

PROFORMA FOR INSPECTION OF A DEGREE COLLEGE

Year -----

- 1. Name of the proposed /Existing College: _____
- 2. Year of Establishment: _____
- 3. Date of inspection _____
- 4. Address: _____
- 5. Type of College, Whether Govt./Aided/S.F.S/
Minority: _____
- 6. Telephone/Mobile No.: _____
- 7. Fax/Website : _____
- 8. E-mail Address: _____
- 9. TAN of the College: _____
- 10. Name of Society/Trust, under which College
is running/being established: _____
- 11. The specific term and constitution of the G-Body: _____
- 12. PAN of the Society: _____
- 13. Courses and Seats for which
affiliation is to be granted:

Course	Intake	Course	Intake
Course	Intake	Course	Intake

(Note:- Attached Proof in support of above points.)

PURPOSE OF INSPECTION

- (A) Establishment of a new college _____
- (B) Extension/Continuation in prov. affiliation _____
- (C) Grant of Additional Course(s) _____
- (D) Grant of Additional Subject(s) _____
- (E) Grant of Additional Unit(s)/Seat(s) _____
- (F) Grant of Permanent Affiliation to Course/College: _____
- (G) Regarding periodical Inspection _____

Information/Documents Required

- (i) Mention the year, for which NOC has been Issued by the State Government: _____
- (ii) Name of the Courses with an intake, for which affiliation is asked for _____
- (iii) Session/Year for which affiliation is asked for _____
- (iv) Courses with intake already granted by Uni. _____

- (v) Date of Previous Inspection made by the University _____
- (vi) Whether Compliance has been made by the College or not _____
- (vii) Mention the year, in which Permanent Affiliation has been granted to the college, by the university _____
- (viii) Any other Information:

**Requirement and Availability of staff:
 (As per 16 hours workload per week)**

Description	Required	Available
(i) Principal(Regular and approved):	_____	_____
Subject of teaching:	_____	
Load/WK	_____	
(ii) No. of qualified regular and approved *teachers	_____	
(iii) No. of qualified contractual teachers (Submit a list with qualifications)	_____	_____
(iv) No. of teachers on part time:		
(a) Adjunct faculty(below 65 years):	_____	_____
(b) Visiting faculty,	_____	_____
(c) Guest faculty(submit list with load):	_____	_____
(v) Non-teaching staff:		

Required

Available

(i) **Principal(Regular and approved):**

 Subject of teaching:

 Load/WK

(ii) **No. of qualified regular and approved *teachers**

(iii) **No. of qualified contractual teachers**
(Submit a list with qualifications)

(iv) **No. of teachers on part time:**

 (a) Adjunct faculty(below 65 years):

 (b) Visiting faculty,

 (c) Guest faculty(submit list with load):

(v) **Non-teaching staff:**

- (a) Librarian: _____
- (b) Library Staff:
(Submit list cadre wise) _____
- (c) Laboratory Technicians:
(Submit list laboratory wise) _____
- (d) Ministerial staff:
(submit list with posts) _____
- (e) Supporting staff:
(submit list with posts) _____
(Note: Indicate regular aided and non-aided Posts separately)

Land and Building required at the time of inspection for granting affiliation:-

- (i) Area: 5 acres
(submit CLU certificate)
- (ii) Ownership (Trust/Society/College): _____
- (iii) Building (submit map with required certificates)
 - (a) Total covered area: _____
 - (b) No. of class rooms/lecture
Theatres with dimensions
to accommodate upto 80
students (15 sq. ft per student) _____
 - (c) No. of tutorial rooms:
(details as above) _____
 - (d) No. of seminar halls/auditorium:
(details as above) _____
 - (e) No. of laboratories:
(Adequate Space 20 Sq ft. Per student)
(Submit Inventory of articles for sanctioned seats) _____
 - (f) Library with 1000 books or
100 books in different titles in each subject, whichever is more
 - Books* _____
 - Journals* _____
 - Magazines _____
 - Newspapers _____
 - Internet services _____
 - Photocopy services _____
 - Reading hall capacity _____
(Recent addition as per requirement of the proposal under inspection)
- (iv) **Student support:**
 - (a) Sports-Grounds (game wise) _____
Gymnasium _____
Field and Track _____
 - (b) NSS/NCC/Women-Cell/Placement and
personality Development cell/Youth
Red Cross Unit/Committee on Sexual
Harassment/Grievance Cell/Hobby
Clubs/Anti Ragging Cell _____

(c) Common Rooms: Boys/Girls/Staff _____

(d) Canteen: _____

(e) Safe Drinking Water: _____

(f) Toilets: Boys/Girls/Staff _____

(g) Cycle stand -cum-parking space: _____

(h) Hostel with intake-Boys/Girls
(in campus/off campus) _____

Date: _____

Signature of the Principal with seal

Full Name _____

Designation _____

Detailed Report and Descriptive observations:

Name of the College _____

Shortage as per requirement:

Teachers _____

Non-Teaching staff _____

Building _____

Laboratory Equipments _____

Books and Journals _____

Any other: _____

Date of Inspection: _____

The names of Inspection Committee Members:

1. _____ convener

2. _____

3. _____

4. _____

Recommendations: *(use separate sheets for details)*

Convener

Member

Member

Member:

UIET -1666
28/7/14

ANNEXURE-

**DRAFT PERFORMA FOR INSPECTION OF COLLEGES OF
ENGINEERING AND TECHNOLOGY (B.Tech. Course)**

- 1. Name of the proposed /Existing College: _____
- 2. Year of Establishment: _____
- 3. Date of inspection _____
- 4. Address: _____
- 5. Type of College, Whether Govt./Aided/S.F.S/
Minority: _____
- 6. Telephone/Mobile No.: _____
- 7. Fax/Website : _____
- 8. E-mail Address: _____
- 9. TAN of the College: _____

95-6899
28/7/14

- 10. Name of Society/Trust, under which College
is running/being established: _____
- 11. The specific term and constitution of the G-Body: _____
- 12. PAN of the Society: _____

- 13. Courses and Seats for which
affiliation is to be granted: _____
- | | | | |
|--------|--------|--------|--------|
| Course | Intake | Course | Intake |
| Course | Intake | Course | Intake |

(Note:- Attached Proof in support of above points.)

PURPOSE OF INSPECTION

- (A) Establishment of a new college _____
- (B) Extension/Continuation in prov. affiliation _____
- (C) Grant of Additional Course(s) _____
- (D) Grant of Additional Subject(s) _____
- (E) Grant of Additional Unit(s)/Seat(s) _____
- (F) Grant of Permanent Affiliation to Course/
College: _____
- (G) Regarding periodical Inspection _____

D. J. ... Cheekhad
23.7.14

Signature

Information/Documents Required

- (i) Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body: _____
(Please enclose photocopy)
- (ii) Name of the Courses with an intake, for which affiliation is asked for _____
- (iii) Session/Year for which affiliation is asked for _____
- (iv) Courses with intake already granted by Uni. _____

- (v) Date of Previous Inspection made by the University _____
- (vi) Whether Compliance has been made by the college or not _____
- (vii) Mention the year, in which Permanent affiliation has been granted to the college, by the university _____

- (viii) Any other Information: _____

		Description (requirement)	Required for 04 Branches (60 * 4*4= 960) students	Available	Max. Marks	Marks secured
A	I	Teaching Staff (Please see Note-1)				
		Principal (Qualified & in Professor Grade)*	1		15	
		Professor	2*4 = 8*6		48	
		Reader/Associate Professor	4*4 = 16*4		64	
		Lecturer/Assistant Professor(Qualified)	10*4= 40*2		80	
		II Administrative Staff(See Note-1)				
		i) Librarian	1		6	
		ii) Registrar/Administrative Officer	1		5	
		ii) Technical Asstt./Computer Operator	6*4= 24*1		24	
		iii) Office Clerk/Data Entry Operator	2*4= 8*1		8	
		iv) Library/Lab Attendant [@]	6		6	
		v) Safai Karamchari	4*½		2	
		vi) Peon	4*½		2	
		TOTAL MARKS			260	

* e.g. course approved by AICTE, UGC etc.

** Requirement will change proportionally with the change in the no. of students.

@ In case if there is no qualified Librarian, one¹ Library Attendant may be appointed in addition to Laboratory Attendant for which two mark shall be awarded.

