

Ucc-1070
23/4/19

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 58 of the Executive Council's meeting

held on 29/03/2019

58. Revision of inspection proforma(s) of various courses for the Colleges/Institutes

Considered the recommendations of the Committee dated 24.09.2018 and 22.10.2018 to revise the inspection proforma(s) of B.B.A., M.B.A., B.C.A., M.C.A. and LL.B. (3 years) & LL.B. (5 years) Courses for the Colleges/Institute affiliated to this University (**Annexure A/86 pages 315-364, already circulated**); and the following recommendations of the Academic Council made vide Reso. No.70 of its meeting held on 25.03.2019:

RESOLVED THAT THE RECOMMENDATIONS OF THE COMMITTEE AS ABOVE BE RECOMMENDED TO THE EXECUTIVE COUNCIL.

RESOLVED THAT THE RECOMMENDATIONS OF THE ACADEMIC COUNCIL AS ABOVE BE APPROVED.

[ACTION BY DCDC]

h/ant

COLLEGES BRANCH

Endst. No.CB-8/Inspection Performa/2019/9562-9844 **Dated** 22-4-19

A copy of the above is forwarded to the following for information and necessary action:-



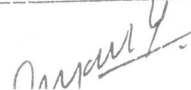
1. Director/Principal of all the Colleges (Degree, Engineering, Management and Law) affiliated to this University (through E.mail).
2. The Director, University Computer Center (U.C.C.), M.D.U. Rohtak to upload the same on the web site of the University and also on the Portal of the Colleges Branch.
3. The Deputy Registrar (Academic), M.D.U. Rohtak (as a follow up action).
4. Dealing Hand CB-II Set of Colleges Branch.



A. Samanta
23/4

Mani
**Superintendent (Colleges)
For D.C.D.C.**

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.)	<table border="1"> <thead> <tr> <th>Course</th> <th>Intake</th> <th>Course</th> <th>Intake</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Course	Intake	Course	Intake				
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/80 seats (one unit)	Available	Max Marks	Marks Secured
1	A Teaching Staff				
	Principal / Director *	1		6	
	Assistant Professor (2+2+2)**	6		36	
	B Non-teaching Staff (Please See Note-1)				
	i) Librarian (Common)	1		2	
	ii) Technical Asstt.	1		1.5	
	iii) Lab Attendant	1		1.5	
	iv) Office-cum-Accountant Assistant / Clerk-cum-Data Entry Operator	1		1	
	v) Safai Karamchari	1		1	
	vi) Peon	1		1	
Subtotal				50	

* Shall be common for all Technical and Management Courses.
 ** Marks for each Asstt. Prof. shall be 18 for 1st year, 9 for 2nd year and 6 for 3rd year.

2	INFRASTRUCTURE				2	
A	i)	Land Requirement (In acres) - 1 Acres for Rural - 0.5 Acres (Other than Rural)				
	ii)	a) Class Rooms (each of 66 sqm carpet area)	3		3	
	iii)	Tutorial Room (33 sqm Carpet Area)	1		1	
	v)	Computer Centre (150 sqm carpet area)	1		4	
	vi)	Library & Reading Hall (100 sqm Carpet Area)	1		2	
	vii)	Seminar Hall (132 sqm Carpet Area)	1		1	
B	ADMINISTRATIVE AREA					
	i)	Principal/ Director Office (30 sqm carpet area)	1		2	
	ii)	Board Room (20 sqm carpet area)	1			
	iii)	Office (150 sqm Carpet Area for standalone & 300 sqm carpet area for more than on : 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		2	
	vi)	Faculty Rooms/ Cabin (One For each faculty - 5 sqm Carpet Area)	6		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			
	xiii)	Placement Office (30 sqm Carpet Area)	1			
C		Amenities Area	Adequate		1	
		Toilets (Ladies & Gents). (350 sqm Carpet Area)			1	
		Boys Common Room (100 sqm Carpet Area)	1		1	
		Girls Common Room (100 sqm Carpet Area)	1		1	
		Cafeteria (150 sqm Carpet Area)	1		0.5	
		Stationary Store (10 sqm Carpet Area)			0.5	
		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)				
		Subtotal (A+B+C)			25	

