



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY

Nanded-431606, Maharashtra State, India

Established on 17th September 1994, Recognized By the UGC U/s 2(f) and 12(B) NAAC Re-accredited with 'B++' grade

Inspection Report for Fresh Affiliation/ Continuation of Affiliation/ Increase in Intake for the year _____

(To be filled and submitted to SRTMU by an organization seeking approval of the course / continuation of the approval)

To be filled up by SRTMU

Inspection No. : FILE No. : Date of Last LIC & its report:

To be filled up by LIC Inspectors

Date of Inspection:

Names of the Inspection Committee:

- 1.
- 2.
- 3.

Date of Last LIC & its report:

PART 1: GENERAL INFORMATION

Affiliation seeking for:

MCA Year

1	Name of the Society/ Registration No. & Address with Phone Nos. E-mail ID:	Enclose copy of Registration documents of Society/Trust: Annexure 1			
2	Name of the College with postal address: Landline: Mobile: E-mail ID:				
3	Status of the course conducting body	Government / University / Autonomous / Aided / Private			
4	College code: AICTE ID: DTE Code No:				
5	Name of the Principal/Head of the institution				
	Qualifications & Date of Birth				D.O.B. :
	Experience				
	Whether appointed through SRTMU, Nanded University Selection Committee	Yes/No			
6	Mobile:				
	E-mail ID:				
	Aadhar Card number:				
	PAN Card number:				
7	Land Area Details	Actual Land Area		Expected Land Area	
8	Year of Establishment				
8	UG Courses run by the College	S. No.	Courses	Sanctioned Intake	Admission 20 -20
		1	BCA		
		2	BBA		

9	PG Courses (with specialization) run by the College	1	MCA		
		2	M.Sc.		
		3	MBA		
			i.		
			ii.		
			iii.		
	iv.				
	v.				
10	Details of Inspection/Affiliation Fee Paid	Name of the Bank DD No: Date: Amount:			
11	Status of the College(In case of Minority College, latest Minority Certificate issued by the competent authority to be enclosed)	Minority/Non-Minority			
		Co-Education / Women			
12	Whether College Development Council has been constituted as per Maharashtra University Public Act 2016 and Date of last meeting:	YES / NO		Date :	
13	Whether Governing Body has been constituted and Date of last meeting	YES / NO		Date :	
14	Working hours of the college				
15	Work load statement Department-wise,Teacher-wise (to be enclosed) Annexure 2				
16	Block time table for the course showing (i) Room No, (ii) Name of the Class (iii) Name of the Teacher in each period (to be enclosed) Annexure 3				
17	Scale of pay: Teaching Staff Non-Teaching Staff	AICTE/UGC/State Govt. State Government	Remarks:		
18	Whether revised pay scales of VII Pay Commission are paid to the staff.	YES / NO			
19	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement. Annexure 4	Maximum salary			
		Minimum salary paid			
		Paid through		Cheque/Cash /Online	
20	Institute have provide PF/ Gratuity/Pension benefit		Remarks:		
21	Updating College website	YES / NO			
22	Whether Permanent appointment letters are given to Teaching & Non-teaching staff	YES / NO			
23	Whether service book record of all teaching staff is updated and maintained in duplicate?	YES / NO			
24	Whether biometric facility is available for daily attendance of teaching & non-teaching staff?	YES / NO			
25	Whether record of all students is entered in a general register?	YES / NO			

26	Discipline monitoring using CCTV facilities is available	YES / NO
27	Clean College campus with maintained garden is available	YES / NO
28	Whether fees collected from students are as approved by concerned authority?	YES / NO
29	Participation of students in last year leads college activity, Youth Festival.	YES / NO Enclose details: Annexure 5
30	Organization of intra- and inter-college, lead college, university and zonal sports events in previous academic year	YES / NO Enclose details: Annexure 6
31	Participation of students in intra- and inter- college sports events in last year	YES / NO Enclose details: Annexure 7
32	Participation of students in curricular and extra curricular events in last year	YES / NO Enclose details: Annexure 8

