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MAHARSHI DAYANAND UNIVERSITY ROHTAK

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

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]

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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:-

- Director/Principal of all the Colleges (Degree, Engineering, Management and Law) affiliated to this University (through E.mail).
- 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.

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Superintendent (Colleges)
For D.C.D.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	3.	Telephone/Mobile No.:		egypposition design () that the great section is possitionized to see 2 - 4 per 2 cm or 2 cm
-	7.	Fax/Website:		
1	8.	E-mail Address:		re-gamalitative gentlembre girt Strate vertigen von 1830 pt
1	9.	TAN of the College:		
- 1		Name of Society/Trust, under which College		
	is r	unning/being established:		
		A		
		the time of the		and the second s
:\$4.		. The specific term and constitution of the		
		overning Body:		
	12.		Course Intake Course	Intake
	13 he	. Courses and Seats for which affiliation is to granted	Oddied Maske	
	(Note:- Attach Proof in support of above		
	1	points.)		
		PURPOSE O	FINSPECTION	and an extension of the second section of the second section (second section (second section section section sec
				annessa dian salah din dinininin salah inggan ang dininininin sa sa sa san sa sa sa
	(A	in 10 the standing prove offiliation		
	(E		0 A	
	()	WY DE MANUEL	1200	W.

(C)	Grant of Additional Course(s)	
	F	
(D)	Grant of Additional Subject(s)	
	111:1/2\/\$cat/\$\	
(E)	Grant of Additional Unit(s)/Seat(s)	A STATE OF THE PARTY OF THE PAR
(F)	Grant of Permanent Affiliation to	
Cours	se/College	
(G)	Regarding periodical Inspection	
		1. Downland
	Information/Docu	iments Required
(i)	Mention the year, for which NOC has been Issued by the State Government/	
(ii)	State Govt./Central Body: Name of the Courses with an intake for which affiliation is asked for	
(iii)	Session/Year for which affiliation is asked	
for (iv) Univ	Courses with intake already granted by ersity	
(v) Univ	Date of Previous Inspection made by the versity	
(vi)	Whether Compliance has been made by the college or not	
(∀ii)	Mention the year, in which Permanent affiliation has been granted to the college, by the university	
(Vili) Any other Information:	,
1		

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	Descr	ription (requirement)	Required for 60 seats/80 seats (one unit)	Available	Max Marks	Marks Secured
			Scats (one			
A	Teac	hing Staff	•		6	and the second s
	1	ipal / Director *	1			and the same of th
	Princ	apai / Director	6		36	
	Assis	stant Professor (2+2+2)**		and and are		
В	Non-	-teaching Staff (Please See Note-1)				
D	11011		1		2	
	i)	Librarian (Common)	1		1.5	
	ii)	Technical Asstt.			1.5	and district the second state of the second
		Lab Attendant	1		1.0	
	iii)	Office-cum-Accountant Assistant/ Clerk-	1		1	
	iv)	Office-cum-Accountant Assistant			1	
	+	cum-Data Entry Operator	1		. 1	
	v)	Safai Karamchari	1		1	
	vi)	Peon			50	
	ubtota	1				

^{*} Shall be common for all Technical and Management Courses.

** Marks for each Asstt. Prof. shall be 18 for 1st year, *) for 2nd year and 6 for 3rd year.

T		INFR	ASTRUCTURE			2
-	A	i)	Land Requirement (In acres)			* * * * * * * * * * * * * * * * * * *
			- 0.5 Acres (Other than Rural)			3
	-	ii)	a) Class Rooms	3		
			(each of 66 sqm carpet area) Tutorial Room	1		1
		iii)	(33 sqm, Carpet Area)	1		4
194;		v)	Computer Centre (150 sqm carpet area)	1		2
		vi)	Library & Reading Hall (100 sqm Carpet Area)	1		1
		vii)	Seminar Hall (132 sqm Carpet Area)	. *		
	В		MINISTRATIVE AREA Principal/ Director Office	1		2
		i)	(30 sqm carpet area)	1		
		ii)	Board Room (20 sqm carpet area)	1		1
		iii)	Office (150 sqm Carpet Area for standalone 32) 300 sqm carpet area for more than on	1		
			Program)	// 1.	h	2 101

	iv)	Dept. Office (s)			2	and the second s
	17)	(One Per Dept- 20 sqiii Carpet 120)	1		2	
	v)					
	V)	(One for each Deptt10 sqm Carpet			2	
		1 200)	6	0.0	2	
	vi)	1. Deams/ Cahin		and the state of the state of		
	V1)	(One For each faculty – 5 sqm Carpet	p. Mark			The second secon
		Area)	1	* *		
an alan in temperatura com	vii)	Central Stores	w.f			
	V11)	(30 sqm Carpet Area)	1			
	viii)	Maintenance				18 10 10
	VIII)	(10 sqm Carpet Area)	1 1			
	1:00	Security				
	ix)	(10 sqm Carpet Area)	1			
		House Keeping	1			-
	(x)	(10 sqm Carpet Area)	1			
	• `	Pantry for Staff	1			
	xi)	(10 sam Carpet Area)	1			
		Exam Control Office	1			
	xii)	(30 sqm Carpet Area)	1			
-		Discement Office	1			
	xiii	(30 sqm Carpet Area)				
Nº.		Amenities Area	Adequate		-1	
C		Toilets (Ladies & Gents)	Adequate			
-		(350 sqm Carpet Area)	1		1	
3		Boys Common Room	1			
		(100 sqm Carpet Area)	1		1	
1		Girls Common Room	1			
		(100 sqm Carpet Area)	1		1	
-		Cafeteria	. 1	1		
1		(150 sqm Carpet Area)	1		0.5	
-		Stationary Store	*	40 14	,	
		(10 sam Carpet Area)	1		0.5	
		First-Aid-Cum Sick Room	1			
Ì		(10 sqm Carpet Area)				
		D 'lala			-	
		12 - Overter (illest flouse,				
		Clark Cymnagillm, Auditoria	ım,			
		Boys & Girls Hostel as per Norms)			25	
		And the second s			43	
abi	total ((A+B+C)				
		Academic Requirements				
	3	Computing Facilities	90		6	
		* (30+30+30)	90		1	
		::\ Printers* (3+3+3)	3		1	
		T 1 System Software	3			
		(Ag per Curriculum requirement)	20			5
		T and Application Software	20			
		(Ag per Curriculum requirement)	Yes			
		I A N and Internet on all System				1
		Tutomat Bandwidth (1:1)	2 MB	13	1	62
		vi) Internet Bandwidth (1.1)	Many.	١,	1	2 Train
18			10W		11XXX	<u> </u>