Subtotal (A+B+C)

3		Academic Requirements				
	A	Computing Facilities				6
	i)	Computers * (30+30+30)	90			1
	ii)	Printers* (3+3+3)	3			1
	iii)	Legal System Software (As per Curriculum requirement)				5
	iv)	Legal Application Software (As per Curriculum requirement)	20			
	v)	LAN and Internet on all System	Yes			1
	vi)	Internet Bandwidth (1:1)	2 MBPS			

	vii)	Audio-Visual Aids	2 LCD Projectors				
	B	Library					
	i)	Titles* (100+100+100)	300		9		
		Volumes* (600+600+600)	1800				
	ii)	National Journals* (6+6+6)	18		2		
	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					25	
	Total (1+2+3) (50+25+25)					100	

* Number Specified for all 3 years

  
R. Punia  

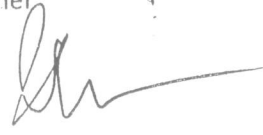
DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____


Date of Inspection: _____

RECOMMENDATION:


Convener

Myam Y


Member

R. P. ...


Member


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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 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.)	<table border="1"> <thead> <tr> <th>Course</th> <th>Intake</th> <th>Course</th> <th>Intake</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Course	Intake	Course	Intake				
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(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:	

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	Description (requirement)	Required for 60 seats (one unit)	Available	Max Marks	Marks Secured
1	A Teaching Staff				
	Principal / Director*	1		6	
	Professor (0+1)**	1		6	
	Associate Professor (1+2)***	3		12	
	Assistant Professor (4+4)***	8		16	
	B Non-teaching Staff(Please See Note-1)				
	i) Librarian	1		3	
	ii) Technical Asstt.	1		1.5	
	iii) Lab Attendant	1		1.5	
	iv) Assistant Office-cum-Accountant Assistant Clerk-cum-Data Entry Operator	1		1	
	v) Safai Karamchari	1		1	
	vi) Peon	1		1	
	vii) Library Attendant	1		1	
	Subtotal				50

- * Shall be common for all Technical and Management Courses.
- ** Marks for Professor shall not be counted for 1st year
- *** Marks for each Associate Prof. shall be 12 for 1st year, 4 for 2nd year.
- **** Marks for each Assistant Prof. shall be 4 for 1st year, 2 for 2nd year

2	INFRASTRUCTURE				
A	i)	Land Requirement (In acres) - 1 Acres for Rural - 0.5 Acres (Other than Rural)	2		2
	ii)	a) Class Rooms (each of 66 sqm carpet area)	2		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			
	i)	Toilets (Ladies & Gents) (350 sqm Carpet Area)	Adequate		1
	ii)	Boys Common Room (100 sqm Carpet Area)	1		1.5
	iii)	Girls Common Room (100 sqm Carpet Area)	1		1.5
	iv)	Cafeteria (150 sqm Carpet Area)	1		1
	v)	Stationary Store (10 sqm Carpet Area)	1		1
	vi)	First-Aid-Cum Sick Room (10 sqm Carpet Area)	1		1
	vii)	Desirable (Principal's Quarter, Guest House, Sports Club, Gymnasium, Auditorium, Boys & Girls Hostel as per Norms)			
Subtotal					25

3	A	Academic Requirements				
		Computing Facilities				
		i)	Computers * (30+30)	60		6
		ii)	Printers* (3+3)	6		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
	B	i)	Audio-Visual Aids	2 LCD Projectors		
			Library			
			Titles* (100+100)	200		6
			Volumes* (500+500)	1000		
		ii)	National Journals* (12+12)	24		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		
Subtotal					25	
Total (1+2+3)					100	

