



**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**(Established under Gujarat Act No. 20 of 2007)**

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી  
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦દ્વારા સ્થાપિત ૦૦૭૨/)

**ACADEMIC INSPECTION REPORT 2012-13 (MBA)**

- For existing institutions intake stands for total number of students from all the years and all the Branches, as approved by AICTE.
- Academic Experts are requested to write clear remarks for the deficiency observed by them.
- Academic Experts are requested to put their signature on each page of report and shall take counter signature of the Trustee / Principal of the institute.

( 1 ) Purpose Of the Visit for: Academic Inspection 2012-13

( 2 ) Date of Visit :

( 3 ) Type of Institute : (a) Govt. (b) GIA (c) SFI (d) PPP

( 4 ) Name of Programme :

(a) MBA / MCA

(b) Technical Campus: - For a Technical Campus, please specify each of the Faculties in the Campus:

| S. No. | Name of the Faculty<br>(Example: Faculty of Diploma Engg/ Faculty of Degree Engg/ Faculty of Management/ Faculty of Computer Applications/ Faculty of Diploma Pharmacy/ Faculty of Degree Pharmacy/ ....) |
|--------|---|
|        |   |
|        |   |
|        |   |
|        |   |
|        |   |
|        |   |
|        |   |
|        |   |

Add rows, if there are more Faculties.

(h) Any other .....



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**( 5 ) Details of Institute / Trust :**

(\* indicates to verify original documents & to attach it's attested photocopy as an Annexure .)

| Sr.No. | Particular  | Institute | Trust |
|--------|---|-----------|-------|
| 1      | Name.   |           |       |
| 2      | Address.  |           |       |
| 3      | Phone no.<br>Fax No.<br>Web site.<br>E-mail.              |           |       |
| 4      | *LOA/ Registration no.                                    |           |       |
| 5      | Name of Principal (Director) / Trustee.                   |           |       |
| 6      | Personal contact no. / Mobile no.                         |           |       |
| 7      | (a) GTU Co-ordinator phone no.<br>(b) GTU web-mail email. |           |       |

**Principal / Director Details:-**

| Name | Qualification | D.O.B. | Appointment Type | Endorsed by GTU? (letter No. & Date) |
|------|---------------|--------|------------------|--------------------------------------|
|      |               |        |                  |                                      |

**(6) ADMISSION STATUS (separate table for UG and PG) :**

| Sr No. | Year    | Intake Approved by AICTE | No.of Students Admitted in 1 <sup>st</sup> Sem | No. of Students Enrolled | No.of Students Left/Transferred | No.of Students Admitted in 3 <sup>rd</sup> Sem for UG prog. | Remarks |
|--------|---------|--------------------------|--|--------------------------|---------------------------------|---|---------|
| 1      | 2012-13 |                          |  |                          |                                 |   |         |
| 2      | 2011-12 |                          |  |                          |                                 |   |         |
| 3      | 2010-11 |                          |  |                          |                                 |   |         |
| 4      | 2009-10 |                          |  |                          |                                 |   |         |



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**(7) Give below information for ACADEMIC INFRASTRUCTURE (As per AICTE norms) :**

| Sr. No | Particulars as per AICTE Norms            | Actual at Institute | Required | Deficiency if Any |
|--------|---|---------------------|----------|-------------------|
| 1      | No. of UG Class Rooms                     |                     |          |                   |
| 2      | No. of PG Class Rooms                     |                     |          |                   |
| 3      | No. of Tutorial Rooms                     |                     |          |                   |
| 4      | No. of Drawing Halls                      |                     |          |                   |
| 5      | No. of Seminar Halls                      |                     |          |                   |
| 6      | No. of Research Laboratories for PG prog. |                     |          |                   |
| 7      | No. of Laboratories                       |                     |          |                   |
| 8      | Library & Reading room                    |                     |          |                   |
| 9      | Work shop for Engg. Courses               |                     |          |                   |
| 10     | Animal House for Pharmacy                 |                     |          |                   |
| 11     | Computer centre                           |                     |          |                   |
| 12     | Language lab                              |                     |          |                   |