vii)	Audio-Visual Aids	2 LCD Projectors			
B i)	Library Titles* (100+100+100) Volumes* (600+600+600)	300 1800		9	
ii)	National Journals* (6+6+6)	18 Desirable		2	
iii)	International Journals E- Journals	As prescribed	gay san hilly .		
v)	Reading Room Seating (25% of Total Students)	Adequate			
vi)	Multimedia Lab	Adequate			
Subtotal	(1% of Total Students)			25 100	

^{*} Number Specified for all 3 years

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DETAILED REPORT AND DESCRIPTIVE OBSERVATION:
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Name of the College_____

Date of Inspection:

RECOMMENDATION:

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Member

Member

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- The marks will be awarded only when the teaching and non-teaching staff is appointed 1. 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.
 - 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.
 - 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 cashbook, 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.

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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.

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 e lse 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.

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.

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.cErrorl Hyperlink reference not valid.

Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

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.

Categorization of Colleges shall be as under:

Categorization of Colleges sha	11 00 00 0110	'A'
71% and above	in each of the three facilities	
	in each of the three facilities	'B'
From 51% and upto 70%	****	,C,
Upto 50%	in each of the three facilities	

ANNEXURE- B

MAHARSHI DAYANAND UNIVERSITY, ROHTAK PROFORMA FOR INSPECTION OF MBA PROGRAMME

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:	
4	
8. E-mail Address:	
 TAN of the College: Name of Society/Trust, under which College 	
is running/being established:	
is running/being established.	
11. The specific term and constitution of the	
Governing Body:	
12. PAN of the Society:	Course Intake Course Intake
13. Courses and Seats for which affiliation is to be granted	Course Intake Course Intake
(Note:- Attach Proof in support of above	e l
points.)	
PURPOSE 0	F INSPECTION
and the state of the power college	
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Grant of Additional Course(s)	
Grant of Additional Subject(s)	
Grant of Additional Unit(s)/Seat(s)	and the second of the second o
Grant of Permanent Affiliation to	
se/College	
Regarding periodical Inspection	
Information/Docu	ments Required
Mention the year, for which NOC has been Issued by the State Government/	
Name of the Courses with an intake, for which affiliation is asked for	
Session/Year for which affiliation is asked	
Courses with intake already granted by ersity	
Date of Previous Inspection made by the versity	
Whether Compliance has been made by the college or not	
Mention the year, in which Permanent affiliation has been granted to the college, by the university	
Any other Information:	
	Grant of Additional Unit(s)/Seat(s) Grant of Permanent Affiliation to se/College Regarding periodical Inspection Information/Docu Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body: Name of the Courses with an intake, for which affiliation is asked for Session/Year for which affiliation is asked Courses with intake already granted by ersity Date of Previous Inspection made by the ersity Whether Compliance has been made by the college or not Mention the year, in which Permanent affiliation has been granted to the college, by the university

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	_	Descri	ption (requirement)	Required for 60 seats (one	Available	Max Marks	Marks Secured
		D03011		unit)		ü	
A		Teach	ing Staff	1		6	
	+		pal / Director*	1	30 C C C C C C C C C C C C C C C C C C C	6	
	Professor (0+1)**		3		12		
		Assoc	riate Professor (1+2)***	8		16	
		Assistant Professor (4+4)*** Non-teaching Staff(Please See Note-1)					
I	В			1		3	
	,		Librarian Technical Asstt.	1		1.5	And the second s
		ii)	**************************************	1		1.5	
		iv)	Lab Attendant Office-cum-Accountant Amistant/ Clerk	. 1	*	1	
			cum-Data Entry Operator			1	
		v) Safai Karamchari	. 1		1		
		vi)	Peon	1		1	
	-	vii)	Library Attendant			50	
	S	ubtota	1				

Shall be common for all Technical and Management Courses.

^{****} Marks for each Assistant Prof. shall be 4 for 1st year, 2 for 2nd year

		INFR	ASTRUCTURE	2		2
	A	i)	Land Requirement (In acres) - 1 Acres for Rural - 0.5 Acres (Other than Rural)	4)	u 1	
1944				2		3
		ii)	a) Class Rooms (each of 66 sqm carpet area)	1		1
	-	iii)	Tutorial Room (33 sqm Carpet Area)			2
		iv)	Computer Laboratories (each of 66 sqm carpet area)	2		1
		(v)	Computer Centre	1		1
		vi)	(150 sqm carpet area) Library & Reading Hall	1		1
			(100 sqm Carpet Area) Seminar Hall	1		1
		vii)	(132 sqm Carpet Area)			

^{**} 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.