* Number Specified for all 2 years



-264-

-330-

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of inspection: _____

RECOMMENDATION:

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Convener

[Handwritten signature]

R. Punia

Member

[Handwritten signature]

Member

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NOTE

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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.
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 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

M. Manu

S. S. Suresh

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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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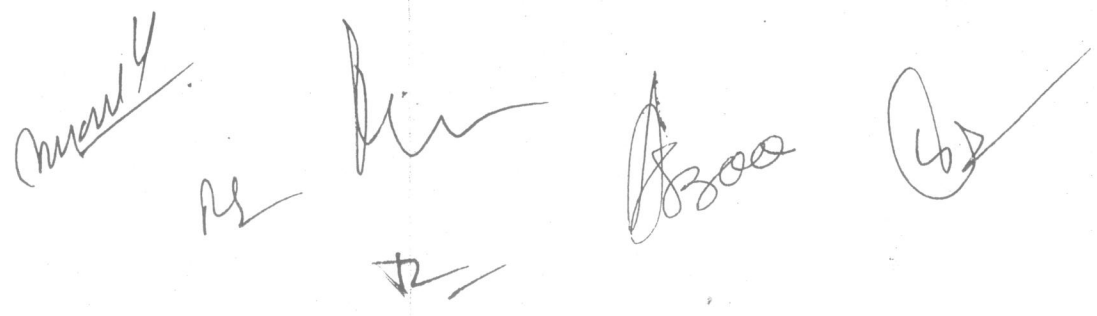
REMEDIAL CLAUSES

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'



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ANNEXURE- C

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA 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 G- Body:	
12. PAN of the Society:	
13. Courses and Seats for which affiliation is to be granted: (Note:- Attached Proof in support of above points.)	Course Intake Course Intake

M. D. Singh

Sharma

Agarwal

*Manish
T2*

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:	

[Handwritten signatures and marks]

335

		Description (requirement)	Required for 60 seats/80 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-Accountant / Clerk-cum-Data Entry Operator	1		1	
		iv)	Lab Attendant	1		1	
		v)	Safai Karamchari	1		1	
		vi)	Peon	1		1	
Subtotal					50		

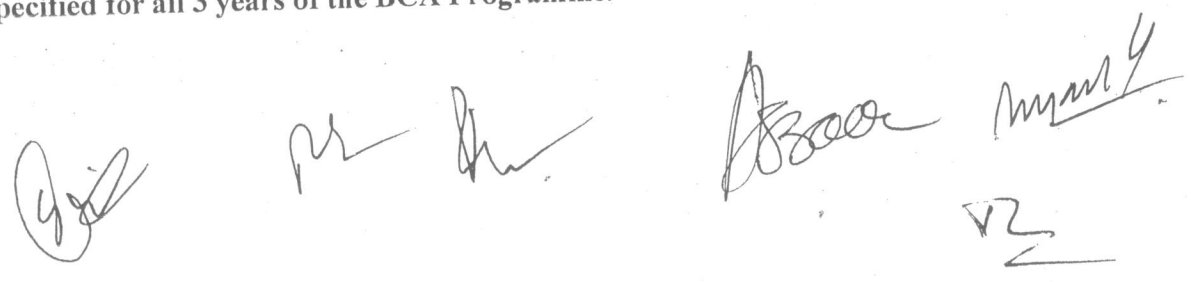
*Shall be common for all Technical and Management Courses.