R							INFRASTRUCTURE & AMENITIES(See Note-2)			
			a) Land (Area must be as per the norms given by Central Body for Technical Education). (Title in the name of Institute/college)						4	
			Class Rooms (minimum 66 sqm each)	4*4 = 16					16	
			Seminar/Tutorial Room (20 sq. ft. per student)	1*4=4					4	
			Workshop (150 SQM)	1					4	
			Laboratories space (100 SQM EACH)	8*4= 32					32	
			Conference Hall for 150 persons (1500 sq.ft) well furnished	1*4=4					8	
			Separate rooms/cabins for academic Faculty	64					32	
			Principal's Room (15x20 Sq.ft)	1					1	
			Administrative Office (20 x 20 Sq.ft)	1					2	
			Play Ground (Indoor and outdoor)Safeguard against fire	1					1	
			Separate Common Rooms for boys/girls/staff (male/female furnished	2					4	
			Hostel facility for boys and girls Separately	-					10	
			Safe Drinking Water	-					4	
			Toilets-Separate for Male/Female Staff and students	-					4	
			Canteen	-					4	
			TOTAL MARKS						130	

C							Academic Requirements (see note 3 & 4)			
		i)	Library (400 sqm) with books (As per the Central Body Norms for Technical						20	
			Magazines related to Engineering and Technology Concerned branches						4	
		ii)	e-Journals for all the branches of the institute						10	
			Space for reading and reference in the library with 40 seating capacity						4	
			Photocopy facilities in the library						4	
			Internet/FAX/Land line telephone in the name of the institute						8	

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← 4 →

		Computer Centre (150 sqm) & Lab with computers and printers as per norms			20	
		Laboratories (Technical Subjects Laboratories) with equipments as mentioned in the Annexure for every branch.	8 marks for every branch lab equipments		32	
		ICT equipment like ROT, SIT, required for using digital resources in teaching			4	
		Physics Lab with equipments	1		4	
		Chemistry Lab with equipments	1		4	
		Language Lab with equipments	1		4	
		Mechanical Workshop Equipments			4	
		Electrical Technology Lab Equipments			4	
		Basic Electronics Lab			4	
		TOTAL MARKS			130	

- (A) Teaching & Non Teaching staff =260, (B) Infrastructure & Amenities=130,
 (C) Academic Requirement =130

Total marks = 520 _____

Marks obtained (A) = _____ (B) _____ (C) _____

In %age of marks
 (Separately)

Overall Category: As per Note 5 & 10:

Convener

Member

Member




- 5 -

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection: _____

RECOMMENDATION:

Convener

Member

Member

∩ ∩

NOTE:

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and as also approved by M.D. University (three subject experts, i.e. not less than a Professor, one may be a Associate Professor with 5 years experience in addition to the Principal and Management person i.e. President/Secretary) and as per AICTE/Central Body qualifications norms. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+DA+HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than AICTE/Central Body courses including schools and courses of Technical Education. The college shall be on the same land & building on which AICTE/Central Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by AICTE/Central Body.
3. The books purchased in the library should be as per the requirement given by the rules of AICTE/Central Body for technical education. Library resources will include e-journals published and recommended by AICTE/Central Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

5. It would be necessary to secure 71% and above marks in each of the three facilities (Teaching & Non-teaching staff, infrastructure & Amenities, Academic requirements) separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category otherwise will be categorized in 'C' category.
6. If the College is running the other courses, other than B.Tech and M.Tech. course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Tech and M.Tech Course.
7. Details of teaching and non-teaching staff alongwith photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdurohtak.com)
8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

9. Notices for 'B Category Colleges shall be served to comply with the deficiencies within a year before the next academic session.

Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

10. Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'




**DRAFT PERFORMA FOR INSPECTION OF COLLEGES OF
ENGINEERING AND TECHNOLOGY (M.Tech. Course)**

1. Name of the proposed /Existing College: _____
2. Year of Establishment: _____
3. Date of inspection _____
4. Address: _____

5. Type of College, Whether Govt./Aided/S.F.S/
Minority: _____
6. Telephone/Mobile No.: _____
7. Fax/Website : _____
8. E-mail Address: _____
9. TAN of the College: _____

10. Name of Society/Trust, under which College
is running/being established: _____
11. The specific term and constitution of the G-Body: _____
12. PAN of the Society: _____
13. Courses and Seats for which
affiliation is to be granted: _____
Course Intake Course Intake
Course Intake Course Intake

(Note:- Attached Proof in support of above points.)

PURPOSE OF INSPECTION

- (A) Establishment of a new college _____
- (B) Extension/Continuation in prov. affiliation _____
- (C) Grant of Additional Course(s) _____
- (D) Grant of Additional Subject(s) _____
- (E) Grant of Additional Unit(s)/Seat(s) _____
- (F) Grant of Permanent Affiliation to Course/
College: _____
- (G) Regarding periodical Inspection _____

o.d.

Information/Documents Required

- (i) Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:
(Please enclose photocopy) _____
- (ii) Name of the Courses with an intake, for which affiliation is asked for _____
- (iii) Session/Year for which affiliation is asked for _____
- (iv) Courses with intake already granted by Uni. _____

- (v) Date of Previous Inspection made by the University _____
- (vi) Whether Compliance has been made by the college or not _____
- (vii) Mention the year, in which Permanent affiliation has been granted to the college, by the university _____

- (viii) Any other Information: _____

		Description (requirement)	Required for 01 Branch (18*2=36) students (one unit)**	Available	Max. Marks	Marks secured
A	I	Teaching Staff (Please see Note-1)				
		Principal (Qualified & in Professor Grade)*	1		30	
		Professor	1		20	
		Reader/Associate Professor	1		15	
		Lecturer/Assistant Professor(Qualified)	1		10	
	II	Administrative Staff(See Note-1)				
		i) Librarian	1		10	
		ii) Registrar/Administrative Officer	1		5	
		ii) Technical Asstt./Computer Operator	1		2	
		iii) Office Clerk/Data Entry Operator	2		2	
		iv) Library/Lab Attendant @	1		2	
		v) Safai Karamchari	2		2	
	vi) Peon	2		2		
		TOTAL MARKS			100	

* e.g. course approved by AICTE, UGC etc.

** Requirement will change proportionally with the change in the no. of branches and students.

@ In case if there is no qualified Librarian, one Library Attendant may be appointed in addition to Laboratory Attendant for which two mark shall be awarded.

R							INFRASTRUCTURE & AMENITIES(See Note-2)								
			a) Land (Area must be as per the norms given by UGC/Central Body for Technical Education). (Title in the name of Institute/college)			4									
			Class Rooms (minimum 66 sqm each)	1		2									
			Seminar/Tutorial Room (20 sq. ft. per student)	1		2									
			Laboratories space (100 SQM EACH)	4		8									
			Separate rooms/cabins for academic Faculty	3		3									
			Principal's Room (15x20 Sq.ft)	1		1									
			Administrative Office (20 x 20 Sq.ft)	1		1									
			Play Ground (Indoor and outdoor)Safeguard against fire	1		1									
			Hostel facility for boys and girls Separately	-		10									
			Safe Drinking Water	-		4									
			Toilets-Separate for Male/Female Staff and students	-		4									
			TOTAL MARKS			40									

C							Academic Requirements (see note 3 & 4)								
			Library (400 sqm) with books (As per the UGC Norms for Technical education)			20									
			Magazines related to Engineering and Technology Concerned branches			4									
			e-Journals for all the branches of the institute			10									
			Photocopy facilities in the library			4									
			Computer Centre (150 sqm) & Lab with computers and printers as per norms			10									
			Laboratories (Technical Subjects Laboratories) with equipments as mentioned in the Annexure for every branch.	8 marks for every branch lab equipments		08									
			ICT equipment like ROT, SIT, required for using digital resources in teaching			4									
			TOTAL MARKS			60									

- (A) Teaching & Non Teaching staff =100, (B) Infrastructure & Amenities=40,
(C) Academic Requirement =60

Total marks = 200 _____


Marks obtained (A) = _____ (B) _____ (C) _____
In %age of marks
(Separately)

Overall Category: As per Note 5 & 10:

Convener

Member

Member

-5-

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection: _____

RECOMMENDATION:

Convener

Member

Member



NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and as also approved by M.D. University (three subject experts, i.e. not less than a Professor, one may be a Associate Professor with 5 years experience in addition to the Principal and Management person i.e. President/Secretary) and as per AICTE/Central Body qualifications norms. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+DA+HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than AICTE/Central Body courses including schools and courses of Technical Education. The college shall be on the same land & building on which AICTE/Central Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by AICTE/Central Body.
3. The books purchased in the library should be as per the requirement given by the rules of AICTE/Central Body for technical education. Library resources will include e-journals published and recommended by AICTE/Central Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

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5. It would be necessary to secure 71% and above marks in each of the three facilities (Teaching & Non-teaching staff, infrastructure & Amenities, Academic requirements) separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category otherwise will be categorized in 'C' category.
6. If the College is running the other courses, other than B.Tech and M.Tech. course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Tech and M.Tech Course.
7. Details of teaching and non-teaching staff alongwith photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdurohtak.com)
8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

9. Notices for 'B Category Colleges shall be served to comply with the deficiencies within a year before the next academic session.

Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

10. Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'

ANNEXURE-

DRAFT PERFORMA FOR INSPECTION OF COLLEGES OF ENGINEERING AND
TECHNOLOGY (B. Architecture Course)

1. Name of the proposed /Existing College: _____
2. Year of Establishment: _____
3. Date of inspection _____
4. Address: _____

5. Type of College, Whether Govt./Aided/S.F.S/
Minority: _____

6. Telephone/Mobile No.: _____

7. Fax/Website : _____

8. E-mail Address: _____

9. TAN of the College: _____

11. Name of Society/Trust, under which College _____

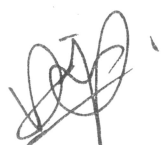
is running/being established: _____

12. The specific term and constitution of the G-Body: _____

13. PAN of the Society: _____

10. Courses and Seats for which
affiliation is to be granted: _____
Course Intake Course Intake
Course Intake Course Intake

(Note:- Attached Proof in support of above points.)



PURPOSE OF INSPECTION

- (A) Establishment of a new college _____
- (B) Extension/Continuation in prov. affiliation _____
- (C) Grant of Additional Course(s) _____
- (D) Grant of Additional Subject(s) _____
- (E) Grant of Additional Unit(s)/Seat(s) _____
- (F) Grant of Permanent Affiliation to Course/
College: _____
- (G) Regarding periodical Inspection _____

Information/Documents Required

- (i) Mention the year, for which NOC has been Issued by the State Government/
State Govt./Central Body:
(Please enclose photocopy) _____
- (ii) Name of the Courses with an intake,
for which affiliation is asked for _____
- (iii) Session/Year for which affiliation is asked for _____
- (iv) Courses with intake already granted by Uni. _____

- (v) Date of Previous Inspection made by the
University _____
- (vi) Whether Compliance has been made by
the college or not _____
- (vii) Mention the year, in which Permanent
affiliation has been granted to the college,
by the university _____

- (viii) Any other Information: _____

NA:

100 point scale for Evaluation of Schools based on Minimum Standards

The following marking system would be adopted with reference to above detailing based on minimum standards for Architectural Education 2008, as prescribed by COA.

A: NEW INSTITUTIONS

SCORE SHEET					
Sr.	Description	Weightage	Required	Available	Score
A	SPACE (Max 100)				
1	Studios				
	Required no.	15			
	Gross Area Sq.M.	20			
2	Labs & Workshop	10			
3	Library	10			
4	Principal	5			
5	Admin area	5			
6	Staff rooms	5			
7	Lecture rooms & AV room	15			
8	Matl Museum – Yes 5 No 0	5			
9	Toilets, Corridors, Lobbies, Parking etc. <i>Adequacy to be judged by the experts</i>	10			
	TOTAL	100			
	<i>For Nos 2-7 Score shall be on gross area</i>				
Sr.	Description	Weightage	Required	Available	Score
B	STAFF - TEACHING (Max 100)				
1	Required number with basic qualifications	70			
2	Principal with qualifications and experience	30			
	TOTAL	100			
Sr.	Description	Weightage	Required	Available	Score
C	STAFF - NON TEACHING (Max 100)				
1	Adequate Library staff	20			
2	Adequate Admin staff	30			
3	Adequate accounts staff	20			
4	Adequate class IV employees <i>Adequacy to be judged by the experts</i>	10			
5	Campus maintenance arrangements <i>Adequacy to be judged by the experts</i>	5			
6	Security personnel <i>Adequacy to be judged by the experts</i>	5			
7	Skills up-gradation initiative <i>Adequacy to be judged by the experts</i>	5			
8	Group and medical insurance <i>Adequacy to be judged by the experts</i>	5			
	TOTAL	100			

Sr.	Description	Weightage	Required	Available	Score
D	BOOKS, FURNITURE, EQUIPMENT, COMPUTERS				
1	Titles	30			
2	Volumes	20			
3	Workstations & Lockers in studio (Table space for Board + model) <i>Adequacy to be judged by the experts</i>	15			
4	Workstations & Lockers in faculty room <i>Adequacy to be judged by the experts</i>	5			
5	Lab equipment - Surveying, climatology, materials testing, services, models, <i>Adequacy to be judged by the experts</i>	10			
6	Number of computers with software	10			
7	Digital Aids, Printing and scanning equipment <i>Adequacy to be judged by the experts</i>	10			
	TOTAL	100			

B. EXISTING INSTITUTIONS:

SCORE SHEET					
Sr.	Description	Weight age	Required	Available	Score
A	SPACE (Max 100)				
1	Studios Reqd no.	15			
	Gross Area Sqm	15			
2	labs & workshop	10			
3	Library	10			
4	Principal and Admin area	5			
5	Computer centre	5			
6	Staff rooms	5			
7	Lecture rooms & AV room	15			
8	Material Museum & Resource Centre (If yes 2.5 marks each)	5			
9	Toilets, Girls' Common room, NASA Room, Students Activity Center (2 each) <i>Adequacy to be judged by the experts</i>	10			
10	Construction Yard and Art court	5			
	TOTAL	100			

	For nos 2-7 Gross area in SqM				
Sr.	Description	Weight age	Required	Available	Score
B	STAFF - TEACHING (Max 100)				
1	Required number with basic qualifications	30			
2	Principal with qualifications and experience	5			
3	Minimum 50% of fulltime teachers are regular	10			
4	Professors	8			
5	Assoc. Professors	7			

7	Visiting faculty for 25% teaching load <i>Adequacy to be judged by the experts</i>	10			
8	Adequate faculty for allied fields	5			
9	For regular teachers payment as per prevalent scale, DA & Allowances at par <i>Adequacy to be judged by the experts</i>	10			
10	Faculty development – QIP / Research / Publications / Sponsorship for PG PhD <i>Adequacy to be judged by the experts</i>	10			
	TOTAL	100			

Sr.	Description	Weight age	Required	Available	Score
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C STAFF - NON TEACHING (Max 100)

1	Qualified Library staff	20			
2	Qualified Computer Lab technician & workshop superintendent	10			
3	Adequate Admin staff	20			
4	Adequate accounts staff	10			
5	Adequate class IV employees	10			
6	Campus maintenance arrangements <i>Adequacy to be judged by the experts</i>	5			
7	Security personnel <i>Adequacy to be judged by the experts</i>	5			
8	Implementation of Provident fund as per norms	10			
9	Skills up-gradation initiative <i>Adequacy to be judged by the experts</i>	5			
10	Group and medical insurance	5			
	TOTAL	100			

Sr.	Description	Weight age	Required	Available	Score
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D BOOKS, FURNITURE, EQUIPMENT, COMPUTERS

1	Titles	20			
2	Volumes	10			
3	Journals national	10			
4	Journals international	10			
5	e-library	5			
6	Workstations & Lockers in studio (Table space for Board + model) <i>Adequacy to be judged by the experts</i>	5			
7	Workstations & Lockers in faculty room <i>Adequacy to be judged by the experts</i>	5			
8	Workshop and Lab equipment - Surveying, climatology, materials testing, services, models, <i>Adequacy to be judged by the experts</i>	10			
9	Samples in Material museum <i>Adequacy to be judged by the experts</i>	5			
10	Number of computers less than 3 years	10			

11	Digital Aids, Printing and scanning equipment <i>Adequacy to be judged by the experts</i>	10			
	TOTAL	100			
<i>Sr.</i>	<i>Description</i>	<i>Weight age</i>	<i>Score</i>	<i>Remarks</i>	
E	QUALITATIVE ASSESSMENT OF ACADEMIC WORK				
a.	Students work				
1	Design (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)	25			
2	Technology (Construction, Structures, Services, Specifications, etc.)	20			
3	Humanities & Environment (History, Humanities, Landscape, etc.)	15			
4	Professional , Town planning, etc.	10			
b.	Faculty and other				
5	Papers / Books authored by the faculty and published.	5			
6	Seminars / Workshops organized.	5			
7	Initiative to address societal concerns	5			
8	Study tours	5			
9	Participation of faculty in QIPs / TTPs (Sponsored by the institute)	5			
10	Participation in NASA and NIASA Thesis awards program.	5			
	TOTAL	100			

Master Sheet

Sr. No.	Category	Infrastructure				Human Resources				Quality of Students work and Research		Final Score out Of 100
		Activity Spaces		Furniture, Books, Equipment, computers		Teaching	Non Teaching	Total of Teaching & Non-teaching		Max	Min	
		Max	Min score reqd to qualify	Max	Min score reqd to qualify	Max	Max	Max	Min score reqd to qualify			
1	New Proposal	50	30	30	20	15	5	20	15	--	--	
2	Continuation of Approval in existing schools	25	20	15	10	25	5	30	20	30	--	
3	Addition of Intake (Computation for existing batches)	15	15	15	12	25	5	30	25	40	--	