3		INISTRATIVE AREA	1		1	
	i)	Principal/ Director Office	1			
		(30 sqm carpet area)	1		1	
	ii)	Board Room	1			
		(20 sqm carpet area)	1	15to P	1	
	iii)	Office	1	, ,	,	
		(150 sqm Carpet Area for standalone &	214			
		300 sqm carpet area for more than on e		2 00		
		Program)	100	,		
	iv)	Dent. Office (s)	1		2 2	
	1.,	(One Per Dept- 20 sqm Carpet Area)				18
	v)	Cabin for HOD(s)	1			
	1	(One for each Deptt10 sqm Carpet				
		Area)	10		2	
-	vi)	Faculty Rooms/ Cabin	12		2	
)	(One For each faculty – 5 sqm Carpet				
	=	Area)	4			
	vii)	Central Stores	1			
	111)	(30 sqm Carpet Area)				-
	viii)	Maintenance	1			
	*1111)	(10 sqm Carpet Area)				-
	ix)	Security	. 1			
	IA)	(10 sqm Carpet Area)				-
	(x)	House Keeping	1			
	1	(10 sqm Carpet Area)				-
	xi)	Pantry for Staff	1			
	Alj	(10 sqm Carpet Area)			1 .	-
	xii)	Exam Control Office	1		1	
	X11)	(30 sqm Carpet Area)		,	1	
-	xiii)	- 0.01	1		1	
	Aili)	(30 sqm Carpet Area)			-	
1		Amenities Area			1	
1	i)	Toilets (Ladies & Gents)	Adequate		1	
	1)	(350 sqm Carpet Area)			1.5	
-	ii)	Boys Common Room	1		1.5	
	11)	(100 sqm Carpet Area)			1.5	_
-	:::)	Girls Common Room	1		1.5	
	iii)	(100 sqm Carpet Area)				
-			1	6	. 1	
	iv)	(150 sqm Carpet Area)				
		Stationary Store	1		1	
	v)	(10 sqm Carpet Area)				
	:>	C' 1 D	1		1	
	vi)	(10 sqm Carpet Area)	9 9			
_						2 0
	vii	(Principal's Quarter, Guest House,				
		Sports Club, Gymnasium, Auditorium,				
		Boys & Girls Hostel as per Norms)				
		Boys & Ollis Hostel as per Horins)		ý		

Subtotal

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			*				
T			Academic Requirements				
-	1		Computing Facilities	(0)		. 6	
F	1	i)	Computers * (30+30)	60	-	1	
-		ii)	Printers* (3+3)	6		2	
-		iii)	Legal System Software	3		-	
		111)	(As per Curriculum requirement)			4	-
-			Legal Application Software	20			
		iv)	(As per Curriculum requirement)			1	
		-	LAN and Internet on all System	Yes		1	
		v)	LAN and Internet on an System	2 MBPS		1	-
		vi)	Internet Bandwidth (1:1)	2 LCD	*		
		vii)	Audio-Visual Aids	Projectors			-
	В		Library	200		6	-
		i)	Titles* (100+100)	1000			
			Volumes* (500+500)				
			1 * (12+12)	24		3	
		ii)	National Journals* (12+12)	Desirable			
		iii)	International Journals	As prescribed			
		iv)	E- Journals	Adequate		1	
		V)	Reading Room Seating	Adoquato			
			(25% of Total Students)	Adequate			
		vi)	Multimedia Lab	Adequate			
			(1% of Total Students)			25	
						25	
Sub	tota	ıl				100	
						100	
Tot	al (1	(+2+3)					

^{*} Number Specified for all 2 years

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DETAILE	REPORT	AND DESC	RIPTIVE	OBSERVA	TION
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Name of the College_

ECOMMENDATION:

Date of inspection:

Convener

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Member

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- 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 1. 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.
- 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 cashbook, 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 furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests

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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.

- 8. Non-teaching staff, infrastructure & Amenities, Academic requirements) separately, to be categorized in 'A' Category e lse 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.
- 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.
- 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.ceffror! Hyperlink reference not valid.
- Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

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
From 51% and upto 70% in each of the three facilities
Upto 50% in each of the three facilities

ment of the

100

(G)

'A'

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ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA FOR INSPECTION OF BCA PROGRAMME

PERFORMATORING	
Name of the proposed /Existing College:	
Year of Establishment:	
3. Date of inspection	
4. Address:	
5. Type of College, Whether Govt./Aided/S.F.S/	
5. Type of College, Whether Covantages	
Malaila No :	
7. Fax/Website:	
8. E-mail Address:	
All O-llows	
9. TAN of the College.	
10. Name of Society/Trust, under which College	
is running/being established:	
is running/being established	
11. The specific term and constitution of the G-	
Body:	
12 PAN of the Society:	Course Intake Course Intake
13. Courses and Seats for which affiliation is to be	Course Intake Course Intake
granted:	
and the second s	
(Note:- Attached Proof in support of above points.)	
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· ·	PURPOSE OF IN	SPECTION
(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/Docum	nents Required
(12)	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	
(V	ii) Mention the year, in which Permanent affiliation has been granted to the college, by the university	
(vi	ii) Any other Information:	

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	Descr	iption (requirement)	Required for 60 seats/80	Available	Max. Marks	Marks secured
			seats (one unit)	#		
A	Teac	hing Staff				
		ipal / Director*	1		6	
	1	stant Professor (3+3+3)**	9		36	
В		teaching Staff(Please See Note-1)		*,		
	i)	Librarian	1		2	
	ii)	TD 1 :- al A gott	2		2	
	iii)	Office-cum-Account and / Clerk-cum-Data Entry Operator	1		1	
		cum-Data Entry Operator	1		1	
	iv)	Lab Attendant Safai Karamchari	1		1	
	(V)		1		1	
	vi)	Peon	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.