** Marks for each Asstt. Prof. shall be 12 for 1st year, 6 for 2nd year and 4 for 3rd year.

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
		Subtotal			25
3		Academic Requirements			
	A	Computing Facilities (2 Computer Laboratories)			
	i)	(i) Computers (40+40+40)*	120		6
		(ii) Printers (4+4+4)*	12		1
		(iii) Powerbackup	Adequate		-
	ii)	Internet Bandwidth	2 MBPS		1
	iii)	Licensed Software (As per Curriculum requirement)			
		- System Software	2		1
		- Application Software	10		5
	B	Library			
	i)	Titles (100+100+100)*	300		9
		Volumes (600+600+600)*	1800		
	ii)	IT Magazines	08		2
	iii)	Journals related to Computer Science/ IT	Desirable		-
			Adequate		-
	iv)	Newspapers			25
		Subtotal			25
					100
		Total (1+2+3)			

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



DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection: _____

RECOMMENDATION:

Convener



R. Kuria

Member

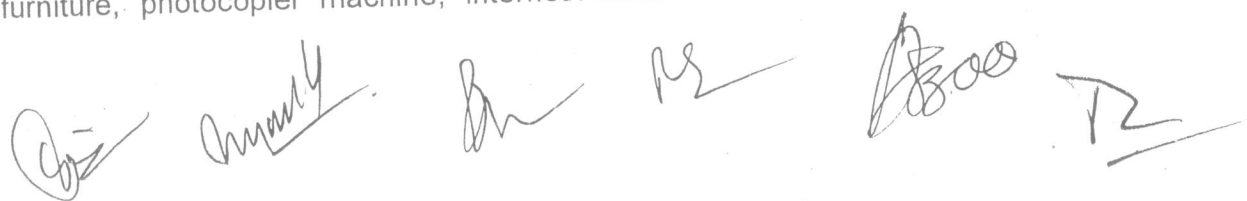


Member



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!](http://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.

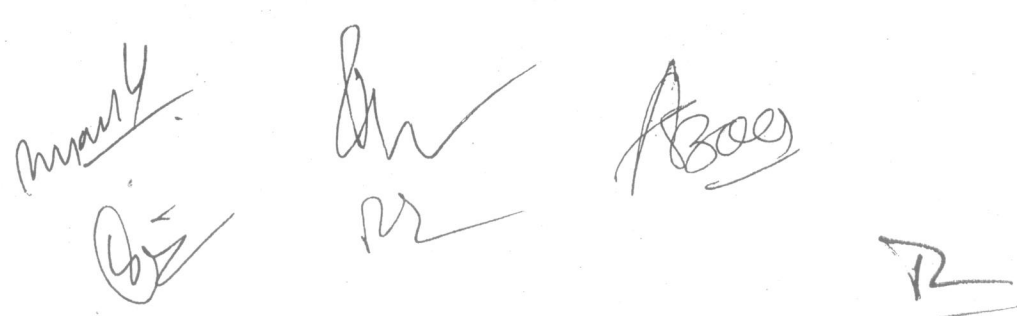
REMEDIAL CLAUSES

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,
PERFORMA 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 (Note:- Attached Proof in support of above points.)	Course Intake Course Intake

RS *Murthy* *D* *Asoc* *Ch*
TR

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

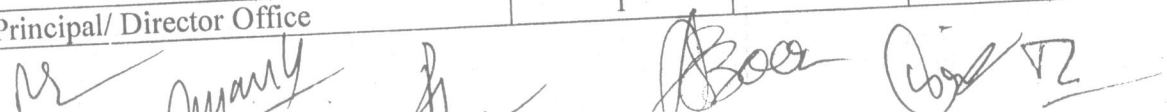
(i) Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:	
(ii) Name of the Courses with an intake, for which affiliation is asked for	
(iii) Session/Year for which affiliation is asked for	
(iv) Courses with intake already granted by University	
(v) Date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

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Description (requirement)		Required for 60 seats (one unit)	Available	Max Marks	Marks Secured
1	A Teaching Staff			6	
	Principal / Director*	1		6	
	Professor (0+1+0)**	1		12	
	Associate Professor (0+1+2)***	3		16	
	Assistant Professor (4+2+2)****	8			
	B Non-teaching Staff(Please See Note-1)			3	
	i) Librarian (Common)	1		2	
	ii) Technical Asstt.	2		1	
	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	

* Shall be common for all Technical and Management Courses
 ** Marks for Professor and Associate Professor shall not be counted for 1st year
 *** Marks for each Associate Prof. shall be 12 for 2nd year, 4 for 3rd year.
 **** Marks for each Assistant Prof. shall be 4 for 1st year, 2.67 for 2nd year and 2 for 3rd year.

