SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY
MUMBAI – 400020.

Affi.Gen.1/Circular/ 2024-25 |3|09

25 March, 2025

CIRCULAR

To,
All Principals and In-Charge Principals of Affiliated Colleges

Subject: Mandatory Academic and Administrative Audit (AAA) Inspection as per Maharashtra Public Universities Act, 2016

Sir/Madam,

As per Section 117 of the Maharashtra Public Universities Act, 2016, it is mandatory to inspect every affiliated college at least once every three years to assess academic standards and administrative compliance. The Pro-Vice-Chancellor is empowered to conduct these inspections through appointed committees.

Colleges that were in existence during the academic year 2021-2022, as well as those newly affiliated from 2021-2022 onwards are eligible for the upcoming Academic and Administrative Audit (AAA) inspection. The University has scheduled these inspections to be completed within the next three months.(April to June 25)

To facilitate a faster, smoother, and more accurate inspection process, the University has introduced an online software system. All affiliated colleges are instructed to initiate the AAA process within the given timeframe by adhering to the following steps:

• Colleges which have to apply for **ACADEMIC AND ADMINISTRATIVE AUDIT 2024-25 (AAA 2024-25)** in this academic year 2024-25 will be given a separate online link on the Affiliation Online Portal, and will also receive an SMS on the registered mobile number for SMS alerts in College Information.
• Colleges should Login to the Affiliation Online Portal i.e. (https://sndtwuonline.org.in) and select the academic year 2024-25 session.
• Colleges should click on the AAA 2024-25 link in the academic year 2024-25 session.
• Colleges should fill/submit the application form available on the **APPLICATION FOR AAA 2024-25** link within 7 days from the link activation.

• After submitting the AAA 2024-25 online applications, the colleges should keep the printout of the application form and the relevant documents as per the checklist for sharing with the AAA Committee members on the day of committee visit to the concerned college.

Please note that failure to conduct the AAA inspection within the stipulated timeframe may result in disciplinary action as per University regulations and decisions taken by the University authorities from time to time.

Treat this matter with utmost urgency and ensure timely compliance.

For any queries or assistance regarding the AAA process, please contact the University affiliation section on 022 22091577.

(Dr. Himmat Jadhav)
Dean, Faculty of Science & Technology
Affiliation Section (Addl. Charge)

MANUAL FOR AFFILIATED COLLEGES

All Applicant Colleges/Institutions are required to refer this document for submitting application for Academic and Administrative Audit.

College Name : [ETEST] - Test College

Reference No : SNDTWU/AAA/2425/PLMNB9

Sr. No.	Criteria	Document	Attached Document
1	Land/Building(s)of the college/Institution is	In case of Own: Registered Sale Deed, Property Card or 7/12 In case of Rented: Rent agreement duly registered	☐
2	Physical facilities with furniture	Document detailing the count of available physical facilities and resources in the institution, including numbers for cabins, classrooms, laboratories, equipment, and other amenities. For some programs laboratory may not be required	☐
3	Books in the Library	List of total number of texts, reference, digital books year wise program wise since inception of college including assessment year. (Note: Accession register(updated), purchase bills and proof of payment needs to be ready in case of inspection.)	☐
4	Print Journals	List of total number of Journals (National/International) year wise program wise since inception of college including assessment year	☐
5	Digital Library Facilities: (Inflibnet / Del net / SNDTWU KRC etc.,)	Evidence of having Inflibnet, Delnet, KRC subscription and proof of payment for the assessment year.	☐
6	Internet Facility with bandwidth	Evidence of having internet connection with the mention of Bandwidth and proof of payment to the service provider for the assessment year.	☐
7	Book Bank Facility	Policy document and list of beneficiaries for book bank.	☐
8	Library is automated	Name of automation software, agreement with vendor and payment proof.	☐
9	Reading Room	Floor plan of library	☐
10	Budget allocated for purchase of books and Journals during the year	Evidence of budget allocation	☐
11	Students Complaint/Suggestion Box	Maintained student visit register with dates.	☐
12	Principal	Approval Letter of the Principal or Officiating Principal	☐
13	Teaching Faculty	Subject-wise Current list of teachers including approved and/or contractual and/or Ad hoc and/or CHB teachers mentioning the date of appointment, joining and approval letter (if applicable).	☐
14	Non-Teaching Staff	Current List of Non-Teaching Staff along with Daily Wedges Staff	☐
15	Sport Facility	List of facilities provided for sports	☐
16	Playground	Plan indicating location of playground / Rent Agreement MoU	☐
17	N.S.S./N.C.C.	Documentary Evidence of Activities conducted	☐
18	Cultural Activities	Evidences of Cultural activities	☐