		INFI	RASTRUCTURE & AMENITIES	n .			•
	A	i)	Land (In acres) - 1.5 Acres for Rural			2	
			- 0.5 Acres (Other than Rural)	3		3	
		ii)	Class Rooms (each of 66 sqm carpet area)	1	*	1	
ş	T.	iii)	Tutorial Room (33 sqm Carpet Area)	1	₹	4	
		iv)	Computer Laboratories	2		•	
			(each of 66 sqm carpet area) Library & Reading Hall	1		2	
			(100 sqm Carpet Area) Seminar Hall	1		1	
	-	A.D.	(132 sqm Carpet Area) MINISTRATIVE AREA				
	В	i)	Principal/ Director Office	1	(Se	2	
		ii)	(30 sqm carpet area) Office	1		1	
			(150 sqm Carpet Area)	1		2	
		iii)	(10 sqm Carpet Area)	1		2	
		iv)	Staff Room (60 sqm Carpet Area)	 D.	A	77)

C	T	Play Ground	1		1	
1	-	Separate Common Rooms for Boys and	1		1	
		Girls			1	
-		Hostel Facility			1	
-		Safe Drinking Water	-		1	
-		Adequate Toilets for Male & Female	-		25	
-		Subtotal			23	
-		Academic Requirements				
A		Computing Facilities				
		(2 Computer Laboratories)	100		6	
	i)	(i) Computers (40+40+40)*	120		1	事 被
	1	(ii) Printers (4+4+4)*	12	12	1	
		(iii) Powerbackup	Adequate		1	-
	ii)	Internet Bandwidth	2 MBPS		1	-
	iii)	Licensed Software				
	111)	(As per Curriculum requirement)	2 4	,	1	
		- System Software	2	×	5	
		- Application Software	10			
В		Library	300		9	
	i)	Titles (100+100+100)*				
		Volumes (600+600+600)*	1800			
			08	1	2	
	ii)	IT Magazines	Desirable		-	
	iii)	Journals related to Computer Science/ IT	Adequate		-	
	iv)	Newspapers	Subtotal		25	
-			Subtotat		100	

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

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DETAILED REPORT AND DESCRIPTIVE OBSERVATION:	

RECOMMENDATION:

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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 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.

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.

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 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 cashbook, 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,

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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.

- 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 e lse 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.cErrerl 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

 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 From 51% and upto 70%

Upto 50%

in each of the three facilities in each of the three facilities in each of the three facilities

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ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA FOR INSPECTION OF MCA PROGRAMME

1.	Name of the proposed /Existing College:	8			
2.	Year of Establishment:				,
3.	Date of inspection		5		
	Address:				14
4.	Address.				
E	Type of College, Whether Govt./Aided/S.F.S/				
5.			8		
-	Minority:				
6.	Telephone/Mobile No.:				and the second section of the second sections of the second section of the section of the second section of the section of the second section of the
7.	Fax/Website:				
	The state of the s				
8.	E-mail Address:		,		
9.	TAN of the College:		•		
10	. Name of Society/Trust, under which College			•	
	is running/being established:				
1					
			S21,		
- Contract of the Contract of					
1	1. The specific term and constitution of the				×
The second second second	Governing Body:				
1	2. PAN of the Society:				
1	3. Courses and Seats for which affiliation is to	Course	Intake	Course	Intake
Same Comments of Co.	be granted	`			
1	Note:- Attached Proof in support of above				
- 1	points.)				
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and investment and					
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	Descrip	otion (requirement)	Required for 60 seats (one	Available	Max Marks	Marks Secured
			unit)			
A	Teachi	ing Staff		1	6	
A			1		6	
		pal / Director*	1			-
	Profes	sor (0+1+0)**	3		12	
	Assoc	iate Professor (0+1+2)***	8		16	
	Assist	ant Professor (4+2+2)****				the said
В	Non-	teaching Staff(Please See Note-1)			3	
	1	Librarian (Common)	1		2	
-	1 / 1	Technical Asstt.	2		1	
	11)	Lab Attendant	1		1	
	iii)		1		1	
	iv)	Office Clerk	1		1	
	v)	Safai Karamchari	1		1	
-	vi)	Peon	1		1	
-	vii)	Library Attendant	1	2	50	
	VII)	Diolary 1200	Subtotal	. *	30	

- * 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.

