

# Academic Audit Report

## PROFORMA-D 2018-19

## Inspection Committee Report for Affiliation Visits during Academic Year 2018-19

1. **Name and Address of the Institution:**

3. Number and names of the College(s) run by the Society: Yes/No  
If yes, give details

5. Name of University to which the College(s) is/are affiliated:

7. Type of the college: Engg. &Tech. (Co-Ed/Women)/ Pharmacy/ MBA/(Pl. tick categories)

9. Date of Last Inspection Visit:

10 Year of Establishment of the college:-

11. Date on which FIRST approval was accorded by AICTE/PCI

Courses with specialization for which affiliation is sought, with AICTE/PCI sanctioned intake/actual admitted:

Sr. No.	Name of the Degree*	Specialization**	4th Year		3rd Year		2nd Year		Recommendation of Inspection Team for 2017-18
			Sanctioned	Actual Intake	Sanctioned	Actual Intake	Sanctioned	Actual Intake	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
Intake year wise									
TOTAL EXISTING AND NEW INTAKE					SSUG=	SSPG=	SSUG+SSPG=		

UG (B.Tech/ B.Pharmacy/B.Arch/B.Sc HMCT). PG (M.Tech/M.Pharmacy/MBA/MCA)

SSUG Total approved UG intake for all years put together; SSPG Total approved PG intake for all years put together, \* Name of the Degree: B.Tech/ B.Pharmacy/B.Arch/B.Sc HMCT /M.Tech/M.Pharmacy/MBA/MCA

\*\* Please mention specialization in Broad Discipline M. Tech etc

## Part-II: Infrastructure Information

### ESSENTIAL REQUIREMENTS:

#### A. LAND:

i) **Land Area:** \_\_\_\_\_ acres \_\_\_\_\_ Karnals; ☐ Contiguous ☐ Two or three pieces

ii) **Land Registration:** Registered Sale Deed/Registered Gift Deed/ Govt. Lease

Date of Registration: \_\_\_\_\_

iii) **Land Conversion Certificate:** Issued by \_\_\_\_\_

on dated \_\_\_\_\_ for \_\_\_\_\_ purpose.

iv) **Building Plan** in the name of the proposed institution prepared by Architect and Approved by

Competent authority: Issued by \_\_\_\_\_ on dated \_\_\_\_\_.

v) Whether the said land is demarcated by **Compound wall** for the institution: Yes /No

vi) **All weather Approach Road Available:** Concrete Rd/Black Top Rd/Earthen Rd (min. 4m)

Vii) **Power & Water supply:** Adequate Not/ Adequate (1.5 Lt/Student/Day)

Viii) **Drinking Water Availability:** Municipal water/ bore well water/IP&H Scheme.

If bore well water, is water being purified by demineralization plant: Yes /No.

If no, other arrangement: Bottled water / purifier/Any other.

## **B. BUILT UP AREA (Sqmt):**

### **i) Administrative and Circulation Area in Sqm**

Faculty	Intake	<sup>1</sup> Administrative Area required (Sq. Meters)	<sup>2</sup> Circulation Area required (Sq. Meters)	Administrative Area Available (Sq. Meters)	Circulation Area Available (Sq. Meters)	Deficiency
Engineering		250 sqm for intake of 240	750 sqm for intake of 240			
Pharmacy		100 sqm for intake of 100	100 sqm for intake of 100			
Management		100 sqm for intake of 100	100 sqm for intake of 100			
Total						

<sup>1</sup> Administrative area include:-Principals office, main office, faculty seating area, store, reception area, conference room, strong room etc

<sup>2</sup> Amenities area includes: Common rooms for boys and girls, medical facility room, canteen, Post Office, Bank, Cooperative Store, STD/PCO facility etc.

<sup>3</sup> Circulation area include: Separate toilet for boys, girls, staff, corridors, staircases, common areas etc.