Sr. No.	Criteria	Document	Attached Document
1	The institution assesses the learning levels of the students, after admission and organizes special programs for fast learners and slow learners.	Mechanism/policy to identify fast & slow learners. Measures/special programs conducted based on the need.	☐
2	Student centric methods, such as experiential learning, participative learning and problem-solving methodologies etc. are used for enhancing learning experiences.	Concept note indicating the methodology of executing such student centric activities for each method.	☐
3	Learning Management Systems (LMS) in use	Name of learning management system existing in college and a write-up of one page mentioning its scope.	☐
4	Use of E-learning resources 10% or more students completing MOOCs	Name of learning resource provider with list of students successfully completed the course.	☐
5	Ratio of mentor to students for academic and stress related issues (Total Teacher : Total Students) (Mentor: Mentee)	Policy document of mentor-mentee scheme. List of issues handled and number of students benefitted. Also mention ratio of mentor and mentee	☐
6	Number of capability enhancement and development schemes A. Guidance for competitive examinations B. Career Counseling C. Soft skill development D. Remedial coaching E. Language lab F. Bridge courses	Concept note about every such scheme implemented by the college and list of students benefitted (scheme wise). List of teachers (scheme wise) who led the scheme.	☐

Sr. No.	Criteria	Document	Attached Document
	G. Yoga and Meditation H. Personal Counseling I. Any other		
7	The Institution ensures effective curriculum delivery through a well-planned and documented process	Copy of actual teaching plan for a course. Copy of latest timetable for one program. Filled feedback form of one student of current semester.	☐
8	Entrepreneurship related Initiatives: Incubation Facilities Any other Facilities	Evidence of the incubation/other facility.	☐
9	Expenditure for purchase of books & Journals, during the year.	Purchase order, bills and payment for one program.	☐
10	Expenditure for e-journals and online library during the year.	Purchase order, bills and payment for college.	☐
11	Number of value-added courses imparting transferable and life skills offered during the year 3 Marks for each course	List of value-added courses semester wise. Master time table indicating placement of such courses.	☐
12	Number of functional MoUs with institutions of National, International importance, other Universities, Industries, Corporate Houses etc. during the year	List of functional MoUs category wise. Copy of MoUs.	☐
13	Number of linkages for faculty exchange, student exchange, internship, field trip, on- the-job training, research, etc. during the year	List of linkages with purpose.	☐
14	Participation of College in different sports events of the university during last year.	Evidence of participation in university level sports/games with the name of students.	☐
15	Organization & Participation (in other colleges) Technical Quiz / Seminar / Paper presentation /Project competition / Cultural events during last year.	Evidence of organization & participation (in other colleges) with the name of students event wise.	☐
16	Number of extension and outreach programs conducted.	List of extension and outreach programs conducted with names of students.	☐
17	Percentage of students participating in extension activities with Government Organizations, Non-Government Organizations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, Unnat Bharat Abhiyan etc. during the year	List of participants in extension and outreach programs conducted (by other organizations).	☐
18	Participation in Cultural Program	List of students/teachers with evidence.	☐
19	Number of activities conducted in association with SNDTWU	List of activities with evidence.	☐
20	Mission, Vision and Program Outcomes are defined and disseminated amongst stake holders.	Statement of Mission, Vision and Program Outcomes with Evidence/policy of dissemination.	☐
21	Course Outcome, target setting and attainment is well defined, disseminated and executed.	Course outcome of one course and policy of attainment & Dissemination.	☐
22	Effective implementation of universitys Student Welfare/Development Schemes such as Earn and Learn, Savitribai Fule Bus Pass Yojana, etc.	Copy of notices circulated to students List of beneficiary students (Scheme wise) certified by the Principal	☐