		ASTRUCTURE & AMENITIES			2.
A	i)	Land Requirement (In acres)			2
		- 1.5 Acres for Rural			
		- 0.5 Acres (Other than Rural)		4	2
			3		3
	ii)	a) Class Rooms			
	11)	(each of 66 sqm carpet area)	1		1
	iii)	Tutorial Room	1		
	111)	(33 sqm Carpet Area)	2		2
		Computer Laboratories	2		
	iv)	(each of 66 sqm carpet area)			1
		Computer Centre	1	2	
	v)	(150 sqm carpet area)			1
		(150 sqlii carpet area)	1		
	vi)	Library & Reading Hall			1
		(100 sqm Carpet Area)	1		1
	vii)	Seminar Hall			
	3.	(132 sqm Carpet Area)			
В	AD	MINISTRATIVE AREA Principal/ Director Office	1		1

NAMMY

			(30 sqm carpet area)	1		· 1	
			Board Room	1	*		
		ii)	(20 sqm carpet area)			1	
-			Office	1		-	
		111)	(150 sam Carnet Area for standalone &				200
			300 sqm carpet area for more than on e	8			
			Program)			-	
	-		Don't Office (S)	1 .			
		iv)	(One Per Dept- 20 sqm Carpet Area)			_	
			Cabin for HOD(s)	1			
		v)	(One for each Deptt10 sqm Carpet				
	8					2	
			Area)	12		2	
		vi)	Faculty Rooms/ Cabin (One For each faculty – 5 sqm Carpet				
			(One For each faculty = 5 squire carps				
			Area)	1		_	
		vii)	Central Stores				
			(30 sqm Carpet Area)	1			
		viii)	Maintenance				
			(10 sqm Carpet Area)	1		-	ş
		ix)	Security				
			(10 sqm Carpet Area)	1		-	
		(x)	House Keeping	1		,	
		/	(10 sqm Carpet Area)	1		-	
	-	xi)	Pantry for Staff	1			
		11.7	(10 sam Carpet Area)	1		1	
	-	xii)	Exam Control Office	1			
		(All)	(30 sqm Carpet Area)	1		1	
	-	xiii		1.			
		AIII	(30 sqm Carpet Area)				
			(So selm early				
	-		Amenities Area			1	
	C		Toilets (Ladies & Gents)	Adequate		1	
		(i)	(350 sqm Carpet Area)			1.5	
			D	1		1.5	į
		ii)	Boys Common Room			1.5	
*	4	-	(100 sqm Carpet Area)	1		1.5	
		iii	Girls Common Room			1	
			(100 sqm Carpet Area)	1	3	1	
		iv	Cafeteria				
			(150 sqm Carpet Area)	1		. 1	
		V)	Stationary Store		E		
		`	(10 sqm Carpet Area)	1		1	
		V	First-Aid-Cum Sick Room	*	1)		
			(10 sqm Carpet Area)			-	*
		V	ii) Desirable				77
			(Principal's Quarter, Guest House,				22
			Sports Club, Gymnasium, Auditorium	1,			
			Boys & Girls Hostel as per Norms)			25	3
			Subtotal				

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- 17	1	Academic Requirements				
3	A	Computing Facilities	90	7	6	
	i)	Computers * (30+30+30)	9		1	
	ii)	Printers* (3+3+3)	3		2	
	iii)	T 1 Cristom Software	3			
	111)	(A g nor Curriculum requirement)	20		4	
	1:)	1 Application Software	20			
	iv)	(A g per Curriculum requirement)	Yes		1	
		I AN and Internet on all System			1	
	(v)	Internet Bandwidth (1:1)	2 MBPS		-	
	vi)	Audio-Visual Aids	2 LCD			14 14
	vii)	Audio-visual Audi	Projectors			
-		Y 'Lucasari	200		6	
	В	Library Titles* (100+100+100)	300			
	i)	Volumes* (500+500+500)	1500		· ·	
a case are		Volumes. (3001300150)			3	
		National Journals* (12+12+12)	36			
	ii)	International Journals	Desirable		-	
	iii)	1	As prescribed	,	1	
	iv)	E- Journals	Adequate			
	v)	Reading Room Seating				
		(25% of Total Students)	Adequate	9		
	vi)	Multimedia Lab		,	25	
		(1% of Total Students) Subtotal			100	
	The same of the sa	Subtotat			100	

* Number Specified for all 3 years

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DETAILED	DEDORT	AND	DESCRIPTIV	<u>E OBSERVATION:</u>
DEIVIEL	REPUBL	MINE	Control of the last of the las	

Name of the College

Date of Inspection:_

RECOMMENDATION:

Convener

NOTE

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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- 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 cashbook, 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.
- The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, 4.

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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- 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 6. marks to the B.Tech and M.Tech Course.
- 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) 7.
- Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection 8. committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

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

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

Categorization of Colleges shall be as under: 10.

71% and above From 51% and upto 70% Upto 50%

in each of the three facilities in each of the three facilities in each of the three facilities 'A' 'B'

'C'

PROFORMA FOR INSPECTION OF A LAW COLLEGE Three Year Law Course

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 same
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 ofInspection: (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:	2	
(II) For continuation of provisional affiliation Courses with intake already affiliated w.e.f.		, w
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	Agoer a
Many An	my porto

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Co-educational/women college	ge:				
If minority run:				, , , , , , , , , , , , , , , , , , , ,	
Submit a list of courses with already approved:	intake that				
Whether NOC for additional has been obtained? (Submit	unit/seats a copy)				
INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
					de
For intake of 120 Students (2 units)					
Categories:					
Documents	Mandatory				
NOC from State Govt.	Mandatory			,	
Approval from BCI	Rs.				
Endowment Fund	Rs.		9		
Affiliation Fee	Rural -				
ar 1 (in Agras)	Distt. H.Q				
Availability of Land (in Acres)	Metro City -				
1 X C - Alon	1.1201				
General Information					
Inspection Schedule					
Date of submission of application		1			
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		0			
for first year of the course					
Date of first Inspection for					
second year of the course					
Infrastructure to be made		12 To 12			
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	1				
Date of first Inspection for					
third year of the course Infrastructure to be made					
available by the institute/college	- 4				
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	ation				
at the time of second inspec	CUOII			A	an o