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	1		1



		(30 sqm carpet area)			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		-	
	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)	12		2	
	vi)	Faculty Rooms/ Cabin (One For each faculty – 5 sqm Carpet Area)	1		-	
	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		1	
	xii)	Exam Control Office (30 sqm Carpet Area)	1		1	
	xiii)	Placement Office (30 sqm Carpet Area)				
	C	Amenities Area	Adequate		1	
	i)	Toilets (Ladies & Gents) (350 sqm Carpet Area)	1		1.5	
	ii)	Boys Common Room (100 sqm Carpet Area)	1		1.5	
	iii)	Girls Common Room (100 sqm Carpet Area)	1		1	
	iv)	Cafeteria (150 sqm Carpet Area)	1		1	
	v)	Stationary Store (10 sqm Carpet Area)	1		1	
	vi)	First-Aid-Cum Sick Room (10 sqm Carpet Area)			-	
	vii)	Desirable (Principal's Quarter, Guest House, Sports Club, Gymnasium, Auditorium, Boys & Girls Hostel as per Norms)				
		Subtotal			25	

3		Academic Requirements			
	A	Computing Facilities	90		6
	i)	Computers * (30+30+30)	9		1
	ii)	Printers* (3+3+3)	3		2
	iii)	Legal System Software (As per Curriculum requirement)	20		4
	iv)	Legal Application Software (As per Curriculum requirement)			1
	v)	LAN and Internet on all System	Yes		1
	vi)	Internet Bandwidth (1:1)	2 MBPS		-
	vii)	Audio-Visual Aids	2 LCD Projectors		-
	B	Library			6
	i)	Titles* (100+100+100)	300		
		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		-
		Subtotal			25
					100
	Total (1+2+3)				

* Number Specified for all 3 years

R. Punia

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DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

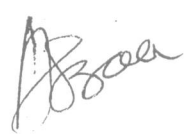
Date of Inspection: _____

RECOMMENDATION:

Convener



R. Lucia
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.
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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,



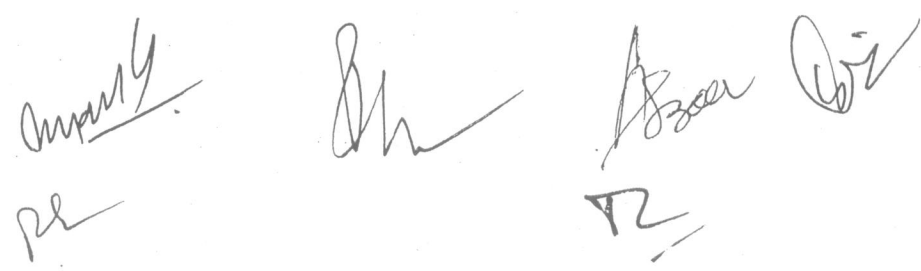
computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into 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.ac.in)
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:

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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

Mr. Anand *Sharma* *Boer* *12* *12*

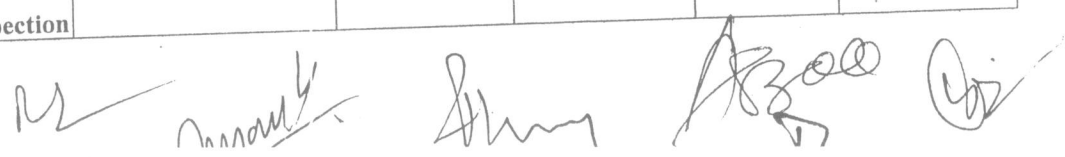
Co-educational/women college: _____

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						
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					
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)					
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)					
Others						
Students Common Room	2 (Girls & Boys)				1	
Canteen	1				1	
Medical Room	1				1	
Students Activity Room	1				1	
Play Ground	Indoor & Outdoor					
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				1	
Canteen (15 sqm)	1				1	
Warden Office (18 sqm)	1					
Guest Rooms (18 sqm)	2					



INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:					
Administrative Staff					
Director/Principal	1			2	
Legal Aid Incharge	1			1	
Sports Officer					
Superintendent	1				
Stenotypist	1			1	
Clerk	1			1	
Store Keeper	1			1	
Peon	1			1	
Security Men	3			1	
Mali	1			1	
Sweepers	2				
Library Staff					
Librarian	1			1	
Library Attendant	1			1	
Peon	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.-11, 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				15	
Asstt. Professors	3(3+3=6)				
Visiting Faculty	As per requirement				
3rd Year				15	
Lecturers	3 (4+2+3=9)				
Computer Lab					
Hardware					
Computers	15				
Software					
Window 98/2000	1				
MS Office	1				
Other Equipment's					
TV+VCR	1 Set				
OHPs	6 (One for each class & Seminar room)				
Library					
Books, Periodicals and Journals					
I Year					
	Total Titles =300			5	
	Total Books (5 multiple copies Each) = 1500				
	Total amount spent =1,00,000/-				
II Year					
Additional Books	Total Titles = 300			5	
	Total Books (5 multiple copies Each) =1500				
	Total amount spent =1,25,000/-				
III Year					
Additional Books	Total Titles = 300			5	
	Total Books (5 multiple copies Each)= 1500				
	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					
News Papers	All National Dailies			5	

Certified by the Director/Principal

Mr. Anand

Shyam

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DETAILED REPORT AND DESCRIPTIVE OBSERVATIONS:

Name of the College _____

RECOMMENDATION:

Convener

Member

Member

R. Puria
Chaudhary

[Signature]

[Signature]

(45)

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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.

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**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

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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

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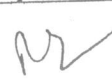




Co-educational/women college:

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					

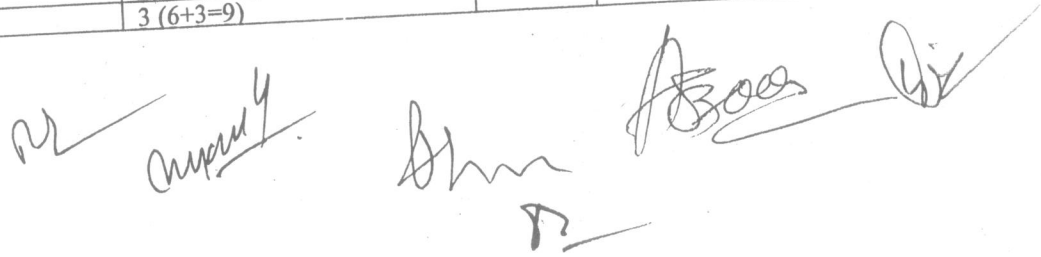
for third year of the course					
Date of first inspection for 4 th year of the course					
Infrastructure to be made available by the institute /college at the time of first inspection for 4 th year of the course					
Date of second inspection for 4 th year of the course					
Infrastructure to be made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

Building

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

Academic

1st Year					2
Class Rooms	2 (Furnished)				2
Tutorial Rooms	4 (Furnished)				2
Library	1 (Furnished)				1
Computer Centre	1 (Furnished)				1
Seminar Room	1 (Furnished)				2
Faculty Rooms	6 (Furnished)				
Visiting Faculty Rooms	1 or as per need				
2nd Year					2
Class Rooms	2(2+2=4)				2
Tutorial Rooms	4(4+2=6)				
Faculty Rooms	Nil				
3rd Year					2
Class Room	2(2+2+2=6)				2
Tutorial Rooms	2(4+2+2=8)				2
Faculty Rooms	3 (6+3=9)				