### **ii) Instructional Area & Standby Generator:**

Instructional Area			Required area in Sq Meters	Available Area (Sq. Meters.)	Deficiency
Engg- for 240	Pharma- for 60	Mngt – for 60			
Class rooms /Engg/Pharmacy/ Management			3/1/1 (each 66 sqm)		
Tutorial Rooms Engg/Pharmacy/ Management			2/1/1 (Each 36 sqm)		
Tutorial Rooms (PG) for PG courses other than MBA			(SSPG / 18) x 33 =		
Research laboratory (PG) (Engg/Pharmacy/)			75 sqm		
Workshops for (Mech/Civil/Prod/Electrical/Chemical and allied)			(250 sqm)		
Drawing Hall (Engg)			1 (175 sqm)		
Seminar Hall for (MBA) ; D= One Division of 60 Students			(50 sqm) x (D x 3) =		
Seminar Halls for others (For new Institution One hall)			175 x No. of Courses=		

Laboratories (Engg/Tech) * <b>See footnote (for four years)</b>	No. of Courses x 10 x 66 =		
Laboratories (Pharmacy) * <b>See footnote (for four years)</b>	12 x 75 =		
Animal House (Pharmacy)			
Computer Centre (Engg/Tech/MBA)	1/1 (each 150 sqm)		
Computer Centre(Pharmacy)	1 (each 150 sqm)		
Language Lab			
Library & Reading Room (Engg)	400		
Library & Reading Room (Pharmacy) B.Pharm	<b>150</b>		
Library & Reading Room (MBA/MCA)	<b>100</b>		
<b>Standby Generator (capacity)</b>	<b>62.5 KVA (one)</b>		

Additional 5 labs per Course, if number of Branch is more than 2 per Course

\* As per HimTU Syllabus, for First year Engg. class work, the following labs are required: 1) English Language Communication Skills Lab [ ] 2) Computer Programming Lab [ ] 3) Physics Lab [ ] 4) Chemistry Lab [ ], 5) IT Workshop [ ], 6) Engineering Workshop [ ] **Pl. tick if available [ ]**

\*\* As per HimTU Syllabus, for first year class work, the following Pharmacy labs are required: 1) Remedial Biology Lab [ ] 2) Dispensary & Hospital Pharmacy Lab - I [ ] 3) Pharm. Inorganic Chemistry lab [ ] ,4) Pharmaceutical Organic Chemistry lab-I [ ] 5) Anatomy and Physiology lab [ ] 6) English Language Communication Skills Lab [ ] . **Pl. tick if available [ ]**

### C. COMPUTERS:

**Total number of Computer required (on sanctioned intake)**

Norm	Total Sanctioned Intake	Required	Available	Deficiency
Engg (UG): 1: 4;				
Pharma (UG/PG): 1: 6;				
MBA/MCA: 1: 2				
M.Tech: 1: 2				

**D. INTERNET BANDWIDTH:**Lease Line Connection/Any other type

Norms	Actual	Available	Deficiency
Engg: 2 Mbps/intake of 240 (1:1)			
MBA/MCA: 2 Mbps/intake of 240; (1:1)			
Pharm: 1 Mbps/intake of 240 (1:1)			

(This is excluding exam branch internet connectivity)

**E. Application software, language lab software; etc.:-**

Norms	Required	Actually Available	Deficiency
Engg (UG) /MCA			
MBA			
Pharma (UG)			

**F.FACULTY:****i) Principal/Director Name:**

**Date of Birth : Age:** \_\_\_\_\_ yrs. \_\_\_\_\_ months (age <65 yrs )

**Qualifications:** Ph.D in Engg / Ph.D in Sciences / Ph.D in Mgmt / Ph.D in Pharmacy / Ph.D in Maths /Non-Ph.D / No Principal. **(Pl. tick)**

Date of appointment in the present institution:

Principal appointment HPT University Ratified: Yes [ ] No [ ]

If no, (reason)

**ii) Teaching Faculty Position Department wise:**

S. No.	Course	Branch/Deptt.		No. of Faculty members Available in the Dept. On the day of Inspection			Faculty on leave (With proof)
				Prof.	Assoc. Prof.	Asstt. Prof.	
1.	B. Tech.						
2	M. Tech.						
3	B.Arch.						
4	B. Pharmacy						
5	M Pharmacy						
6	MBA						
7	MCA						
8	B.Sc. HMCT						
				Total			

Faculty students ratio:-

Norms	Required	Actual	Deficiency
Engg / Pharm(UG =1:15			
Engg/Pharm (PG)=1:12			
MBA/MCA = 1:15			

The cadre ratio should be 1: 2: 6 (Professor / Associate Professor / Assistant Professor)

\* Faculty to be considered as full time are those who are qualified as per AICTE requirements

\*\* Faculty/ student ratio of a dept. shall not be less than 1: 20 for 2nd, 3rd and 4th years of B.Techprogrammes, whereas  
for four years of B.Tech, the overall ratio should be 1: 15.

#### For PG Courses:

One professor with Ph.D. in concerned discipline and two Associate/Asst Professors with minimum M.Tech Qualifications are necessary, exclusive of UG load.