Note:

1. Independent formats are developed for every component on 100 point scale. The same has to be transferred on proportionate basis in the Master Sheet.
2. Minimum score required in each sub section of every category is as mentioned above.
3. For Sr. No. 3, marks to be allotted for the existing batches in addition to the format for new proposal

NOTE:

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and as also approved by M.D. University (three subject experts, i.e. not less than a Professor, one may be a Associate Professor with 5 years experience in addition to the Principal and Management person i.e. President/Secretary) and as per Central Body/COA (COA: Council of Architecture) qualifications norms. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+ DA+ HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfil the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than Central Body/COA courses including schools and courses of Technical Education. The college shall be on the same land & building on which Central Body/COA has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by Central Body/COA.
3. The books purchased in the library should be as per the requirement given by the rules of Central Body/COA for technical education. Library resources will include e-journals published and recommended by Central Body/COA. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books

4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.
5. It would be necessary to secure 71% and above marks in each of the facilities as mentioned in the **Master Sheet** (Teaching & Non-teaching staff, infrastructure & Amenities, Academic requirements) separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the facilities, separately it is to be categorized in 'B' category otherwise will be categorized in 'C' category.
6. If the College is running the other courses, other than B.Tech and M.Tech. course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Tech and M.Tech Course.
7. Details of teaching and non-teaching staff alongwith photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdurohtak.com)
8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

9. Notices for 'B Category Colleges shall be served to comply with the deficiencies within a year before the next academic session.

Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.
10. Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'



ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF BBA PROGRAMME

1. Name of the proposed /Existing College:	
2. Year of Establishment:	
3. Date of inspection	
4. Address:	
5. Type of College, Whether Govt./Aided/S.F.S/ Minority:	
6. Telephone/Mobile No.:	
7. Fax/Website :	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College is running/being established:	
11. The specific term and constitution of the Governing Body:	
12. PAN of the Society:	
13. Courses and Seats for which affiliation is to be granted (Note:- Attach Proof in support of above points.)	Course Intake Course Intake
PURPOSE OF INSPECTION	
(A) Establishment of a new college	
(B) Extension/Continuation in prov. affiliation	

(C) Grant of Additional Course(s)	
(D) Grant of Additional Subject(s)	
(E) Grant of Additional Unit(s)/Seat(s)	
(F) Grant of Permanent Affiliation to Course/College	
(G) Regarding periodical Inspection	
Information/Documents Required	
(i) Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:	
(ii) Name of the Courses with an intake, for which affiliation is asked for	
(iii) Session/Year for which affiliation is asked for	
(iv) Courses with intake already granted by University	
(v) Date of Previous Inspection made by the University	
(vi) Whether Compliance has been made by the college or not	
(vii) Mention the year, in which Permanent affiliation has been granted to the college, by the university	
(viii) Any other Information:	

		Description (requirement)	Required for 60 seats (one unit)	Available	Max Marks	Marks Secured
1	A	Teaching Staff				
		Principal / Director (Common in case of more programmes)	1			

	Assistant Professor (2+2+2)	6			
B	Non-teaching Staff(Please See Note-1)				
	i) Librarian (Common)	1			
	ii) Technical Asstt.	2			
	iii) Lab Attendant	1			
	iv) Office-cum-Accountant Assistant/ Clerk-cum-Data Entry Operator	1			
	v) Safai Karamchari	1			
	vi) Peon	1			
		Subtotal			

2	INFRASTRUCTURE				
A	i)	Land Requirement (In acres) - 1 Acres for Rural - 0.5 Acres (Other than Rural)	2		
	ii)	a) Class Rooms (each of 66 sqm carpet area)	3		
	iii)	Tutorial Room (33 sqm Carpet Area)	1		
	v)	Computer Centre (150 sqm carpet area)	1		
	vi)	Library & Reading Hall (100 sqm Carpet Area)	1		
	vii)	Seminar Hall (132 sqm Carpet Area)	1		
B	ADMINISTRATIVE AREA				
	i)	Principal/ Director Office (30 sqm carpet area)	1		
	ii)	Board Room (20 sqm carpet area)	1		
	iii)	Office (150 sqm Carpet Area for standalone & 300 sqm carpet area for more than on e Program)	1		
	iv)	Dept. Office (s) (One Per Dept- 20 sqm Carpet Area)	1		
	v)	Cabin for HOD(s) (One for each Deptt. -10 sqm Carpet Area)	1		
	vi)	Faculty Rooms/ Cabin	6		

		Area)			
	vii)	Central Stores (30 sqm Carpet Area)	1		
	viii)	Maintenance (10 sqm Carpet Area)	1		
	ix)	Security (10 sqm Carpet Area)	1		
	x)	House Keeping (10 sqm Carpet Area)	1		
	xi)	Pantry for Staff (10 sqm Carpet Area)	1		
	xii)	Exam Control Office (30 sqm Carpet Area)	1		
	xiii)	Placement Office (30 sqm Carpet Area)	1		
C		Amenities Area			
		Toilets (Ladies & Gents) (350 sqm Carpet Area)	Adequate		
		Boys Common Room (100 sqm Carpet Area)	1		
		Girls Common Room (100 sqm Carpet Area)	1		
		Cafeteria (150 sqm Carpet Area)	1		
		Stationary Store (10 sqm Carpet Area)	1		
		First-Aid-Cum Sick Room (10 sqm Carpet Area)	1		
		Desirable (Principal's Quarter, Guest House, Sports Club, Gymnasium, Auditorium, Boys & Girls Hostel as per Norms)			
3		Academic Requirements			
	A	Computing Facilities			
	i)	Computers * (30+30+30)	90		
	ii)	Printers* (3+3+3)	9		
	iii)	Legal System Software (As per Curriculum requirement)	3		
	iv)	Legal Application Software (As per Curriculum requirement)	20		
	v)	LAN and Internet on all System	Yes		
	vi)	Internet Bandwidth (1:1)	2 MBPS		
	vii)	Audio-Visual Aids	2 LCD Projectors		
	B	Library			
	i)	Titles* (100+100+100)	300		
		Volumes* (500+500+500)	1500		
	ii)	National Journals* (12+12+12)	36		
	iii)	International Journals	Desirable		

		v)	Reading Room Seating (25% of Total Students)	Adequate			
		vi)	Multimedia Lab (1% of Total Students)	Adequate			
				Subtotal			

* Number Specified for all 3 years



DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection: _____

RECOMMENDATION:

Convener

Member

Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and as also approved by M.D. University (three subject experts, i.e. not less than a Professor, one may be a Associate Professor with 5 years experience in addition to the Principal and Management person i.e. President/Secretary) and as per UGC/AICTE qualifications norms. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+DA+HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than UGC/AICTE courses including schools and courses of Technical Education. The college shall be on the same land & building on which UGC/AICTE has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE.
3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE for technical education. Library resources will include e-journals published and recommended by UGC/AICTE. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests,

computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

- 5. It would be necessary to secure 71% and above marks in each of the three facilities (Teaching & Non-teaching staff, infrastructure & Amenities, Academic requirements) separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category otherwise will be categorized in 'C' category.
- 6. If the College is running the other courses, other than B.Tech and M.Tech. course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Tech and M.Tech Course.
- 7. Details of teaching and non-teaching staff alongwith photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdurohtak.cError! Hyperlink reference not valid).
- 8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

9. Notices for 'B Category Colleges shall be served to comply with the deficiencies within a year before the next academic session.

Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

10. Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'

D
(BCA)
- 1 -

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF BCA PROGRAMME

1. Name of the proposed /Existing College:	
2. Year of Establishment:	
3. Date of inspection	
4. Address:	
5. Type of College, Whether Govt./ Aided/ S.F.S/ Minority:	
6. Telephone/Mobile No.:	
7. Fax/Website :	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College is running/being established:	
11. The specific term and constitution of the Governing Body:	
12. PAN of the Society:	
13. Courses and Seats for which affiliation is to be granted (Note:- Attach Proof in support of above points.)	Course Intake Course Intake

PURPOSE OF INSPECTION

(A)	Establishment of a new college	
(B)	Extension/Continuation in prov. affiliation	
(C)	Grant of Additional Course(s)	
(D)	Grant of Additional Subject(s)	
(E)	Grant of Additional Unit(s)/Seat(s)	
(F)	Grant of Permanent Affiliation to Course/College	
(G)	Regarding periodical Inspection	

Information/Documents Required

(i)	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:	
(ii)	Name of the Courses with an intake, for which affiliation is asked for	
(iii)	Session/Year for which affiliation is asked for	
(iv)	Courses with intake already granted by University	
(v)	Date of Previous Inspection made by the University	
(vi)	Whether Compliance has been made by the college or not	
(vii)	Mention the year, in which Permanent affiliation has been granted to the college, by the university	
(viii)	Any other Information:	

		Description (requirement)	Required for 60 seats (one unit)	Available	Max. Marks	Marks secured	
1	A	Teaching Staff					
		Principal / Director	1		6		
		Assistant Professor (3+3+3)*	9		36		
	B	Non-teaching Staff(Please See Note-1)					
		i)	Librarian	1		2	
		ii)	Technical Asstt.	2		2	
		iii)	Office-cum-Account Assistant/ Clerk-cum-Data Entry Operator	1		1	
		iv)	Lab Attendant	1		1	
		v)	Safai Karamchari	1		1	
		vi)	Peon	1		1	
		Subtotal			50		

2		INFRASTRUCTURE & AMENITIES					
	A	i)	Land (In acres) - 1.5 Acres for Rural - 0.5 Acres (Other than Rural)			2	
		ii)	Class Rooms (each of 66 sqm carpet area)	3		3	
		iii)	Tutorial Room (33 sqm Carpet Area)	1		1	
		iv)	Computer Laboratories (each of 66 sqm carpet area)	2		4	
			Library & Reading Hall (100 sqm Carpet Area)	1		2	
			Seminar Hall (132 sqm Carpet Area)	1		1	
		B	ADMINISTRATIVE AREA				
	i)		Principal/ Director Office (30 sqm carpet area)	1		2	
	ii)		Office (150 sqm Carpet Area)	1		1	
	iii)		Cabin for HOD (10 sqm Carpet Area)	1		2	
	iv)		Staff Room (60 sqm Carpet Area)	1		2	

	C	Play Ground	1		1	
		Separate Common Rooms for Boys and Girls	1		1	
		Hostel Facility	-		1	
		Safe Drinking Water	-		1	
		Adequate Toilets for Male & Female	-		1	
3		Academic Requirements				
	A	Computing Facilities (2 Computer Laboratories)				
		i) (i) Computers (20+20+20)* (ii) Printers (1+1+1)* (iii) Powerbackup	60 3 Adequate		6 1 -	
		ii) Internet Bandwidth	2 MBPS		1	
		iii) Licensed Software (As per Curriculum requirement) - System Software - Application Software	2 10		1 5	
	B	Library				
		i) Titles (100+100+100)*	300		9	
		Volumes (400+400+400)*	1200			
		ii) IT Magazines	08		2	
		iii) Journals related to Computer Science/ IT	Desirable		-	
		iv) Newspapers	Adequate		-	
		Subtotal			25	

* Number Specified for all 3 years of the BCA Programme.

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection: _____

RECOMMENDATION:

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and as also approved by M.D. University (three subject experts, i.e. not less than a Professor, one may be a Associate Professor with 5 years experience in addition to the Principal and Management person i.e. President/Secretary) and as per UGC/AICTE qualifications norms. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+DA+HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than UGC/AICTE courses including schools and courses of Technical Education. The college shall be on the same land & building on which UGC/AICTE has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE.
3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE for technical education. Library resources will include e-journals published and recommended by UGC/AICTE. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests

computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

- 5. It would be necessary to secure 71% and above marks in each of the three facilities (Teaching & Non-teaching staff, infrastructure & Amenities, Academic requirements) separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category otherwise will be categorized in 'C' category.
- 6. If the College is running the other courses, other than B.Tech and M.Tech. course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Tech and M.Tech Course.
- 7. Details of teaching and non-teaching staff alongwith photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdurohtak.cError! Hyperlink reference not valid).
- 8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- 9. Notices for 'B Category Colleges shall be served to comply with the deficiencies within a year before the next academic session.

Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

- 10. Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF MCA PROGRAMME

1. Name of the proposed /Existing College:	
2. Year of Establishment:	
3. Date of inspection	
4. Address:	
5. Type of College, Whether Govt./ Aided/ S.F.S/ Minority:	
6. Telephone/Mobile No.:	
7. Fax/Website :	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College is running/being established:	
11. The specific term and constitution of the Governing Body:	
12. PAN of the Society:	
13. Courses and Seats for which affiliation is to be granted	Course Intake Course Intake
(Note:- Attach Proof in support of above points.)	

PURPOSE OF INSPECTION

(A)	Establishment of a new college	
(B)	Extension/Continuation in prov. affiliation	
(C)	Grant of Additional Course(s)	
(D)	Grant of Additional Subject(s)	
(E)	Grant of Additional Unit(s)/Seat(s)	
(F)	Grant of Permanent Affiliation to Course/College	
(G)	Regarding periodical Inspection	

Information/Documents Required

(i)	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:	
(ii)	Name of the Courses with an intake, for which affiliation is asked for	
(iii)	Session/Year for which affiliation is asked for	
(iv)	Courses with intake already granted by University	
(v)	Date of Previous Inspection made by the University	
(vi)	Whether Compliance has been made by the college or not	
(vii)	Mention the year, in which Permanent affiliation has been granted to the college, by the university	
(viii)	Any other Information:	

		Description (requirement)	Required for 60 seats (one unit)	Available	Max Marks	Marks Secured	
1	A	Teaching Staff					
			Principal / Director (Common in case of more programmes)	1		6	
			Professor* (0+1+0)	1		6	
			Associate Professor* (0+1+2)	3		12	
			Assistant Professor* (4+2+2)	8		16	
	B	Non-teaching Staff(Please See Note-1)					
		i)	Librarian (Common)	1		3	
		ii)	Technical Asstt.	2		2	
		iii)	Lab Attendant	1		1	
		iv)	Office Clerk	1		1	
		v)	Safai Karamchari	1		1	
		vi)	Peon	1		1	
		vii)	Library Attendant	1		1	
Subtotal					50		

2	INFRASTRUCTURE & AMENITIES						
	A	i)	Land Requirement (In acres) - 1.5 Acres for Rural - 0.5 Acres (Other than Rural)			2	
		ii)	a) Class Rooms (each of 66 sqm carpet area)	3		3	
		iii)	Tutorial Room (33 sqm Carpet Area)	1		1	
		iv)	Computer Laboratories (each of 66 sqm carpet area)	2		2	
		v)	Computer Centre (150 sqm carpet area)	1		1	
		vi)	Library & Reading Hall (100 sqm Carpet Area)	1		1	
		vii)	Seminar Hall (132 sqm Carpet Area)	1		1	

B		ADMINISTRATIVE AREA				
	i)	Principal/ Director Office (30 sqm carpet area)	1		1	
	ii)	Board Room (20 sqm carpet area)	1		1	
	iii)	Office (150 sqm Carpet Area for standalone & 300 sqm carpet area for more than on e Program)	1		1	
	iv)	Dept. Office (s) (One Per Dept- 20 sqm Carpet Area)	1		-	
	v)	Cabin for HOD(s) (One for each Deptt. -10 sqm Carpet Area)	1		-	
	vi)	Faculty Rooms/ Cabin (One For each faculty – 5 sqm Carpet Area)	12		2	
	vii)	Central Stores (30 sqm Carpet Area)	1		-	
	viii)	Maintenance (10 sqm Carpet Area)	1		-	
	ix)	Security (10 sqm Carpet Area)	1		-	
	x)	House Keeping (10 sqm Carpet Area)	1		-	
	xi)	Pantry for Staff (10 sqm Carpet Area)	1		-	
	xii)	Exam Control Office (30 sqm Carpet Area)	1		1	
	xiii)	Placement Office (30 sqm Carpet Area)	1		1	
	C	Amenities Area				
		Toilets (Ladies & Gents) (350 sqm Carpet Area)	Adequate			
		Boys Common Room (100 sqm Carpet Area)	1		1	
		Girls Common Room (100 sqm Carpet Area)	1		1	
		Cafeteria (150 sqm Carpet Area).	1		2	
		Stationary Store (10 sqm Carpet Area)	1		1	
		First-Aid-Cum Sick Room (10 sqm Carpet Area)	1		1	
		Desirable (Principal's Quarter, Guest House, Sports Club, Gymnasium, Auditorium, Boys & Girls Hostel as per Norms)			-	

	3		Academic Requirements				
		A	Computing Facilities				
		i)	Computers * (30+30+30)	90		6	
		ii)	Printers* (3+3+3)	9		1	
		iii)	Legal System Software (As per Curriculum requirement)	3		2	
		iv)	Legal Application Software (As per Curriculum requirement)	20		4	
		v)	LAN and Internet on all System	Yes		1	
		vi)	Internet Bandwidth (1:1)	2 MBPS		1	
		vii)	Audio-Visual Aids	2 LCD Projectors		-	
		B	Library				
		i)	Titles* (100+100+100)	300		6	
			Volumes* (500+500+500)	1500			
		ii)	National Journals* (12+12+12)	36		3	
		iii)	International Journals	Desirable		-	
		iv)	E- Journals	As prescribed		-	
		v)	Reading Room Seating (25% of Total Students)	Adequate		1	
		vi)	Multimedia Lab (1% of Total Students)	Adequate		1	
				Subtotal		25	

* Number Specified for all 3 years



- 6 -

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection: _____

RECOMMENDATION:

Convener

Member

Member



1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and as also approved by M.D. University (three subject experts, i.e. not less than a Professor, one may be a Associate Professor with 5 years experience in addition to the Principal and Management person i.e. President/Secretary) and as per UGC/AICTE qualifications norms. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+DA+HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than UGC/AICTE courses including schools and courses of Technical Education. The college shall be on the same land & building on which UGC/AICTE has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE.
3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE for technical education. Library resources will include e-journals published and recommended by UGC/AICTE. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests,

computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

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- 6. If the College is running the other courses, other than B.Tech and M.Tech. course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Tech and M.Tech Course.
- 7. Details of teaching and non-teaching staff alongwith photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdurohtak.cError! Hyperlink reference not valid).
- 8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- 9. Notices for 'B Category Colleges shall be served to comply with the deficiencies within a year before the next academic session.

Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

- 10. Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF MBA PROGRAMME

1. Name of the proposed /Existing College:	
2. Year of Establishment:	
3. Date of inspection	
4. Address:	
5. Type of College, Whether Govt./Aided/S.F.S/ Minority:	
6. Telephone/Mobile No.:	
7. Fax/Website :	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College is running/being established:	
11. The specific term and constitution of the Governing Body:	
12. PAN of the Society:	
13. Courses and Seats for which affiliation is to be granted (Note:- Attach Proof in support of above points.)	Course Intake Course Intake
PURPOSE OF INSPECTION	
(A) Establishment of a new college	
(B) Extension/Continuation in prov. affiliation	

(C) Grant of Additional Course(s)	
(D) Grant of Additional Subject(s)	
(E) Grant of Additional Unit(s)/Seat(s)	
(F) Grant of Permanent Affiliation to Course/College	
(G) Regarding periodical Inspection	
Information/Documents Required	
(i) Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:	
(ii) Name of the Courses with an intake, for which affiliation is asked for	
(iii) Session/Year for which affiliation is asked for	
(iv) Courses with intake already granted by University	
(v) Date of Previous Inspection made by the University	
(vi) Whether Compliance has been made by the college or not	
(vii) Mention the year, in which Permanent affiliation has been granted to the college, by the university	
(viii) Any other Information:	

	Description (requirement)	Required for 60 seats (one unit)	Available	Max Marks	Marks Secured
1	A Teaching Staff				
	Principal / Director	1			
	Professor	1			

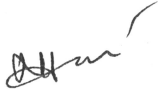
	Associate Professor	2	10		
	Assistant Professor	5	15		
B	Non-teaching Staff(Please See Note-1)				
i)	Librarian	1	3		
ii)	Technical Asstt.	1	1		
iii)	Lab Attendant	1	1		
iv)	Office-cum-Accountant Assistant/ Clerk-cum-Data Entry Operator	1	1		
v)	Safai Karamchari	1	1		
vi)	Peon	1	1		
vii)	Lib. Attendant	1	1		
		Subtotal			

2	INFRASTRUCTURE				
A	i)	Land Requirement (In acres) - 1 Acres for Rural - 0.5 Acres (Other than Rural)	2		
	ii)	a) Class Rooms (each of 66 sqm carpet area)	2		
	iii)	Tutorial Room (33 sqm Carpet Area)	1		
	v)	Computer Centre (150 sqm carpet area)	1		
	vi)	Library & Reading Hall (100 sqm Carpet Area)	1		
	vii)	Seminar Hall (132 sqm Carpet Area)	1		
B	ADMINISTRATIVE AREA				
	i)	Principal/ Director Office (30 sqm carpet area)	1		
	ii)	Board Room (20 sqm carpet area)	1		
	iii)	Office (150 sqm Carpet Area for standalone & 300 sqm carpet area for more than on e Program)	1		
	iv)	Dept. Office (s) (One Per Dept- 20 sqm Carpet Area)	1		
	v)	Cabin for HOD(s) (One for each Deptt. -10 sqm Carpet	1		

		Area)				
		vi) Faculty Rooms/ Cabin (One For each faculty – 5 sqm Carpet Area)	12			
		vii) Central Stores (30 sqm Carpet Area)	1			
		viii) Maintenance (10 sqm Carpet Area)	1			
		ix) Security (10 sqm Carpet Area)	1			
		x) House Keeping (10 sqm Carpet Area)	1			
		xi) Pantry for Staff (10 sqm Carpet Area)	1			
		xii) Exam Control Office (30 sqm Carpet Area)	1			
		xiii) Placement Office (30 sqm Carpet Area)	1			
	C	Amenities Area				
		Toilets (Ladies & Gents) (350 sqm Carpet Area)	Adequate			
		Boys Common Room (100 sqm Carpet Area)	1			
		Girls Common Room (100 sqm Carpet Area)	1			
		Cafeteria (150 sqm Carpet Area)	1			
		Stationary Store (10 sqm Carpet Area)	1			
		First-Aid-Cum Sick Room (10 sqm Carpet Area)	1			
		Desirable (Principal's Quarter, Guest House, Sports Club, Gymnasium, Auditorium, Boys & Girls Hostel as per Norms)				
	3	Academic Requirements				
	A	Computing Facilities				
	i)	Computers * (30+30)	60			
	ii)	Printers* (3+3)	6			
	iii)	Legal System Software (As per Curriculum requirement)	3			
	iv)	Legal Application Software (As per Curriculum requirement)	20			
	v)	LAN and Internet on all System	Yes			
	vi)	Internet Bandwidth (1:1)	2 MBPS			
	vii)	Audio-Visual Aids	2 LCD Projectors			
	B	Library				
	i)	Titles* (100+100)	200			
		Volumes* (500+500)	1000			

	ii)	National Journals* (12+12)	24			
	iii)	International Journals	Desirable			
	iv)	E- Journals	As prescribed			
	v)	Reading Room Seating (25% of Total Students)	Adequate			
	vi)	Multimedia Lab (1% of Total Students)	Adequate			
			Subtotal			

* Number Specified for all 2 years



DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection: _____

RECOMMENDATION:

Convener

Member

Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and as also approved by M.D. University (three subject experts, i.e. not less than a Professor, one may be a Associate Professor with 5 years experience in addition to the Principal and Management person i.e. President/Secretary) and as per UGC/AICTE qualifications norms. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+DA+HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than UGC/AICTE courses including schools and courses of Technical Education. The college shall be on the same land & building on which UGC/AICTE has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE.
3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE for technical education. Library resources will include e-journals published and recommended by UGC/AICTE. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests,

Computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

- 5. It would be necessary to secure 71% and above marks in each of the three facilities (Teaching & Non-teaching staff, infrastructure & Amenities, Academic requirements) separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category otherwise will be categorized in 'C' category.
- 6. If the College is running the other courses, other than B.Tech and M.Tech. course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Tech and M.Tech Course.
- 7. Details of teaching and non-teaching staff alongwith photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdurohtak.cError! Hyperlink reference not valid).
- 8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- 9. Notices for 'B Category Colleges shall be served to comply with the deficiencies within a year before the next academic session.
Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

10. Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'

PROFORMA FOR INSPECTION OF A LAW COLLEGE
Three Year Law Course

Name of College/proposed college:

Address (Postal) :

Land line Telephone :

Mobile No.:

Fax :

e.mail :

Name of Society/Trust running or establishing the college:

(submit a copy certified by Registrar Societies or trust deed)

The term and constitution of the present Governing Body:

(submit approved copy of the University)

PAN of the Society:

(submit photocopy)

TAN of the College:

(submit photocopy)

Purpose of Inspection:

(i) Establishing a new college

NOC from Govt. of Haryana (submit a copy):

Courses proposed with intake :

Details of Endowment Fund:

Joint F.D.:

Bank Guarantee:

(II) For continuation of provisional affiliation

Courses with intake already affiliated w.e.f.