Sr. No.	Criteria	Document	Attached Document
1	Financial Assistance provided from college to faculty for research	Evidence of payment with name of faculty members or enclose Incentive Policy.	☐
2	Organizing workshops / seminars for inculcating research habits amongst teachers.	List mentioning topic of workshop / seminar, name of expert, names of participants with date.	☐
3	Leave and other incentives provided to teachers for research	Leave policy and incentivization of research.	☐
4	Workshops / seminars organized during last three years for inculcating research habits amongst students	List mentioning topic of workshop / seminar, name of expert, names of participants with date.	☐
5	Research competitions, quiz etc. organized for students during last three years	List mentioning research activity, name of expert, names of participants with date.	☐
6	Participation of students in research events like Avishkar etc.	List of students with evidence of participation/award.	☐
7	Financial assistants provided to students for research activities from the institution.	Name of student(s), purpose, amount of assistance and proof.	☐
8	Number of PhD Scholars have successfully completed their PhD during last year.	Attach notification(s) issued by SNDTWU.	☐
9	Sports Scholarship / Financial assistance provided to students.	Name of student(s), purpose, amount of assistance and proof.	☐
10	Extra coaching provided to sportsman for particular Sports.	Name of student(s), coach, sport, duration.	☐
11	Financial assistance for dietary food, travelling etc. to sports students.	Name of student(s), purpose, amount of assistance and proof.	☐
12	Organized workshops / Seminars for sports students.	List mentioning topic of workshop / seminar, name of expert, names of participants with date.	☐

Sr. No.	Criteria	Document	Attached Document
1	Average result of final year of last year.	Statement of result with percentage of passing.	☐

2	No. of students passed in first class and above in final year (last year)	Statement of result with students in first division.	☐
3	No. of students in university merit list in final year (last year)	Statement of merit list issued by SNDTWU highlighting the student of college under assessment.	☐
4	Percentage of students qualifying in state/ national/ international level examinations during the year (e.g.: NET/SLET/GATE/ GMAT/ CAT/ GRE/TOEFL/Civil Services/State government examinations)	Exam wise list of students with certificate/marksheet of passing.	☐
5	Number of placements of outgoing students during the last year Name of the employer with contact details percentage of students placed	Name of student, employer (with contact details), package, with calculation of %age students placed.	☐
6	Number of research papers published in the Journals notified on Web of Science/Scopus/UGC during the last year	List with number of research papers published in WoS (SCI/SCIE), Scopus & UGC care. Calculate number of papers per teacher.	☐
7	Books and chapters in edited volumes / books published, and papers in national / international conference-proceedings per teacher during the year (ISBN / ISSN Only)	LIist of book chapters and indexing agency. List of books with title & name of publisher (National or International). Research papers presented in conferences (National or International) with the name of indexing agency.	☐
8	No. of faculty members delivered keynote address or chaired the session in National or International conferences in the last year.	List of such teachers with relevant certificate organizing institute.	☐
9	No. of Faculties contributed as resource persons at QIP/symposium /workshop / conference / seminar in last year.	List of such teachers with relevant certificate from organizing institute	☐
10	No. of Patents	Evidence issued by Granting Agency (For Example Indian Patent Office).	☐
11	No. of Major/Minor Research Projects undertaken by faculty.	Letter of sanction and disbursement from the funding agency in the name of faculty member of the college.	☐
12	Number of awards and recognition received by faculty from Government/recognized bodies at university/state/national/international level during the year. Total Number of Awards & Recognitions	Certificate/letter from the awarding agency.	☐
13	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level etc. (award for a team event should be counted as one) during the year	Certificate/letter from the awarding agency.	☐
14	Percentage of students benefited by Vocational Education and Training (VET)/Skill education/professional education during the year	List of students benefited, name of course, agency/expert, outcome, relevant evidence. Calculate percentage of students benefitted.	☐