="checkbox"/>          | ii. Social work <input type="checkbox"/>             |
| iii. Health and hygiene awareness <input type="checkbox"/> | iv. Medical camp <input type="checkbox"/>            |
| v. Adult education and literacy <input type="checkbox"/>   | vi. Blood donation camp <input type="checkbox"/>     |
| vii. AIDS awareness <input type="checkbox"/>               | viii. Environment awareness <input type="checkbox"/> |

Any other :

5. Are there any outreach programmes carried out by the College / Institute other than NSS & NCC? for example Population Education Club, Adult Education, National Literacy Mission or any other? Yes ☐ No ☐

6. How are students and teachers encouraged to participate in extension activities?

7. Does the College / Institute work and plan the extension activities along with NGO's and GO's?

8. Any other highlights :

#### **Criterion V: Infrastructure and Learning Resources**

1. Enclose the master plan of the College / Institute campus indicating the existing buildings and the projected expansion in the future.

2. How does the College / Institute plan to meet the need for augmenting the infrastructure to keep pace with academic growth?

3. How does the College / Institute propose to maintain its infrastructure?

4. How does the College / Institute ensure optimum use of its infrastructure facilities?

5. Does the College / Institute encourage using the academic facilities?

i. In collaboration with other agencies ☐

ii. By external agencies ☐

If yes, give details.

6. What efforts are made to keep the campus beautiful?

7. Is there an Advisory Committee for the library? Yes ☐ No ☐

8. Is the library interconnected with other libraries for inter-library borrowing?  
Yes ☐ No ☐

9. Is there a book bank facility in the central library? Yes ☐ No ☐

10. Are the following activities of the central library computerized?

i. Lending of books ☐

ii. Purchase of books ☐

iii. Lending of audio-visual material ☐

iv. Book bank ☐

v. Stock verification ☐

vi. Any other

11. Number of books/journals/periodicals that have been added to the central library during the last two years and their cost.

Particulars	Last Year		The Year before last	
	Number	Total cost (Rs. '000)	Number	Total cost (Rs. '000)
i.				
ii.				
iii.				
iv.				

12. What are the other facilities such as reprography, video and audio cassettes/CDs made available in the library?

13. Furnish the following details:

Working days of the Library

Working Hours of the Library

Books in the library

14. Is there a central computer facility in the College / Institute?

Yes ☐ No ☐

If yes, give the configuration and other hardware and software details.

15. Give the working hours of the computer centre and its access on holidays and off hours.

16. How many departments have computers of their own? Give the configuration and other details.

17. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years?

18. How are computer and their accessories maintained in the computer centre and other locations of the College / Institute?

19. What are the various health services available to the students, members of the teaching and non-teaching staff of the College / Institute?

20. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.
21. What are the incentives given to outstanding sports persons?
22. Give details of the participation and performance of students during the last year at the university, state, regional, national and international levels.

Level	Participation of students	Outcome
State		
Regional		
National		
International		

23. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation?
24. What are the various welfare programmes of the College / Institute? Give details.
25. List the various loans available to the members of the teaching and the non-teaching staff of the college.
26. What are the requirements and the eligibility criteria necessary to obtain loans that are available to the teaching and the non-teaching staff?
27. Is there a grievance redressal cell in the College / Institute? Yes ☐ No ☐  
If yes, how does it deal with grievances of the employees and others?
28. How many students reside in the hostels? What is the percentage of resident students?
29. Any other highlights.

#### **Criterion VI : Student Support and Progression**

1. Furnish the following details :  
Percentage of students, appearing for the qualifying exam. after the minimum period of study.  
Drop out rate.  
Progression to employment and further study. (UG to PG or PG to Ph.D.)  
Prominent Positions held by alumni.
2. How many students have passed the following examinations in the last five years ?  
UGC-CSIR (NET) Examination.  
GATE  
Indian Civil Services Examinations :  
GRE:  
TOEFL:  
GMAT:  
Any others.

3. Does the College/Institute collect feedback from students regularly?

UG students: Yes ☐ No ☐

PG students: Yes ☐ No ☐

Research scholars: Yes ☐ No ☐

If yes,

a. What was the feedback obtained from the students of last year?

b. Was it used for improvement?

c. Give details of the feedback mechanism which exists in the College / Institute.

4. Does the College / Institute publish its updated prospectus annually?

Yes ☐ No ☐

If yes, what are the contents of the prospectus?

5. What kind of financial aids are available to students from the central government, state government, the institution and others? Give details.

6. Mention the number of students who have received financial aid during the last two years

i.	Merit scholarship	
ii.	Merit-cum-Means	
iii.	Any others	

7. Does the College / Institute have an employment cell and a placement officer who offers career counseling to students? If yes, give details of the cell and its office.

i. Employment cell:

Role:

ii. Placement officer:

Role:

8. Do teachers participate in academic and personal counseling? Give details.

9. How many students were employed through placement service during the last year?

		UG students	PG students	Research scholars
i.	Local firms/companies			
ii.	Central government			
iii.	State government			
iv.	Public sector undertaking			
v.	Private sector			

10. Does the employment cell motivate the students to seek self-employment?

Yes ☐ No ☐

If, yes, how many are self-employed?