Last Inspection done on :

Complied with the report/pending:

(III) For permanent affiliation:

When NOC for it was issued by Govt. of Haryana (submit copy):

When was the last inspection done:

Whether complied/pending:

D, ✓

The courses with strength and subjects already affiliated:

(iv) For periodical Inspection:

When was the permanent affiliation granted:

Name of the courses with student strength and subjects already permanently affiliated

When was the last inspection done

Whether the report complied with/pending:

(v) For additional Course:

Name of the courses with intake

Submit a list of courses with intake that already allowed

Whether NOC obtained from the Govt. of Haryana(submit a copy)

(vi) For additional seats/unit of the course:

Name of the courses with intake already approved

When was the course permanently Approved

No. of seats in addition asked for

Submit a list of courses with intake that already approved

Whether NOC for additional unit/seats has been obtained(Submit a copy)

(vii) For additional subject:

Name of the course of the subject:

List of other subjects already affiliated:

No. of seats asked for:

(viii) Type of college:

Govt. Administered/Aided/Self-financed/
Aided but partly self-financed*

* in the course or subject is self-financed
what is the fee and other charges per annum



Co-educational/women college: _____

If minority run: _____

Submit a list of courses with intake that already approved: _____

Whether NOC for additional unit/seats has been obtained? (Submit a copy) _____

INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
For intake of 120 Students (2 units)					
Categories:					
Documents					
NOC from State Govt.	Mandatory				
Approval from BCI	Mandatory				
Endowment Fund	Rs.				
Affiliation Fee	Rs.				
Availability of Land (in Acres)	Rural -				
	Distt. H.Q. -				
	Metro City -				
General Information					
Inspection Schedule					
Date of submission of application for starting the new course					
Date of first Inspection for first year of the course					
Infrastructure to be made available by the Institute/College at the time of second Inspection for first year of the course					
Date of second Inspection for first year of the course					
Infrastructure to be made Available by the Institute/College at the time of second inspection for first year of the course					
Date of first Inspection for second year of the course					
Infrastructure to be made available by the institute/college at the time of first inspection for second year of the course					
Date of second inspection for second year of the course					
Infrastructure to be made available by the Institute/college at the time of second inspection for second year of the course					
Date of first Inspection for third year of the course					
Infrastructure to be made available by the institute/college at the time of first inspection for third year of the course					
Date of second inspection for third year of the course					
Infrastructure to be made available by the Institute/college at the time of second inspection					

for third year of the course					
Date of Annual inspection after 3 years completion of Law					
Building					
Administrative (Common for both 3 Year & 5 Year Law Courses)					
Director/Principal's Office	1 (Furnished)			2	
Secretariat Office	1 (Furnished)			1	
Legal Aid Clinic	1 (Furnished)			1	
Superintendent's Office	2 (Furnished)			2	
Stenotypist & Clerk's Office	1 (Furnished)			2	
Reception Room	1 (Furnished)			1	
Store	1			1	
Toilets (Men & Women)	2			1	
Parking Place	As per requirement			1	
Academic					
1st Year					
Class Rooms	2 (Furnished)			2	
Tutorial Rooms	4 (Furnished)			2	
Library	1 (Furnished)			2	
Computer Centre	1 (Furnished)			1	
Seminar Room	1 (Furnished)			1	
Faculty Rooms	3 (Furnished)			1	
Visiting Faculty Rooms	1 or as per need				
2nd Year					
Class Rooms	2(2+2=4)			2	
Tutorial Rooms	4(4+2=6)			2	
Moot Court Hall	1			1	
Faculty Rooms	3 (3+3=6)			2	
Visiting Faculty Rooms	1 (1+1=2)				
3rd Year					
Class Room	2+2+2=6			2	
Tutorial Rooms	4(4+2+4=10)			2	
Faculty Rooms	3 (3+3+3=9)			2	
Others					
Students Common Room	2 (Girls & Boys)			1	
Canteen	1			1	
Medical Room	1			1	
Students Activity Room	1			1	
Play Ground	Indoor & Outdoor			1	
Students Hostel					
Hostel Strength	Minimum 25% of Boys and 50% of girls enrolled			2	
I Year Students	Three seat Room (Carpet area=27 sqm)				
II & III Year Students	Single seat Room (Carpet area=9 sqm)				
Hostel Charges	As prescribed by the University State Government from time to Time				
Kitchen & Dining Hall (100 sqm)	1				
Indoor games cum Common Hall (75 sqm)	1			2	
Medical Room (30 sqm)	1				
Canteen (15 sqm)	1			1	
Warden Office (18 sqm)	1			1	
Guest Rooms (18 sqm)	2				

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INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:					
Administrative Staff (Common for both 3 Year & 5 Year Law Courses)					
Director/Principal	1			2	
Legal Aid Incharge	1			1	
Sports Officer				1	
Superintendent	1			2	
Stenotypist	1			1	
Clerk	1			1	
Store Keeper	1				
Peon	1			1	
Security Men	3			1	
Mali	1			1	
Sweepers	2			1	
Library Staff					
Librarian	1			1	
Library Attendant	1				
Peon	1			1	
Computer Lab Staff					
Computer Programmer	1			1	
Lab Attendant	2				
Teaching Faculty					
Norms					
Nature of Appointment	Permanent				
No. of Faculty Members Yearwise	In accordance with norms laid down by the University and Incorporated in the inspection performa				
Qualifications	As per UGC norms adopted by the University/State Govt. (Statute 38, Clause 3(b))				
Selection Committee	As per M.D. University Calendar Vol.-II, Chapter 56, Clause 8(b), Page 264				
Grades of Pay	As announced by the UGC and Implemented by the University from time to time (Statute 38, Clause 3(b))				
Mode of Payment	By Cheque				
Approval of Appointment	Every teacher appointed in Non-Govt. affiliated institute/ College shall be subject to the approval of the Vice-Chancellor in the manner Prescribed by the University (Statute 38, Clause 3(b))				
1st Year					
Professor	1			10	
Asstt. Professor	3			15	
Visiting Faculty	As per requirement				

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INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:					
2nd Year					
Asstt. Professors	3(3+3=6)			15	
Visiting Faculty	As per requirement				
3rd Year					
Lecturers	3 (4+2+3=9)			15	
Computer Lab					
Hardware					
Computers	15				
Software					
Window 98/2000	1				
MS Office	1				
Other Equipments					
TV+VCR	1 Set				
OHPs	6 (One for each class & Seminar room)				
Library					
Books, Periodicals and Journals					
I Year					
	Total Titles =300				
	Total Books (5 multiple copies Each) = 1500			5	
	Total amount spent =1,00,000/-				
II Year					
Additional Books	Total Titles = 300				
	Total Books (5 multiple copies Each) = 1500			5	
	Total amount spent =1,25,000/-				
III Year					
Additional Books	Total Titles = 300				
	Total Books (5 multiple copies Each) = 1500			5	
	Total amount spent =1,25,000/-				
Journals					
	All India Reporter			5	
	Supreme Court Cases				
	State High Court Reports				
	Local Journals				
	India Bar Review				
	Journal of Indian Law Institute				
Internet facilities/Legal Database				5	
News Papers	All National Dailies				

Certified by the Director/Principal



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DETAILED REPORT AND DESCRIPTIVE OBSERVATIONS:

Name of the College _____

RECOMMENDATION:

Convener

Member

Member

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Note

1. The marks will be awarded only when the teaching and non-teaching staff is approved by M.D. University. However, marks shall be awarded only when after the approval of the appointment by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. The inspection committee will verify the proof of qualifications, salary in full grade, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book and copy of the bank pass book. In case of non-teaching staff also the qualifications and selection criteria as prescribed by the University shall be applicable.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than Law courses.
3. It would be necessary to secure 71% and above marks in each of the three facilities (1) Teaching & Non-teaching staff, (2) infrastructure & Amenities and (3) Academic requirements) separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category. If the college secures 50% or below in any of the three facilities, it will come in 'C' category.

Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'

REMEDIAL CLAUSES

4. Notices for the colleges coming under 'B Category' shall be served to comply with the deficiencies before the next academic session.
5. Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

PROFORMA FOR INSPECTION OF A LAW COLLEGE
Five Year Law Course

Name of College/proposed college:

Address (Postal) :

Land line Telephone :

Mobile No.:

Fax :

e.mail :

Name of Society/Trust running or establishing the college:

(submit a copy certified by Registrar Societies or trust deed)

The term and constitution of the present Governing Body:

(submit approved copy of the University)

PAN of the Society:

(submit photocopy)

TAN of the College:

(submit photocopy)

Purpose of Inspection:

(i) Establishing a new college

NOC from Govt. of Haryana (submit a copy):

Courses proposed with intake :

Details of Endowment Fund:

Joint F.D.:

Bank Guarantee:

(II) For continuation of provisional affiliation

Courses with intake already affiliated w.e.f.