#### iii) Total Staff Position of the College/Institution

Total No. of Teaching Faculty (Actual)	Total No. Labs & Supporting Staff* (Actual)

\* Faculty to supporting staff (Programmers/Lab Assistants/Technicians) ratio should be 1:0.5

#### iv) Appointment/Ratification of Faculty through HP University Selection Committee.

No. of faculty ratified by University: \_\_\_ out of total \_\_\_\_\_ = \_\_\_\_\_ %

#### G. LIBRARY BOOKS, MAGAZINES, and JOURNALS

Books	Requirement	Up to Last Year	Added in preceding Year	Total
Titles	Engg- 250/course MBA & Pharma-150 each			
Volumes	Engg-1000/ course, Pharmacy – 1500 MBA – 500			
Journals	Engg- 3/course, Pharmacy – 15 MBA - 3			
Magazine				
Newspaper	3- English, 3-Hindi			
Photocopier	1			
Internet Connection	2 mbps			

Digital Library: 15 computer systems; subscription to e-journals and also to NPTEL learning materials.

**H. Examination Branch Facility: (Norms for conducting test for assessment and Technical University Examination )**

Computers (three P4 configurations and above) :  
High Speed Copier Machines (One) :  
Fax and Phones (One and One) :  
Printers (at least one laser printer) (Two) :  
Internet Bandwidth (1 Mbps) :

**(exclusive of Computer lab connectivity)**

Confidential room for question paper preparation : Yes No

**(The examination branch should be located adjacent to the Principal's room)**

**I. Institute Website (mandatory to all institution):-** last updated & frequency of updated.

**J. Teaching & Learning:-**

i) Implementation of Academic Calendar issued by University:- Yes/No

(Check Register/record of Faculty members randomly to find out any deviation) & report.

ii) If yes, reason for deviation:-

iii) Verification of result of last year:-

Course	4 <sup>th</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	1 <sup>st</sup>
B. Tech.				
MBA				
M. Pharmacy				
M. Tech.				

iv) No of conferences, workshop, STTP conducted:-

v) Faculty sponsored for national/international conference workshop/school:- Yes/ No

Sr No	Name of Faculty	Place and dates of Conference	Remarks

vi) Participation of faculty in University work:-

(a) Conduct of Examination:-

(b) Evaluation:-

(c) Any other:-

**DESIRABLE REQUIREMENTS:**

- 1) Transport Facility (for staff and Students): \_\_\_\_\_ buses for staff, \_\_\_\_\_ buses for students
- 2) Potable Drinking water facility (minimum 600 ltrs/day):
- 3) Sports facility (Indoor & Outdoor) :
- 4) Auditorium 1000 capacity :
- 5) Professional chapters such as IEEE, ISTE, etc:
- 6) Boys/Girls hostel facility:
- 7) Faculty/Staff Quarters:
- 9) Bank/Post Office/Stores/ Photocopy machine/Public Telephone:  
Y/N /              Y/N /              Y/N /              Y/N /              Y/N
- 10) Placement and Training Cell:
- 11) Industry Institute Interaction Cell and MOU with Industry/ R&D Units:
- 12) Entrepreneurship Development Cell (EDC):
- 13) NSS/NCC/YOGA Club:
- 14) Medical & First Aid Facility:

**Part-II Quantitative Assessment****i) ACADEMIC PERFORMANCE:**

<b>POINTS ALLOTTED</b>	<b>POINTS OBTAINED</b>
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1. Overall pass percentages in first year _____ %	(10)
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<20%	21-30%	31-40%	41-50%	51-60%	61-70%	>70%
4	5	6	7	8	9	10

(Data to be verified with Dean, HimTU)

2. Overall pass percentages in outgoing year _____ %	(10)
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(as applicable)

<20%	21-30%	31-40%	41-50%	51-60%	61-70%	>70%
4	5	6	7	8	9	10

(Data to be verified with Dean, HimTU)



3. (a) For Engineering Courses only

- No. of students placed on/off campus: (for the past three years) (3)

<3%    3-5%    5-7%    7-10%    >10%

0.5      1      1.5      2      3

- Organizing pre-placement program under TEQIP-III (2)

(b) For Other Courses (Management, Pharmacy etc.)

- No. of students placed on/off campus: (for the past three years)

<3%    3-5%    5-7%    7-10%    >10% (5)

1      2      3      4      5

4. No. of seminars/conferences organized by Institution in the past (5)

Academic year:

Each seminar/conference conducted carries one point subject

to a maximum of 5 points (in the past academic year)

5. (a) For Engineering Courses only

- No. of Teachers deputed for Faculty Development Programmes (4)

in the past academic year: for Short-Term Programmes

- No. of Teachers deputed for Faculty Development Programmes (3)

in the past academic year: under TEQIP-III.