11. Does the College / Institute have an Alumni Association? Yes ☐ No ☐

If yes, indicate the activities of the Alumni Association.

12. How are the policies and criteria of admission of students made clear to prospective students?
13. State the admission policy of the College / Institute with regard to overseas students.
14. What are the support services given to overseas students?
- |  |  |
|--|--|
| i. One window admission service <input type="checkbox"/> | ii. Overseas students' office <input type="checkbox"/> |
| iii. Special accommodation <input type="checkbox"/>      | iv. Induction courses <input type="checkbox"/>         |
| v. Socio-cultural activities <input type="checkbox"/>    | vi. Welfare programme <input type="checkbox"/>         |
| vii. Police clearance <input type="checkbox"/>           |  |
15. What are the sports and recreational services / facilities given to students?
- |  |  |
|--|--|
| i. Indoor games <input type="checkbox"/>             | ii. Outdoor games <input type="checkbox"/>             |
| iii. Nature Clubs <input type="checkbox"/>           | iv. Debate Clubs <input type="checkbox"/>              |
| v. Student Magazines <input type="checkbox"/>        | vi. Cultural Programmes <input type="checkbox"/>       |
| vii. Audio Video facilities <input type="checkbox"/> | viii. Dance Music Competition <input type="checkbox"/> |
| ix. Essay writing <input type="checkbox"/>           |  |
15. Any other highlights :

#### **Criterion VII : Governance and Leadership**

1. Does the College / Institute have an efficient internal co-ordinating and monitoring mechanism? Yes ☐ No ☐  
If yes, give details.
2. Were any committees/external agencies appointed during the last three years to improve the organization and management? Yes ☐ No ☐  
If yes, what are the recommendations?
3. Does the College / Institute have an inbuilt mechanism to check the work efficiency of the non-teaching staff? Yes ☐ No ☐  
If yes, give details.
4. Is there a special Committee for preparing the academic calendar? Yes ☐ No ☐
5. During the last two years have all the decisions of the selection committee/general body been approved ? Yes ☐ No ☐  
If no, give reasons.
6. Does the College / Institute conduct professional development programmes for non-teaching staff? Yes ☐ No ☐  
If yes, give details

7. Furnish the amount spent under the various heads of expenditure last year. (2014-15)

Head of Expenditure	Budget provided	Amount actually spent in Rs. '000

- \* Percentage of expenditure on academic services.
- \* Percentage of expenditure on administration and other common services.
- \* Percentage of expenditure on student welfare services.

8. During the last two years did the College / Institute have an excess/deficit budget?  
Yes ☐ No ☐
9. Is there an internal audit mechanism? Yes ☐ No ☐
10. List the various loans available to the members of the teaching and the non-teaching staff of the College / Institute. What are the requirements and the eligibility criteria necessary to obtain loans that are available?
11. Any other highlights:

### Criterion VIII: Healthy Practices

1. Has the College / Institute adopted any mechanism/process for internal quality checks? Yes ☐ No ☐  
If yes, give details.
2. Is the College / Institute sensitized to latest managerial concepts such as strategic planning, teamwork, decision making and computerization?  
Yes ☐ No ☐
3. Does the College / Institute have  
Training programmes ☐  
MoU's with Industries ☐  
Research organizations ☐  
Student exchange programme. ☐
4. What are the other international linkages established by the College / Institute for training and research?
5. How does the College / Institute strengthen the regular academic programmes through other complementary systems like self-financing courses, non-formal mode and distance education?

6. What are the practices of the College / Institute to impart value based education?
7. How does the College / Institute inculcate civic responsibilities among the students?
8. What are the College / Institute efforts towards all-round personality development of the learners?
9. How is the College / Institute geared to achieve its specific goals and objectives?
10. What are the College / Institute efforts to bring in “community orientation” in its activities?
11. Indicate the efforts to promote general/transferable skills among the students such as
  - a. Capacity to learn ☐
  - b. Communication skills ☐
  - c. Numerical skills ☐
  - d. Use of information technology ☐
  - e. Work as a part of a team and independently. ☐
12. Any other College / Institute specific innovations which have contributed to its growth.

Signature & Seal of  
Chairperson/Secretary  
Of the society

Signature & Seal of  
Principal/Director

Undertaking from Principal of the College / Director of the Institute to the effect that-

a) there are not outstanding dues payable to the University as shown below :-

**Details of the dues paid to the University-**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Amount</b>	<b>Date of Payment</b>	<b>University Receipt No.</b>
<b>I</b>	<b>Eligibility fees</b>			
i.	F.Y. Students			
ii.	Others Students			
<b>II</b>	<b>Other fees</b>			
1	Student Computer Registration fees			
2	Students Development fund			
i.	Under Graduate			
ii.	Post Graduate			
3	Student Welfare Fund			
i.	Under Graduate			
ii.	Post Graduate			
4	Student Health insurance			
5	Pro-rata Contribution for Ashwamedh Competition			
6	Pro-rata Contribution for Sports & Cultural Activities			
7	Medical Examination fee for First Year Students			
8	Any other fees (Please specify)			
<b>III</b>	<b>Affiliation fees</b>			

b) The college / institute has not faced any disciplinary action during last 10 years.

Signature & Seal of  
Chairperson/Secretary  
Of the society

Signature & Seal of  
Principal/Director