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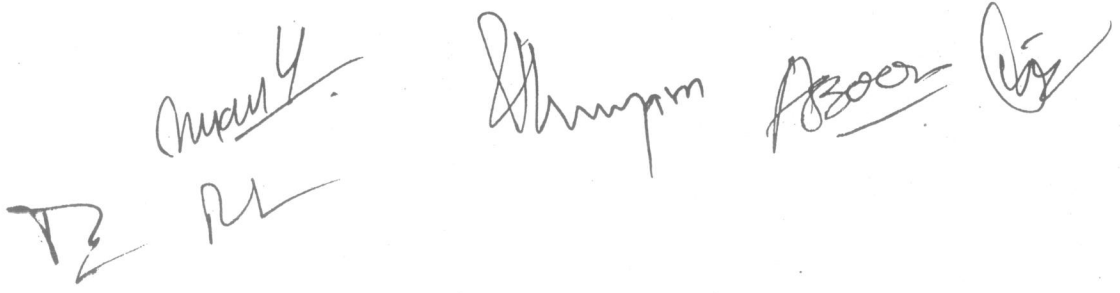
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INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:					
4th Year					
Class Rooms	2(2+2+2+2=8)			2	
Tutorial Rooms	2(4+2+2+2)=10			2	
Moot Court Hall	1			2	
Faculty Rooms	3(6+3+3=12)				
Visiting Faculty Rooms	1 (As per requirement)			2	
Auditorium	1 Desirable				
5th Year					
Class Rooms	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				
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			1	
Canteen (15 sqm)	1			1	
Warden Office (18 sqm)	1				
Guest Rooms (18 sqm)	2				
Administrative Staff					
Director/Principal	1			2	
Legal Aid Incharge	1			1	
Sports Officer				1	
Superintendent	1			2	
Stenotypist	1				
Clerk	1			1	
Store Keeper	1			1	
Peon	1			1	
Security Men	3				
Mali	1			1	
Sweepers	2				
Library Staff					
Librarian	1			1	
Library Attendant	1			1	
Peon	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.-11, 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	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 Equipment's					
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 facilities/Legal Database	Internet facility/online legal database atleast one			5
News Papers	All National Dailies			5

Certified by the Director/Principal



DETAILED REPORT AND DESCRIPTIVE OBSERVATIONS:

Name of the College _____

RECOMMENDATION:

Convener

Member

Member

R. Puvia

VS

Anand

Shyam

Azhar

Ch

Note:

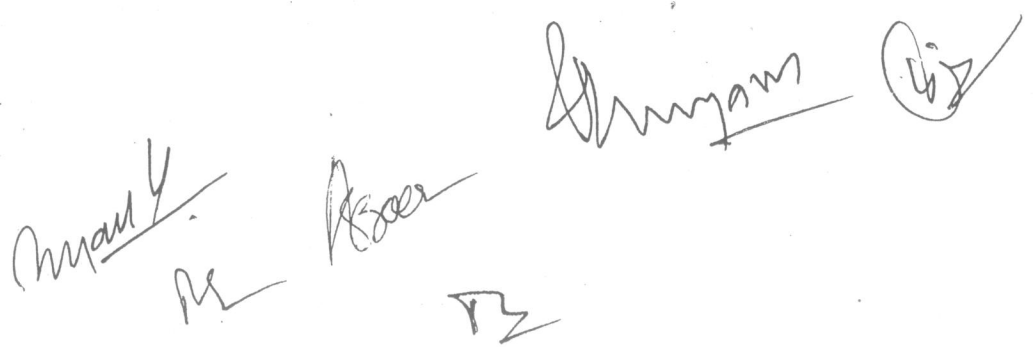
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Categorization of Colleges shall be as under:

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.



 A series of handwritten signatures and initials are present at the bottom of the page. From left to right, there is a signature that appears to be 'Anand K', followed by 'M', 'R', 'S', 'D', and a circular stamp containing the initials 'G.S.'