33. Course wise Faculty Information

Sr. No	Name of the Faculty	Designation	Qualification	Subject	Category	Joining Date	University Approval Letter No. & Date

(Note: Attach a separate list Annexure 9)

34. (a) Non-teaching Staff Details:

Sr. No	Name	Designation	Qualification	Date of Joining

(Note: Attach a separate list Annexure 10)

(b) Supporting Staff Details:

Sr. No	Name	Designation	Qualification	Date of Joining

(Note: Attach a separate list Annexure 11)

35. Visit date of the Previous local inquiry committee:

36. Conditions laid down by previous local inquiry committee and Status of compliance:

Sr. No	Conditions	Compliance status
1		
2		
3		
4		
5		

Note: Attested copy of the compliance report with supporting documents should be attached (Annexure 12)

Part 2: INFRASTRUCTURE

2.1 EDUCATIONAL DETAILS (Please refer the AICTE norms)

Sr. No	Details	Observations		Remarks
		YES	NO	
1	Principal / Director fulfilling eligibility			
2	Approved principal /Director			
3	Adequacy of Teaching Faculty Required.....Available.....			Faculty: student ratio :
4	All teaching staff eligible			
5	All teaching staff approved by the University			
6	Eligible Librarian			
7	Adequacy of teaching aids			
8	Academic calendar in use			
9	Time-table for academic activities			
10	Involvement of Industrial experts in imparting education & training			

2.2 LIBRARY DETAILS (Please refer the AICTE norms)

Total Area (in Sq.ft):

Sr. No.	Particulars	Number/ Quantity	Remarks
1	Volumes		
2	Titles		
3	National Journals		
4	International Journals		
5	Library management software		
6	Reading Room capacity		
7	Multimedia PC's		
8	E-Journals		
9	Membership Details		
10	Total Amount Spent on Books during the year.....		
11	Total Amount Spent on Journals during the year.....		

3 GENERAL COMPUTATIONAL FACILITIES: (Please refer the AICTE norms)

Sr. No.	Particulars	Number/ Quantity	Remarks
1	Desktops		
2	Server Machines		
3	Licensed software		
4	Network components (LAN / WAN)		
5	Internet Bandwidth / Wi Fi		
6	Printers / Other equipment		
7	Reprographic facilities		

2.4 INSTRUCTIONAL AREA:

Sr. No.	Particulars	MCAI	MCAII	MCAIII	OTHERS	TOTAL
1	Class Rooms					
2	Tutorial Rooms					
3	Staff Rooms					
4	Laboratories					
5	Workshop (if any)					
6	Internet Lab					
7	Library & Reading Room					
8	Language Laboratory					
9	Seminar Hall					
10	TPO					
11	Total No. of UG Class/Tutorial Rooms					
12	Total No. of PG Class/Tutorial Rooms					

2.5 ADMINISTRATIVE AREA:

Sr. No.	Particulars	Observations		Remarks
		YES	NO	
1	Principal /Director Office			
2	Board Room			
3	Administrative Office			
4	Cabins for Head of Departments			
5	Exams Control Office			
6	Placement Office			
7	NSS Room			
8	NCC Room			
9	Maintenance			
10	Central Store			
11	Security			
12	House Keeping			
13	Pantry for Staff			

2.6 AMENITIES:

Sr. No.	Particulars	Observations		Remarks
		YES	NO	
1	Boys Common Room			
2	Girls Common Room			
3	Cafeteria			
4	Backup Electric Supply / Generator			
5	Safety provisions including fire and other calamities			
6	Adequate drinking water facilities on each floor			
7	Transport facility and Parking Area.....in Sq.ft			
8	Play Ground facilities.....area in Sq.mts..			
9	Fire Safety Clearance certificate			
10	Occupancy Certificate (from the competent Authority)			
11	Drinking water facility			

12	Sanitation Certificate (from the Competent Authority)			
13	Structural Soundness Certificate (from the Competent Authority)			
14	Separate toilets for Boys and Girls			
15	First aid cum sick Room			
16	Display of Courses and approved intake at the entrance of the College			