**(8) Give below information for Essential Amenities available at Institute :**

| Sr. No. | Particulars with AICTE norms     | Actual | Expected | Deficiency if Any |
|---------|----------------------------------|--------|----------|-------------------|
| 1       | Total Toilet ( Ladies and Gents) |        |          |                   |
| 2       | Boys Common Room                 |        |          |                   |
| 3       | Girls common Room                |        |          |                   |
| 4       | cafeteria                        |        |          |                   |
| 5       | Stationary and Reprography room  |        |          |                   |
| 6       | First aid cum sick room          |        |          |                   |



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**(9) Computers, Software's, LAN and Internet connection ( As per AICTE norms) :**

| Sr. No. | Particulars   | Actual at Institute              | Expected                         | Deficiency if Any |
|---------|---|----------------------------------|----------------------------------|-------------------|
| 1       | a) No. of computer terminals<br>b) Licensed softwares<br>(i) Application Software<br>(ii) System Software<br>C) Peripherals( no. of printers) | _____<br>_____<br>_____<br>_____ | _____<br>_____<br>_____<br>_____ |                   |
| 2       | Internet connection   |                                  |                                  |                   |
| 3       | LAN & Internet  |                                  |                                  |                   |
| 4       | Wi-Fi facility  |                                  |                                  |                   |

**(10) LIBRARY/BOOKS AND JOURNALS (Minimum as per AICTE norms) :**

| Sr. No. | Particulars  | Actual at Institute | Required | Deficiency if Any |
|---------|--|---------------------|----------|-------------------|
| 1       | Books per course ( Tech)<br>a) No. of Titles<br>b) No. of Volumes<br>c) No. of volumes (general) |                     |          |                   |
| 2       | List of Journals per course<br>a) National<br>b) International                                   |                     |          |                   |
| 3       | Reading Room seating   |                     |          |                   |
|         | a) Availability of library software<br>b) Digital library (Multimedia PC)                        |                     |          |                   |
| 4       | No. of LR'S AND E-BOOKS  |                     |          |                   |
| 5       | No. of E-Journals  |                     |          |                   |
| 6       | Availability of NPTEL  | Yes / No            |          |                   |





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**(12) Check points for Departmental activities (Theory) (For Team Member to fill)**

Branch..... Branch Code. .... Semester.....

No of files verified . . . . . (Following details must be filled Individual for every shift.)

| Sr. No | Details of Inspection   | Subject code |  |  |  |  |  |
|--------|---|--------------|--|--|--|--|--|
|        |   |              |  |  |  |  |  |
| 1      | Is separate subject file prepared ?   |              |  |  |  |  |  |
| 2      | Is lesson plan prepared ?   |              |  |  |  |  |  |
| 3      | Is attendance muster prepared & 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 GTU teaching scheme, attendance muster and lecture plan.) |              |  |  |  |  |  |



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**Other Information (about Faculty & Subjects) :**

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**(13) Check points for Departmental activities (Laboratory) ( For Team Member to fill ) :**

**Branch..... Branch Code ..... Semester.....**

**No of files verified .....**

**(Following details must be filled Individual for every shift.)**

| 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 & executed properly ? |              |  |  |  |  |  |
| 7     | Are laboratories conducted regularly ?                          |              |  |  |  |  |  |
| 8     | How many laboratories are conducted actually ?                  |              |  |  |  |  |  |



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|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 9 | How many laboratories should have been conducted as per scheme ? (Please verify GTU Teaching Scheme, attendance muster and laboratory plan, if any.) |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

**Other Information (about Laboratory) :**

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**(14) Check points for College Activities (For Team Leader to fill) :**

| Sr No | Activities to be verified   | Remark |
|-------|---|--------|
| 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 ion the college during inspection ?  |        |
| 10    | Any Participation in Courseware Preparation of GTU? If yes, give subject details for which courseware submitted to the GTU? |        |