- Compulsory Internship attended by the students under TEQIP-III  
in the past academic year. ( 3)

(b) For Other Courses (Management, Pharmacy etc.)

- No. of Teachers deputed for Faculty Development Programmes(1 pts)(10)

in the past academic year: for Short-Term Programmes

6. No. of International/National Journal papers published by faculty

and students of the institute in the past academic year:

(One pt per paper subject to a maximum of five pts) (05)

7. No. of International/National conference papers presented by faculty

and students of the institute in the past academic year:

(one pt per paper subject to a maximum of five pts) -----  
(50)

**TOTAL MARKS OBTAINED FOR ACADEMIC PERFORMANCE (X) =**

Note: For first, second, and third year colleges points may not add up to 50.

ii) **Infrastructure Parameters (Please award points for the following parameters)**

**(TOTAL POINTS: 50)**

**1. Built up area (total area in m<sup>2</sup>/ Quality/Internal Layout/Design/Circulation Area )**

No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1) (05)

**2. Instructional area (No. of Classrooms/Area/Furniture/Teaching Aids):**

No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1) (05)

**3. Laboratories/Workshops (No. of Labs/Workshops, quality of equipment available):** (05)

No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1)

**4. Computing Facilities/Internet Facilities (Student computer ratio & no. of licensed soft**

**wares available):** No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/

Short-fall > 20% (1) (05)

**5. Availability of Qualified Principal (Qualifications+ age+ ratified + experience +**

**duration of present tenure):** (5) / (4) / (3) / (2) / (1) (05)

**6. Library (Area/Books/Journals/staff/ Timings ): No short-fall (5)/ Short-fall by 5% (4)/ Short-fall**

by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1) (05)

**7. Faculty (Prof. : Assoc. Prof. : Asst. Prof. :: 1:2:6 cadre ratio); Qualifications &**

**Experience, FSR 1:15(12 with PG), competency):** No short-fall (10)/ Short-fall by 5% (8)/ Shortfall

by 10% (6)/ Short-fall by 15% (4)/ Short-fall > 20% (2) (10)

(Pl. note that points allotted for faculty are 10 as against 5 points for all other parameters)

**8. Supporting Staff (Faculty to (Programmers/Lab Assistants/Technicians) is 1: 1.25,**

**Qualifications & Experience, competency):** No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by

10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1) (05)

**9. Power Generator/Approach Road/College Ambience/Drinking Water/Toilets: Excellent**

(5)/ Very Good (4) / Good (3) / Satisfactory (2) /below satisfactory (1) (05)

**TOTAL POINTS OBTAINED FOR INFRASTRUCTURE PARAMETERS (Y) = /50**

**MAX. POINTS ( Z = X + Y)**

**OVERALL POINTS (Z) = \_\_\_\_\_(X) + \_\_\_\_\_ (Y) (Z) =**

Note: For first, second, and third year colleges points may not add up to 100.

**Note :Minimum qualifying score is 65 points out of 100 points, but in each section minimum qualifying score is 25 points. The obtained score will be the parameters to decide about affiliation and extension of affiliation of the concerned college/institute.**

**iii) Extra activities**

- 1) Sports facilities.
- 2) Cultural activity
- 3) Soft Skill Centre
- 4) Placement and Training
- 5) Formation of Technical Society (Department wise)
- 6) Membership of Corporate and Professional Societies (IEEE, CII, FCCI, etc)
- 7) Tech Fest

**iv) Other information:**

**(A) Please answer the following with either YES (Y) or NO (N)**

1. Is the institute sharing the premises with other institute ( )
2. Is the institute sharing the staff with other institute ( )
3. Is the institute sharing the laboratory space with other institutes ( )
4. Is the institute sharing the laboratory equipment with other institute ( )
5. Is the institute running the courses not approved by the university ( )
6. Is the institute located at the place for which approval of AICTE ,  
Government and HP University has been sanctioned? ( )
7. Are there students studying who are not registered with this institute ( )

**(B) Interaction with Faculty members in the absence of Management members:**  
(A brief Report shall be furnished not more than 100 words, use separate sheet)

**(C) Response on the Complaints received on the College:**  
(Complaints shall be provided by the Technical University, if any)