2.7 Remarks on the minimum infrastructure set up / equipments required for MCA Program (Please refer the AICTE norms)

S. No	DETAILS OF THE REQUIREMENTS	As per AICTE Norms available		Remarks
		Yes	No	
1	DEDICATED LABORATORIES			
2	THEORY HALLS			
3	PRESENTATION HALL / SEMINAR HALL			
4	SERVERS AND SERVER ROOMS			
5	LEGAL SOFTWARE			
6	UPS AND BACK UP FACILITIES			
7	COMPUTERS / LAPTOPS			
8	PRINTERS AND OTHER PERIPHERALS			
9	INTERNET FACILITY			
10	LCD PROJECTORS / INTERACTIVE BOARDS			
11	NETWORK INFRASTRUCTURE			
12	Wi-Fi facility			
13	Technical Non Teaching Staff			
14	Fire Extinguishers			
15	Special arrangements for differently able persons			

2.8 Infrastructural and other Details

Please attach certified proofs / reports / documents for following as Annexure

1. Laboratory wise configuration of the Servers and Desktop computers / laptops
2. Laboratory wise legal system software
3. Laboratory wise legal application software including programming languages, platforms, data bases , etc
4. Laboratory wise open source software being used
5. Laboratory wise Network Infrastructure setup including switches/ routers / LAN cables
6. Laboratory wise UPS / Back Up facilities
7. Provision of LMS- Learning Management System
8. Professional trainings / courses / workshops/ FDPs/ refresher courses undertaken by faculties

9. Report on Industrial visits / industrial internship / TPO activities
10. Subscription to E-Journals and National Journals, Reprographic facility, Printing facilities
11. Digital Library facility with multimedia facility is essential, Availability of NPTEL facility

2.9 Details of the functioning of statutory bodies/Committees:

Sr. No	Statutory body	Constituted		Functional as per regulations		Remarks
		Yes	No	Yes	No	
1	Local Management Committee					
2	Student Council					
3	Standing Committee					
4	Purchase Committee					
5	Development Fund record Committee					
6	Library Committee					
7	Gymkhana Committee					
8	Antiragging Cell					
9	Prevention of Sexual Harassment Committee					
10	Redressal Committee					
11	Academic Quality Assurance Cell					
12	Officers addressing RTI issues					
13	Other Committees i. ii. iii.					

2.10 Details of Financial documents made available for inspection:

S. No	Particulars	Observations		Remarks
		Yes	No	
1	Current year budget (Yr.....)			
2	Receipt/Payment Account(Yr.....)			
3	Income/Expenditure (Yr.....)			
4	Balance sheet (Yr.....)			
5	Cash book			
6	Ledger			
7	Fee register			
8	Personal Ledger Account			
9	Backward class scholarship record			
10	Development fund record			
11	Dead Stock register			
12	Accession register			

13	Building fund			
14	Reserve fund			
15	Deficit fund			
16	Trust/Society audit report			

2.11 Committees constituted for co-curricular, extracurricular and other activities:

Sr. No	Statutory body	Constituted		Functional as per regulations		Remarks
		Yes	No	Yes	No	
1	Examination section					
2	Attendance committee					
3	Departmental boards					
4	Guest lectures / Seminars Symposium Committee					
5	Industry-Institute partnership/interaction Cell					
6	Entrepreneurship development career guidance & placement Cell					
7	Wall magazine Committee					
8	Gaurdians-teachers association					
9	Publicity Committee					
10	Industrial tour cell					
11	Quality Assurance Cell					
12	Alumni association					
13	Parents meets					
14	IPR Cell					
15	Incubation centre					

2.12 ACADEMIC AND RESEARCH ACTIVITIES:

No	Academic Activities	Particulars	Remarks
1	No. of Research projects completed till date	Major> 3Lakh: Minor:	
2	No. of Research projects undertaken till date	Major> 3Lakh: Minor:	
3	No. of Book publication		
4	No. of Research publications till date	National and International:	
5	No. of Presentation till date	Regional , National and International:	
6	Conferences Conducted		
7	Conferences Attended		
8	Start up camps / Entrepreneurship camps organized / attended		