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|    |  |                      |
|----|--|----------------------|
| 11 | Contributor Personality Program classes are going on at Institute?<br>(Y/N): | Poor , Good<br>,Best |
|----|--|----------------------|

**15) a) Special facility (i.e room etc.) for UDISHA CLUB / Training & Placement Office**

**15) b) Details of the Placement Officer:**

**Name:**

**e-mail:**

**Tel No.:**

**Mobile:**

**Fax No.:**

**15) c) Is the Placement Officer's job a full time job or is it a part-time job?**

**16) a) How many PATENTS has been filed by Institute (i.e through IDP/UDP or self or by other means) ? Give details. (Please use a separate sheet if the number is larger)**

b) Please give the list of books, published by the faculty members. (Please provide the title, the names of authors, the publisher and the year of publication) *(Please use a separate sheet if the number is larger)*

c) Please give the list of papers, published by the faculty members and by the students. (Please provide the details in the standard IEEE format.) *(Please use a separate sheet if the number is larger)*

d) Please give the list of papers, presented by the faculty members and by the students at Local, national or international conferences. (Please provide the details in the standard IEEE format.) *(Please use a separate sheet if the number is larger)*

Note: Whenever any addition is made to any of the above 4, please make it a practice to inform GTU (roma\_thakur@gtu.edu.in)

**17) a) Have you started Entrepreneurship Development Cell ? Yes/ No**

**c) If Yes, please give details:**



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**18) (A) RESULT ANALYSIS of Last Two Academic Year (Separate table for UG / PG / Diploma ) :**

| Sr. No. | Year | Sem | No. of students Appeared | No. of students passed | Students with CPI>8 | Students with CPI>7 | Students with CPI>6 | Students with CPI>5 |
|---------|------|-----|--------------------------|------------------------|---------------------|---------------------|---------------------|---------------------|
|         |      |     |                          |                        |                     |                     |                     |                     |
|         |      |     |                          |                        |                     |                     |                     |                     |
|         |      |     |                          |                        |                     |                     |                     |                     |

**(B) Rank of the Institute at GTU by the Result of the last two academic years :**

| Sr. No. | Semester | Branch | Rank |
|---------|----------|--------|------|
|         |          |        |      |

**(19) (A) Faculty Position:**

| Sr. No. | Particulars  | As per AICTE Norms  | Actual at Institute | Endorsed by GTU | Deficiency if Any |
|---------|--|---------------------|---------------------|-----------------|-------------------|
| 1       | <ul style="list-style-type: none"><li>Permanent full time Principal/Director</li><li>Professors</li><li>Associate prof./HOD</li><li>Asst.Prof../Lecturer</li></ul> |                     |                     |                 |                   |
| 2       | Teacher student ratio  | 1:15/1:20/1:12/1:10 |                     |                 |                   |
| 3       | Faculty cadre ratio  |                     |                     |                 |                   |



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**B:- Program Level Faculty**

| PROGRAMME | COURSE | LEVEL (UG/PG) | FULLTIME / PART TIME | APPROVED INTAKE | NO. OF FACULTY |
|-----------|--------|---------------|----------------------|-----------------|----------------|
|           |        |               |                      |                 |                |
|           |        |               |                      |                 |                |
|           |        |               |                      |                 |                |
|           |        |               |                      |                 |                |
|           |        |               |                      |                 |                |
|           |        |               |                      |                 |                |
|           |        |               |                      |                 |                |

**C:- Staff Details as on Today : ( on the Date of Visit) :**

- 1) No. of Permanent faculties ..... and % of total faculties.....
- 2) No. of Pro-term faculties..... and % of total faculties.....
- 3) Total Faculties..... Total = \_\_\_\_\_ %