**(D) Interaction with Students in the absence of faculty and staff (use separate sheet):**

(E) Any other Observations/Comments (Not More than 50 words):

(F) Details of shortcomings/deficiencies pointed out by Inspection Team (use separate sheet):

**Details of the Committee Members:**

S.No.	Name of team members	Designation	Signature
1	Member (Convener)		
2	Member:		
3	Member:		
4	Member:		
5	Member (Civil/Arch)		

# Inspection Report

(to be filled by the Inspection Committee)

1. Purpose of inspection : \_\_\_\_\_
2. Date of inspection : \_\_\_\_\_
3. Type of Institution : \_\_\_\_\_  
(Govt./Private)
4. Name of Programme : \_\_\_\_\_  
(B.Tech./M.Tech./MBA/  
MCA/B.Pharm./M.Pharm.B.Sc.HMCT/B.Arch )
5. Check points for Departmental activities (For Team Member to fill). For each department a separate sheet should be used.

Branch \_\_\_\_\_

Semester \_\_\_\_\_

Sr. No.	Details of Inspection	Subject Code				
1	Is separate subject file prepared?					
2	Is lesson plan prepared?					
3	Is attendance muster prepared and maintained properly.					
4	Are lecture notes prepared?					
5	Is lecture notes hand written/ computerized/OHP sheet?					
6	Is staff member using any teaching aids?					

7	Is industrial visit organized related to subject?					
8	Is assignment prepared for subject?					
9	Are lectures conducted regularly?					
10	Home work/assignments/tutorials assigned to students?					
11	Is alternative arrangement practice followed when any faculty is on leave/on duty?					
12	How many lectures are conducted actually?					
13	How many lectures should have been as per scheme? (Please verify HPTU teaching scheme, attendance muster and lecture plan)					

Other information (about Faculty and Subjects) \_\_\_\_\_

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6. Check points for Departmental activities (Laboratory) (For Team Member to fill). For each department a separate sheet should be used.

Sr. No.	Details of Inspection	Subject Code				
1	Is Term work file maintained properly?					
2	Is list of practical well defined?					

3	Is term work evaluation done regularly with grading system?					
4	Is assignments given evaluated?					
5	Is Laboratory attendance system well maintained?					
6	Is Laboratory conduction plan is prepared and executed properly?					
7	Are laboratories conducted regularly?					
8	How many laboratories are conducted actually?					
9	How many laboratories should have been conducted as per scheme? (please verify HPTU teaching scheme, attendance muster and laboratory plan, if any)					

Other information (about laboratory) \_\_\_\_\_

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7. Check points for College activities (For Chairman of the Committee to fill)

Sr. No.	Activities to be verified	Remarks
1	While taking round, have you found regular classes being conducted?	
2	While taking round, have you found regular laboratories being conducted?	
3	Is Management found cooperative? If no, mention details in remark.	

4	Is Principal found cooperative? If no, mention details in remark.	
5	Is HOD found cooperative? If no, mention details in remark.	
6	Is Staff Members found cooperative? If no, mention details in remark.	
7	Is College keeping watch on less attendance students monthly?	
8	Are time tables displayed on Notice Board for students' reference?	
9	Is attendance found sufficient in the college during inspection?	

8. Interaction with faculty members in the absence of Management members (a brief report shall be furnished not more than 100 words, use separate sheet, if required)

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9. Interaction with students in the absence of faculty and staff (a brief report shall be furnished not more than 100 words, use separate sheet, if required)

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10. Brief comments of the Committee

<b>Sr. No.</b>	<b>Component</b>	<b>Summary</b>	<b>Deficiencies, if any</b>
1	Land & building		
2	Labs/Workshop/Work stations		
3	Library		
4	Computer facilities		
5	Software facilities		
6	Other facilities		

7	Teaching Staff/Faculty		
8	Non-teaching staff		
9	Non-Teaching Supporting Staff		
10	Salary		
11	Status of compliance of specific conditions of last approval/extension of approval by AICTE/HPTU		
12	Warning issued by the Technical University, if any		
13	Conduct of Induction Programme for First year student under TEQIP-III (For Engineering Course Only)		
14	Establishing start up cell or club/Experts visit to incubation centers, venture		

	capital, research parks under TEQIP-III (For Engineering Course Only)		
15	Any other point, Committee would like to bring to the notice of the University (separate sheet may be used for detailed elaboration)		

11. Recommendations of the Inspection Committee (please tick the appropriate)

**Recommended/Not Recommended**

12. Name and Designation of Committee Members

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Signature</b>
1				
2				
3				
4				
5.				