or third year of the course					-	
Date of Annual inspection						3
after 3 years completion of Law					Ü	
Building					T	
Administrative	1 (Furnished)			2	-	
Director/Principal's Office	1 (Furnished)			1	-	
Secretariat Office	1 (Furnished)			1		
Legal Aid Clinic	2 (Furnished)			2 2	-	
Superintendent's Office	1 (Furnished)			1		
Stenotypist& Clerk's Office	1 (Furnished)			1		
Reception Room	1			1		
Store	2			1		
Toilets (Men & Women)	As per requirement			1		
Parking Place	120 P					
Academic						
1 st Year	2 (Furnished)			2		
Class Rooms	4 (Furnished)			2		
Tutorial Rooms	1 (Furnished)			2	-	-
Library	1 (Furnished)			1		
Computer Centre	1 (Furnished)			1		
Seminar Room	3 (Furnished)			1		, , , , , , , , , , , , , , , , , , , ,
Faculty Rooms	1 or as per need					
Visiting Faculty Rooms	10100		·	1 2	T	
2 nd Year	2(2+2=4)			2 2		, , , , , , , , , , , , , , , , , , ,
Class Rooms	4(4+2=6)			$\frac{2}{1}$		
Tutorial Rooms	1			2		
Moot Court Hall	3 (3+3=6)					
Faculty Rooms	1 (1 + 1=2)					
Visiting Faculty Rooms	1(1.22)					
3 rd Year	2+2+2=6			2		
Class Room	4(4+2+4=10)			$\frac{2}{2}$		
Tutorial Rooms	3 (3+3+3=9)					
Faculty Rooms	3 (3.3.3.2)					
Others	2 (Girls & Boys)			1		The state of the s
Students Common Room	1			1		
Canteen	1			1		
Medical Room	1			1		
Students Activity Room	Indoor & Outdoor		-	1		
Play Ground						
Students Hostel	Minimum 25% of Boys and			2		
Hostel Strength	50% of girls enrolled					
1100101	Three seat Room			* 8		
I Year Students	(Carpet area=27 sqm)					
1 Tour State	Single seat Room					
II &III Year Students	(Carpet area=9 sqm)					
il cent rem		,				
	As prescribed by the University	y				
Hostel Charges	State Government from time to	,				
	Time					3)
Kitchen & Dining Hall (100 sc	qm) 1					
Indoor games cum Common	1			2		
Hall(75 sqm)	1					
Medical Room (30 sqm)	1			1		
Canteen (15 sqm)	1			1		
Warden Office (18 sqm)	1					
Guest Rooms (18 sqm)	2					

M amount. Ahryan Association (b)

INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:					
Administrative Staff			,	2	
Director/Principal	1			1	
Legal Aid Incharge	1			1	
Sports Officer					
Superintendent	1				
Stenotypist	1		1	1	
Clerk	1		-	1	
Store Keeper	1			1	•
Peòn	1	-		1	
Security Men	3			1	
Mali	1			1	
	2			1	
Sweepers			7	1	
Library Staff	1 1		,	1	
Librarian	1		- 1		
Library Attendant	1			1	
Peon	1			-	
Computer Lab Staff	1			1	
Computer Programmer	1				
Lab Attendant	2				
Teaching Faculty					
Norms					
Nature of Appointment	Permanent				
Ne. of Faculty Members	In accordance with norms laid down by the University and				
Yearwise	Incorporated in the inspection performa			-	
Qualifications	As per UGC norms adopted by the University/State Govt. (Statute 38, Clause 3(b))				
	As per M.D. University				
Selection Committee	Clause 8(h) Page 264			-	
and the same of th	As announced by the UGC and Implemented by the University	1			
Grades of Pay	from time to time (Statute 38,	′			
Grades as a sy	Clause 3(b))		, ,		
Mode of Payment	By Cheque				
Wide of Laymon	Every teacher appointed in Non-Govt, affiliated institute				
	College shall be subject to the				Y.,
Approval of Appointment	Vice-Chancellor in the manne	er			-
	Prescribed by the University (Statute 38, Clause 3(b))				
1 st Year				1	0 .
Professor	1				15
Asstt. Professor	3				
Visiting Faculty	As per requirement				

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CERTICETIDE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
INFRASTRUCTURE	The Control of the Co		, , , , , , , , , , , , , , , , , , , ,		
Categories:				1.5	T
2nd Year	3(3+3=6)			15	
Asstt. Professors	As per requirement				
Visiting Faculty	As per requirement			1.5	1
3 rd Year	3 (4+2+3=9)			15	
Lecturers	3 (4+2+3-7)				
Computer Lab				7	1
Hardware	15				
Computers	13				
Software	1				
Window 98/2000	1				
MS Office		1			
Other Equipment's	1.0-4				
TV+VCR	1 Set 6 (One for each class				
OHPs	& Seminar room)				
Library					
Books, Periodicals and Jou	rnals				
I Year					
1 1 Cai	Total Titles =300			-	
	Total Books (5 multiple copies	S .		5	
	Each) = 1500	,			
	Total amount spent =1,00,000	/-			
II Year		1			
	Total Titles = 300			5	
12.1	Total Books (5 multiple copie	S		5	
Additional Books	Each) =1500	V			
	Total amount spent =1,25,000)/-			
III Year					
	Total Titles = 300			5	
12	Total Books (5 multiple copie	es		5	
Additional Books	Each)= 1500	0/			
	Total amount spent =1,25,00	0/-			
Journals					
	All India Reporter				
	Supreme Court Cases				
	State High Court Reports				
	Local Journals				
	India Bar Review	4.		-	
	Journal of Indian Law Institu	ute		5	
				5	
Internet facilities/Legal				3	
Database	All National Dailies				
News Papers	All National Dames				