(Note: Attach list of publications and projects)

**2.13 Whether Internal Assessments are conducted periodically as per university norms
Annexure-**

Sr. No.	Course	I Sessional Dates DD/MM/YY		II Sessional Dates DD/MM/YY		III Sessional Dates DD/MM/YY		Remarks
		Theory	Practicals	Theory	Practicals	Theory	Practicals	
1	MCAI							
2	MCAII							
3	MCAIII							

***Enclose copy of Examination time table copy as Annexure**

12. LIC Committee's Remarks:

After interacting with all possible stake holders of the college and verifying the physical facilities and documents the committee in light of the above observations states that the following efforts needs to be taken for the academic development of the students and college.

Infrastructure and Amenities

- 1. _____
- 2. _____

Academic

- 1. _____
- 2. _____
- 3. _____

Management of Finance

- 1. _____
- 2. _____
- 3. _____

Library Facilities

- 1. _____
- 2. _____
- 3. _____

Computational Facilities

- 1. _____
- 2. _____
- 3. _____

Members who interacted with the committee:

Sr. No.	Member	Name	Remarks
1	Principal		
2	Management Representative		
3	Student Council		
4	Teaching Staff		
5	Non-Teaching Staff		
6	COC/LAC Members		

Chairman

Member

- Member

Member

(_____)

(_____)

(_____)

(_____)

Place :

Date :

Annexure – I

(Attested Photocopies attached with Local Inspection Committee Report)

The following documents were furnished before the committee:

1. Letter of University regarding College inspection
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. Fixed Deposit documents
7. Attendance Register (Muster, Teaching & Non-Teaching)
8. List of Teaching & Non Teaching Staff (As per prescribed Format)
9. Roster, Teaching (If Applicable)
10. Roster, Non-Teaching Staff (If Applicable)
11. Last three Years Advertisements for Recruitment (If Applicable)
12. Salary Statements and Acknowledge Of Concerned Bank (Current month)
13. P.F. Returns / IT –No. 16 form/ Govt. Assessment from J.D. (H.E.) (Last Year)
14. Built Up Area Statement dully Signed by Architect
15. Land Use Certificate, 7/12 extract & NA Order if any
16. Balance Sheets with Audit Reports (Last three year)
17. Academic Calendar for the Current Year
18. NAAC Accreditation Letter / Reaccreditation Letter No.
19. Copy of College Covered Under 2(F) & 12(B) of UGC
20. Fixed Deposit Receipts if any
21. 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 programmes.
22. Last three year admission & result information: Class wise, Division wise, Subject wise drop out
23. Vision, mission and objectives of the institution
24. Special merit shown in Sports/Athletics events
25. Special merit shown in cultural events
26. Any other relevant information which committee require
27. Last four years advertisements for recruitment
28. Availability of Language Laboratory (Mandatory as per AICTE Norms)
29. Availability of Potable water supply
30. Provision of backup power supply
31. Details and proof of telephone connections available at the proposed Technical Institution
32. Availability of Vehicle Parking
33. Availability of Institute website
34. Display board within the premises as well as in the web site of the Institution indicating the feedback facility of students and faculty available in the AICTE Web portal
35. Barrier free built environment and toilets created for physically challenged. (Ramp or Working Lift etc.)
36. Safety provisions including fire and other calamities
37. General insurance provided for assets, students, teaching & nonteaching faculty

38. Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other items.
39. Proof of provision of Internet bandwidth in Mbps and contention ratio
40. List giving titles of books and volumes of each purchased for Library
41. Copy of Invoice / Cash Memo for equipments and Library Books
42. List and details of hard Copy of National Journals subscribed
43. Sanction of electrical load by electric supply provider company
44. A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
45. Details and proof of telephone connections available
46. Details and proof about medical facility and counseling arrangements
47. Details of reprographic facility available for students
48. Video recording with date and time of the entire proceedings of the Visit,

**Name & Signature of
Principal**

**Name & Signature of
Member 1**

**Name & Signature of
Member 2**

**Name & Signature of
Chairman**