Last Inspection done on :

Complied with the report/pending:

(III) For permanent affiliation:

When NOC for it was issued by Govt. of Haryana (submit copy):

When was the last inspection done:

Whether complied/pending:

The courses with strength and

subjects already affiliated: _____

(iv) For periodical Inspection:

When was the permanent affiliation granted: _____

Name of the courses with student strength and subjects already permanently affiliated _____

When was the last inspection done _____

Whether the report complied with/pending: _____

(v) For additional Course:

Name of the courses with intake _____

Submit a list of courses with intake that already allowed _____

Whether NOC obtained from the Govt. of Haryana(submit a copy) _____

(vi) For additional seats/unit of the course:

Name of the courses with intake already approved _____

When was the course permanently Approved _____

No. of seats in addition asked for _____

Submit a list of courses with intake that already approved _____

Whether NOC for additional unit/seats has been obtained(Submit a copy) _____

(vii) For additional subject:

Name of the course of the subject: _____

List of other subjects already affiliated: _____

No. of seats asked for: _____

(viii) Type of college:

Govt. Administered/Aided/Self-financed/ Aided but partly self-financed* _____

* in the course or subject is self-financed what is the fee and other charges per annum _____

Co-educational/women college: _____

If minority run: _____

Submit a list of courses with intake that already approved: _____

Whether NOC for additional unit/seats has been obtained? (Submit a copy) _____

INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
For intake of 120 Students (2 units)					
Categories:					
Documents					
NOC from State Govt.	Mandatory				
Approval from BCI	Mandatory				
Endowment Fund	Rs.				
Affiliation Fee	Rs.				
Availability of Land (in Acres)	Rural -				
	Distt. H.Q. -				
	Metro City -				
General Information					
Inspection Schedule					
Date of submission of application for starting the new course					
Date of first Inspection for first year of the course					
Infrastructure to be made available by the Institute/College at the time of second Inspection for first year of the course					
Date of second Inspection for first year of the course					
Infrastructure to be made Available by the Institute/College at the time of second inspection for first year of the course					
Date of first Inspection for second year of the course					
Infrastructure to be made available by the institute/college at the time of first inspection for second year of the course					
Date of second inspection for second year of the course					
Infrastructure to be made available by the Institute/college at the time of second inspection for second year of the course					
Date of first Inspection for third year of the course					
Infrastructure to be made available by the institute/college at the time of first inspection for third year of the course					
Date of second inspection for third year of the course					
Infrastructure to be made available by the Institute/college at the time of second inspection					

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for third year of the course					
Date of first inspection for 4th year of the course					
Infrastructure to be made available by the institute/college at the time of first inspection for 4th year of the course					
Date of second inspection for 4th year of the course					
Infrastructure to be made available by the Institute/college at the time of second inspection for 4th year of the course					
Date of first Inspection for 5th year of the course					
Infrastructure to be made available by the institute/college at the time of first inspection for 5th year of the course					
Date of second inspection for 5th year of the course					
Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course					
Date of Annual inspection after 5 years completion of law					

Building

Administrative (Common for both 3 Year & 5 Year Law Courses)

Director/Principal's Office	1 (Furnished)			2	
Secretariate Office	1 (Furnished)			1	
Legal Aid Clinic	1 (Furnished)			1	
Superintendent's Office	2 (Furnished)			2	
Stenotypist & Clerk's Office	1 (Furnished)			2	
Reception Room	1 (Furnished)			1	
Store	1			1	
Toilets (Men & Women)	2			1	
Parking Place	As per requirement			1	

Academic

1st Year

Class Rooms	2 (Furnished)			2	
Tutorial Rooms	4 (Furnished)			2	
Library	1 (Furnished)			2	
Computer Centre	1 (Furnished)			1	
Seminar Room	1 (Furnished)			1	
Faculty Rooms	6 (Furnished)			2	
Visiting Faculty Rooms	1 or as per need				

2nd Year

Class Room	2(2+2=4)			2	
Tutorial Rooms	2(4+2=6)			2	
Faculty Rooms	Nil				

3rd Year

Class Room	2(2+2+2=6)			2	
Tutorial Rooms	2(4+2+2=8)			2	
Faculty Rooms	3 (6+3=9)			2	

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INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:					
4th Year					
Class Room	2(2+2+2+2=8)			2	
Tutorial Rooms	2 (4+2+2+2)= 10			2	
Moot Court Hall	1			2	
Faculty Rooms	3 (6+3+3=12)			2	
Visiting Faculty Rooms	1 (As per requirement)				
Auditorium	1 Desirable			2	
5th Year					
Class Room	2(2 +2+2+2+2 =10)			2	
Tutorial Rooms	2 (4+2+2+2+2)= 12			2	
Faculty Rooms	3			2	
Others					
Students Common Room	2 (Girls & Boys)			1	
Canteen	1			1	
Medical Room	1			1	
Students Activity Room	1			1	
Play Ground	Indoor & Outdoor			1	
Students Hostel					
Hostel Strength	Minimum 25% of Boys and 50% of girls enrolled			2	
I & II Year Students	Three seat Room (Carpet area=27 sqm)				
III, IV & V Year Students	Single seat Room (Carpet area=9 sqm)				
Hostel Charges	As prescribed by the University State Government from time to Time				
Kitchen & Dining Hall (100 sqm)	1				
Indoor games cum Common Hall (75 sqm)	1			2	
Medical Room (30 sqm)	1			1	
Canteen (15 sqm)	1			1	
Warden Office (18 sqm)	1			1	
Guest Rooms (18 sqm)	2				
Administrative Staff (Common for both 3 Year & 5 Year Law Courses)					
Director/Principal	1			2	
Legal Aid Incharge	1			1	
Sports Officer				1	
Superintendent	1			2	
Stenotypist	1			1	
Clerk	1			1	
Store Keeper	1			1	
Peon	1			1	
Security Men	3			1	
Mali	1				
Sweepers	2			1	
Library Staff					
Librarian	1			1	
Library Attendant	1			1	
Peon	1				
Computer Lab Staff					
Computer Programmer	1				
Lab Attendant	2			1	
Teaching Faculty					
Norms					
Nature of Appointment	Permanent				
No. of Faculty Members Yearwise	In accordance with norms laid down by the University and Incorporated in the inspection performa				
Qualifications	As per UGC norms adopted by the University/State Govt.				

Selection Committee	(Statute 38, Clause 3(b)) As per M.D. University Calendar Vol.-II, Chapter 56, Clause 8(b), Page 264				
Grades of Pay	As announced by the UGC and Implemented by the University from time to time (Statute 38, Clause 3(b))				
Mode of Payment	By Cheque				
Approval of Appointment	Every teacher appointed in Non-Govt. affiliated institute/ College shall be subject to the approval of the Vice-Chancellor in the manner Prescribed by the University (Statute 38, Clause 3(b))				
1st Year					
Professor/Principal	1			10	
Asstt. Professors	6			30	
Visiting Faculty	As per requirement				
2nd Year					
Faculty	Nil			-	
3rd Year					
Asstt. Professors	3			15	
4th Year					
Asstt. Professors	3			15	
5th Year					
Asstt. Professors	3			15	
Computer Lab					
Hardware					
Computers	15				
Software					
Window (Latest)	1				
MS Office	1				
Other Equipments					
TV+VCR	1 Set				
OHPs	6 (One for each class & Seminar room)				
Library					
Books, Periodicals and Journals					
I Year					
	Total Titles =100			5	
	Total Books (5 multiple copies each) = 500				
	Total amount spent =50,000/-				
II Year					
Additional Books	Total Titles = 100			5	
	Total Books (5 multiple copies Each) = 500				
	Total amount spent =50,000/-				
III Year					
Additional Books	Total Titles = 200			5	
	Total Books (5 multiple copies Each) = 1000				
	Total amount spent =1,00,000/-				
IV Year					
Additional Books	Total Titles = 200			5	
	Total Books (5 multiple copies Each) = 1000				
	Total amount spent =1,00,000/-				
V Year					
Additional Books	Total Titles = 200			5	
	Total Books (5 multiple copies Each) = 1000				
	Total amount spent =75,000/-				
Journals					
	All India Reporter			5	
	Supreme Court Cases				



	State High Court Reports				
	Local Journals				
	India Bar Review				
	Journal of Indian Law Institute				
Internet facility/Legal Database	Internet facility/online legal database atleast one			5	
News Papers	All National Dailies			5	

Certified by the Director/Principal




Observations & Recommendations of the Inspection Committee:

Name of the College _____

RECOMMENDATION:

Convener

Member

Member

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Note

1. The marks will be awarded only when the teaching and non-teaching staff is approved by M.D. University. However, marks shall be awarded only when after the approval of the appointment by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. The inspection committee will verify the proof of qualifications, salary in full grade, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book and copy of the bank pass book. In case of non-teaching staff also the qualifications and selection criteria as prescribed by the University shall be applicable.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than Law courses.
3. It would be necessary to secure 71% and above marks in each of the three facilities (1) Teaching & Non-teaching staff, (2) infrastructure & Amenities and (3) Academic requirements separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category. If the college secures 50% or below in any of the three facilities, it will come in 'C' category.

Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'

REMEDIAL CLAUSES

4. Notices for the colleges coming under 'B Category shall be served to comply with the deficiencies before the next academic session.
5. Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