Certified by the Director/Principal

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ETAILED REPORT AND I	ESCRIPTIVE	OBSERVA	HON2:				
ame of the College				-			
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RECOMMENDATION:							
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					3.4	ما ما ما	
Convener		Member			M	ember	

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- 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 Note 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 1. session. The inspection committee will verity 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
 - 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 University shall be applicable. 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 2.
 - 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 3. 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:

orization of Colleges shall be as all	in eachofthe three facilities	'A'
and above	in each of the three facilities in each of the three facilities	,C,

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

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Annexure M

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 ofInspection: (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:	3
(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	Associ Con

		* .	
subjects already affi	liated:		
(IV) For periodical Insp When was the perm	pection: anent affiliation granted:		management of the second of th
Name of the course and subjects alread	s with student strength y permanently affiliated		agence opposite the first of th
When was the last	inspection done	4	and an artist and a second and
Whether the report	complied with/pending:		
(V) For additional Co	ourse: es with intake		
Submit a list of co	ourses with intake		
Whether NOC ob Govt. of Haryana	tained from the (submit a copy)		and a second action in the sec
(VI) For additional so	eats/unit of the course:		
Name of the cour already approved	rses with intake		
When was the co	ourse permanently		
No. of seats in a	ddition asked for		
Submit a list of that already app	courses with intake roved		
Whether NOC f	For additional unit/seats ed(Submit a copy)		
(VII) For additional Name of the co	subject: urse of the subject:	- à	
List of other su	bjects already affiliated:		AND THE PROPERTY OF THE PROPER
No. of seats asl	ked for:		
(VIII) Type of colleg	e:		
Aided but part	stered/Aided/Self-financed/ ly self-financed* or subject is self-financed and other charges per annum		
	many. In	VI / SO	TAA

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 un	nits)				
Categories: Documents					
NOC from State Govt.	Mandatory				114
	Mandatory		,		
Approval from BCI Endowment Fund	Rs.				
Affiliation Fee	Rs.				
Attiliation Fee	Rural -				
Availability of Land (in Acres)	Distt. H.Q Metro City -				
General Information					
General Information				1	
Inspection Schedule Date of submission of application	on l				
for starting the new course				-	
Date of first Inspection for					
first year of the course					
Infrastructure to be made		1	100 11 0-	- L	
available by the Institute/College	ge				
at the time of second Inspection	i l				
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/colle	ge				
at the time of first inspection					
for second year of the course					
Date of second inspection for	9 2				
second year of the course			- 13		
Infrastructure to be made					
available by the Institute/colle	ege		,		
at the time of second inspecti	on	3			
for second year of the course					
Date of first Inspection for					
third year of the course				-	
Infrastructure to be made					200
available by the institute/coll	ege				
at the time of first inspection					
for third year of the course					
Date of second inspection for	r				
third year of the course					
Infrastructure to be made					
available by the Institute/col	lege				
at the time of second inspect	ion		1		^

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r third year of the course				2	
ate of first inspection for 4 th					
oar of the course					
frastructure to be made				3	
witchle by the institute	0				
the time of IIISI					
nspection for 4 th year of the					
Date of second inspection for 4 th					
year of the course					
Infrastructure to be made	,				
available by the institute/					100 0
11 at the time of Scoulit					
inspection for 4" year of the			-		
course					
Date of first inspection for 5 th			-		
wear 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 linemention for 5 th					-
Date of second inspection for 5 th					
year of the course Infrastructure to be made available					
Infrastructure to be made available	* *				
by the institute/ college at the time of second					
inspection for 5 th year of the					
inspection for 5 year or					
course lineagetion after 5					
Date of Annual inspection after 5					
years completion of Law			-		
Building				2	And the second s
Administrative	1 (Furnished)			1	
Director/Principal's Office	1 (Furnished)			1 2	
Secretariat Office Legal Aid Clinic	1 (Furnished)			2	417.5 %
aintendent's ()IIICE	2 (Furnished) 1 (Furnished)			1	
Stenotypist& Clerk's Office	1 (Furnished)			1	
Reception Room	1 (Furnished)			i	and the second s
Ctora	2			1	
Toilets (Men & Women)	As per requirement				The state of the s
Parking Place					
Academic				2	
1st Year	2 (Furnished)	-		2	
Class Rooms	4 (Furnished)			2	
Tutorial Rooms	1 (Furnished)			1	
Library Computer Centre	1 (Furnished)			1 2	
Seminar Room	1 (Furnished) 6 (Furnished)				
Faculty Rooms	1 or as per need				
Visiting Faculty Rooms	1 Ut as per mer			2	
2 nd Year	2(2+2=4)			2	
Class Rooms	4(4+2=6)				
Tutorial Rooms	Nil				and the second s
Faculty Rooms 3rdYear				2	
Class Room	2(2+2+2=6)			2	-
Tutorial Rooms	2(4+2+2=8)			2	
Faculty Rooms	3 (6+3=9)			h	
1 400-11	1			11	(1):1/
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N	Chromy.	Sh	w Y		