**(20) Give following general information :-**

- a) Whether the institute is charging any additional fee other than approved by fee regulatory committee? If yes than under which head ?..... ( YES / NO )
- b) Whether the institute websites Home page displays hostel facility ( for Boys and girls ) or lack of it ? ..... ( YES / NO )
- c) Whether Time schedule of the college is as per the AICTE/GTU circular. ? ( YES / NO )
- d) College Timing for students (from Monday to Friday)..... and on working Saturday.....
- e) Whether the institute( in it's building) has the reprography( photocopying) facility ? Please mention the charge of photo copy per page.....( YES / NO ),



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- f) Whether the college is sending a e-attendance report of all the college students to the GTU as per schedule? ..... ( YES / NO ),
- g) Whether at least 2 library tickets are issued to the students? ..... ( YES / NO ),
- h) Whether the library has open racks to store the books? ..... ( YES / NO ),  
( It is advisable to keep the books in open racks instead of closed cupboards to encourage the students for reading and referring the books)
- i) Whether the rule regarding the fee collection only for six month (one semester) is followed ? ..... ( YES / NO )
- j) Whether the institute has the facilities for the students and staff for potable drinking water and its outlets available at strategic points ? ..... ( YES / NO )
- k) Whether the institute has covered all the students under group insurance scheme ?  
..... ( YES / NO )
- l) Whether the institute website is updated from time to time ? ..... ( YES / NO )
- m) Whether an instance of raging or sexual harassment on the institute came to the notice of the college authorities ? ..... ( YES / NO )
- n) Whether Item wise pricelist of the eatables is displayed in the Canteen ?  
..... ( YES / NO )
- o) Whether the food supplied at the Canteen is hygienic? ..... ( YES / NO )  
( Take students opinion)
- p) Is a proper conveyance system is available to and from the college institution ?  
..... ( YES / NO )
- q) Whether the students attendance register is properly maintained by the faculties ?  
..... ( YES / NO )  
(Committee should randomly verify few of the attendance registers )
- r) While detaining the students, Whether the college authorities have applied concerned set of rules uniformly without discrimination ? ..... ( YES / NO )
- s) No. of UFM cases recorded in the college in the University exams during April 2011 to June 2012 : .....
- t) Whether the institute has a grievance redressal mechanism for students and staff ?  
..... ( YES / NO )
- u) Whether 12 CL and 2 RH are given to the staff during academic year ?  
..... ( YES / NO )



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- v) Whether the vacation to the majority of the teaching staff is given as per the GTU schedule ? ..... ( YES / NO )
- w) Whether the essential amenities like fan, lights etc. are sufficient in classroom, laboratories, library, workshop etc.? ..... ( YES / NO )
- x) Whether every department is equipped with computer and Printer ?  
..... ( YES / NO )
- y) Whether the faculty seating facilities ( in staff room ) are adequate and proper ?  
..... ( YES / NO )
- z) Whether any such case is found/reported, the person to whom trust/college has not given an appointment, who was selected by the selection committee of GTU and approved by the GTU in the last academic year ? (Give details of such case if any on separate sheet.) ..... ( YES / NO )
- aa) Whether college authority is returning all the Original documents like mark sheet, Leaving certificate etc. to the students ? ..... ( YES / NO )
- (21) Whether the institute is running courses in the institute building other than approved by AICTE ? ..... ( YES / NO )**  
IF YES give the name of courses.
- (22) Whether the institute is accredited by NAAC / NBA? ..... ( YES / NO )**  
if YES than Give details of no. of courses , grade etc. and attach the photo copy of the accreditation.
- (23) Whether any inquiry was set by AICTE/GTU/GUJ.GOVERNMENT against the institute OR any employee of the college during last 2 academic years  
..... ( YES / NO )**  
If yes give details of that inquiry :
- (24) (A) Please give on separate sheet details of the following along with the contact details (E-mail, telephone) of all members:**
- (i) Women Development cell
- (ii) Anti – Ragging Committee



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(B) Industrial Visit in last academic year ( from June/July 2011 to June 2012)

(Department, Semester, Date of visit, Name of Industry, No. of days, No. of students,

(C) Details of Any other soft-skill development programs for students during last Academic year

(D) Details of any Faculty Development Program organized at the Institute during the last 3 years.