FRASTRUCTURE	REQUIRED		AVAILABLE	DEFICIE	NCY	MAX. MARKS	MARKS SECURED	
THE TANK THE								
itegories:								
4th Year	· · · · · · · · · · · · · · · · · · ·	2(2+2+2+	2=8)			2		-
ass Rooms		2(2+2+2+2+2+2+2+2+2+2+2+2+2+2+2+2+2+2+2	2)=10			2 2		
itorial Rooms	,	1				2		
oot Court Hall		3(6+3+3=	12)					
isiting Facutly Rooms		1 (As per	requirement)	-		2		
uditorium		1 Desirab	le	-				
h Year			-			2		
lass Rooms		2(2+2+2+	+2+2=10)			2		
utorial Rooms		2(4+2+2-	12+2)=12			2		
aculty Rooms		3						Ťů,
Others		2 (Girls &	& Roys)		-			
tudents Common Roc	om	1	X DOYSI			1		
Canteen		1			-	1		
Medical Room	m	1	-		-	1		
Students Activity Roo Play Ground		Indoor &	c Outdoor					
Students Hostel								
order Par - non-to-decorpt type international property of the second		Minimu	m 25% of Boys and			2		
Hostel Strength		50% of	girls enrolled		-			-
			eat Room					
I Year Students		(Carpet	area=27 sqm)		-			
		Single s	seat Room					
II & III Year Students		(Carnet	area=9 sqm)		-			
	· ·	As pres	cribed by the Unive	rsity		8		
1.01		State G	overnment from tin	ne to		200		
Hostel Charges		Time						
	11 (100 agm)	1						
Kitchen & Dining Ha	all (100 sqiii)	1				2		
Indoor games cum C	ommon	1			-	2		
Hall(75 sqm)				-		1		
Medical Room (30 s	qm)	1	and the second s			1		
Canteen (15 sqm)		1				1		
	am)	1				1		
Warden Office (18 s	<u> </u>	2						
Guest Rooms (18 so	(m)	2						
Administrative St	aff						2	
Director/Principal	1						1	
Legal Aid Incharge	e 1				-		1	
Sports Officer					-		2	
	1				-		_	
Superintendent	1							
Stenotypist							1	
Clerk	1						1	
Store Keeper	1				-		1	, , , , , ,
Peon	1				-		1	
	3	190					1	
Security Men	1							
Mali							1	
Sweepers	2						•	
Library Staff							1	
Librarian	1						1 .	
		T	Y					
Library Attendan	L	,	-				1	
Peon								
Computer Lab	Staff			1				
Computer Progra			1				1	
Lab Attendant		2	n ,			,		1
	1 '		NAMM				<i>a</i> n	1,1

Teaching Faculty						
Norms						
Nature of Appointment	Permanent					A MARKANIA
No. of Faculty Members	In accordance with norms laid down by the University and				2	
Yearwise	Incorporated in the inspection performa As per UGC norms adopted by	,				
Qualifications	the University/State Govt. (Statute 38, Clause 3(b))					
Selection Committee	As per M.D. University Calendar Vol11, 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					and fixed and
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))					
1 st Year					10	and the second s
Professor	1				10	• :
Asstt. Professor	6				30	
	As per requirement					
Visiting Faculty	As per requirement					
2nd Year	Ńil				-	
Faculty 3 rd Year					15	
Asstt. Professors	3				13	and a special section of the section
4 th Year					15	
Asstt. Professors	3					
5 th Year	2				15	
Asstt. Professors	3					
Computer Lab						
Hardware Computers	15					
Software						
Window (Latest)	1					
MS Office	* 1			L		
Other Equipment's						
TV+VCR	1 Set 6 (One for each class					
OHPs	& Seminar room)					The state of the s
Library						
Books, Periodicals and	Journals					
I Year						
	Total Titles = 100 Total Books (5 multiple copies Each) = 500 Total amount spent = 50,000	0/-		•	5	
YY YZ	1 Total amount spont 30,000				1	
II Year Additional Books	Total Titles = 100 Total Books (5 multiple copies Each) = 500				5	
, .	Total amount spent =50,00	0/-			A	20er ()
V3	My man!		HW	\sqrt{a}	10	

II Year	200			
dditional Books	Total Titles = 200			
dentition.	Total Books (5 multiple		.5	
	copies			
	Each)= 1000		7	
	Total amount spent			, , , , , , , , , , , , , , , , , , , ,
	=1,00,000/-			
V Year	-			
Additional Books	Total Titles=200			
Additional Books	Total Books (5 multiple			
	copies		5	
	Each)= 1000			
	Total amount spent			
	=1,00,000/-			
V Year				够
Additional Books	Total Titles=200			
Additional Books	Total Books (5 multiple			10
	copies		5	
	Each)= 1000			
	Total amount spent	,		
	=75,000/-			, , , , , , , , , , , , , , , , , , , ,
Journals				
Journais	All India Reporter			
	Supreme Court Cases			
	State High Court Reports		-	
	Local Journals			
	India Bar Review			
	Journal of Indian Law		5	
	Institute			
	Institute			
	Internet faculity/online legal		5	
Internet facilities/Legal	database atleast one		5	
Database				

Certified by the Director/Principal

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nme of the College _						
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RECOMMENDAT	TION:					

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Note:

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 1. University in the form of Teacher's Return every year at the time of commencement of the session. The inspection committee will verity 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

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 2. area. There shall be no course permissible on the same land and building other than Law

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 3. 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 From 51 % and upto 70% Upto 50%	in each of the three facilities in each of the three facilities in each of the three facilities	'A' 'B' 'C'
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REMEDIAL CLAUSES

Noticesfor the colleges coming under 'B Category shall be served to comply with thedeficiencies before the next academic session. 4

Noticesfor disaffiliation process shall be initiated for Colleges/Institutes falling under 5. 'C'category.