(E) Details of Visiting professionals in each Branch during the last academic year  
(Please give the info for each Branch separately.)

**(25) CO-CURRICULAR ACTIVITIES (Give details of following on separate sheet)**

**A :- Students Activities :-**

|                            | Name of Game/ Events | No. of Participants | Rank | No. of Participation |            |           |           |
|----------------------------|----------------------|---------------------|------|----------------------|------------|-----------|-----------|
|                            |                      |                     |      | Institute Level      | Zone Level | GTU Level | AIU Level |
| Sports                     |                      |                     |      |                      |            |           |           |
|                            |                      |                     |      |                      |            |           |           |
|                            |                      |                     |      |                      |            |           |           |
| Cultural                   |                      |                     |      |                      |            |           |           |
|                            |                      |                     |      |                      |            |           |           |
|                            |                      |                     |      |                      |            |           |           |
| User Defined Project       |                      |                     |      |                      |            |           |           |
|                            |                      |                     |      |                      |            |           |           |
| Industries Defined Project |                      |                     |      |                      |            |           |           |
|                            |                      |                     |      |                      |            |           |           |



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**B :- For Faculty (Details of participation in GTU Programme) :-**

| Name of Programme  | No. of Participation |           |                     |                 |          |
|--|----------------------|-----------|---------------------|-----------------|----------|
|  | Director             | Professor | Associate Professor | Asst. Professor | Lecturer |
| Faculty Development Programme                                    |                      |           |                     |                 |          |
| Conference :-<br>National  | _____                | _____     | _____               | _____           | _____    |
| International  | _____                | _____     | _____               | _____           | _____    |
| Workshop   |                      |           |                     |                 |          |
| Paper Presentation   |                      |           |                     |                 |          |
| Innovation Council Programme (Filling of patent & Research Work) |                      |           |                     |                 |          |
| ALVCOM   |                      |           |                     |                 |          |
| Any other  |                      |           |                     |                 |          |

**C: Please give details of the Blood Donation camps organized by the College during the last academic year.**

**D: Please give details of the Thalesmia Testing done during the last academic year:**

**(26) OTHER ACHIVEMENTS (Give details of following on separate sheet) :**

- By Institute :
- By Faculty :
- By Students :



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**(27) MANDATORY REQUIREMENT REQUIRED BY GTU ( Clearly mention the availability)**

- a) Internet line ( Minimum 256 kbps.) ( shared/dedicated) YES / NO
- b) High end copier machine with minimum 75 pages per minute capability. YES / NO
- c) Generator/Inverter/UPS with six hours battery back-up to support the computer system and copier machine. YES / NO

**(28) OBSERVATIONS OF INSPECTION COMMITTEE:**

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**(30) COMMITTEE RECOMMENDATION**

(Committee has to write the conditions looking to the deficiencies found during the inspection and also orally inform the college Principal, the following different conditions which the college has to comply as earliest.)

- a) for e.g. to appoint a full time qualified permanent Regular Principal/Director.(if deficiency of Principal/Director found. )
- b).....
- c).....
- d).....
- e).....
- f).....
- g).....
- h).....





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**Name , Signature & Seal of the Principal :**

|                       | <b>Full Name with Institute Name &amp;<br/>Contact No.</b> | <b>Signature</b> |
|-----------------------|--|------------------|
| <b>Committee Head</b> |  |                  |
| <b>Member-1</b>       |  |                  |
| <b>Member-2</b>       |  |                  |

**Note :**

1. Please submit the copy of Time Table with Faculty Full Name & Room No.
2. Copy of Faculties attendance musters.