PROFORMA FOR INSPECTION OF A DEGREE COLLEGE

Year			reference de descripción de del Medición especial del Cife de creación en medición de la companya de c	
1. Name of the proposed /Existing College:			:	
2. Year of Establishment:				
3. Date of inspection	•			and the same of th
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:	And the second s			
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	Course	Intake	Course	Intake
affiliation is to be granted:	Course	Intake	Course	Intake
(Note:- Attached Proof in support of above	points.)			
(Note Attached Floor in Support of and the	,			
PURPOSE OF INSPE	CTION			
(A) Establishment of a new college				and the state of t
(B) Extension/Continuation in prov. affiliation	Francisco de Proposition de Constitución de Co			
(C) Grant of Additional Course(s)	*			
(D) Grant of Additional Subject(s)	hadron and the state of the sta			outropic out to the forest of the first of t
(E) Grant of Additional Unit(s)/Seat(s)				
(F) Grant of Permanent Affiliation to Course/C	College:_			to one of the second
(G) Regarding periodical Inspection				

Information/Documents Required

(v) Non-teaching staff:

	(i)	Mention the year, for which NC Issued by the State Governmen	and the second s	
	(ii)	Name of the Courses with an i	ntake, for which affili	ation is asked for
	(iii)	Session/Year for which affiliation	n is asked for	
	(iv)	Courses with intake already gra	anted by Uni.	
				<u></u>
,	(V)	Date of Previous Inspection m	ade by the University	·
	(vi)	Whether Compliance has been	made by the Colleg	e or not
	(vii)	Mention the year, in which Per has been granted to the college		·
	(viii)	Any other Information:		
	s per 10	ent and Availability of staff: 6 hours workload per week) escription	Required	Available
	(i) Princ	cipal(Regular and approved):		
	Subje	ect of teaching:		
	Load	/WK		
		of qualified regular and roved *teachers		
		of qualified contractual teachers omit a list with qualifications)	<u> </u>	
	(iv) No.	of teachers on part time:	•	
		(a) Adjunct faculty(below 65 years):		
		(b) Visiting faculty		- · · · · · · · · · · · · · · · · · · ·
		(c) Guest faculty(submit list with load):		

(a) Librarian:	
(b) Library Staff: (Submit list cadre wise)	
(c) Laboratory Technicians: (Submit list laboratory wise	
(d) Ministerial staff:: (submit list with posts)	
(e) Supporting staff: (submit list with posts) (Note: Indicate regular ai	ded and non-aided Posts separately)
Land and Building required at the	e time of inspection for granting affiliatio
(i) Area: (submit CLU certificate)	<u>5 acres</u>
(ii) Ownership (Trust/Society/College)):
(iii) Building (submit map with requ	ired certificates)
(a) Total covered area:	
(b) No. of class rooms/lecture Theatres with dimension to accommodate upto 80 students (15 sq. ft per st	S
(c) No. of tutorial rooms: (details as above)	· · · · · · · · · · · · · · · · · · ·
(d) No. of seminar halls/audi (details as above)	torium:
to 1 il-man, with 1000 books	cles for sanctioned seats)
Books* Journals* Magazines	
Newspapers Internet services Photocopy services Reading hall capacity (Recent addition as per	r requirement of the proposal under inspection)
(iv) Student support:	
(a) Sports-Grounds (game wise) Gymnasium Field and Track	•
(b) NSS/NCC/Women-Cell/Placem personality Development cell/Yomen Cell/Yomen Committee on Some Harassment/Grievance Cell/Ho Clubs/Anti Ragging Cell	outh Sexual

(c) Common Rooms: Boys/Girls/Staff	4
(d) Canteen:	
(e) Safe Drinking Water:	
(f) Toilets: Boys/Girls/Staff	
(g) Cycle stand –cum-parking space:	
(h) Hostel with intake-Boys/Girls (in campus/off campus)	
	Signature of the Principal with seal
Date:	Full Name
	Designation
Detailed Report and Descriptive obser	rvations:
Name of the College	
Shortage as per requirement:	
Teachers	
Non-Teaching staff	•
Building ———	
Laboratory Equipments	
Books and Journals	
Any other:	
Date of Inspection:	
The names of Inspection Committee Members	
1con	vener
2.	.
3.	
4.	sheets for details)

Convener

Member

Member

Member:

UIET - 1666 28 171 LA ANNEXURE-

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

1.	Name of the proposed /Existing College:				
2.	Year of Establishment:				
3.	Date of inspection				
4.	Address:				
The Contraction		-			
9575.	Type of College, Whether Govt./Aided/S.F.S/				
<i>Y</i>	Minority:				
6.	Telephone/Mobile No.:				TO NEW TORSES AND SHOULD BE
7.	Fax/Website:	*******************************			
8.	E-mail Address:	Marie Annual Control of Control o		***	50.5 Th throws an appropriate strate of the
9.	TAN of the College:				
10. Na	ame of Society/Trust, under which College				
is	running/being established:				
11 Th	ne specific term and constitution of the G-Body:	<u> </u>			-
12. P/	AN of the Society:				
13. Co	ourses and Seats for which	Course	Intake	Course	Intake
aff	filiation is to be granted:	Course	Intake	Course	Intak
(No	te:- Attached Proof in support of above points.)				
			~		
	PURPOSE OF INSI	PECTION			
(A)	Establishment of a new college		,		
(B)	Extension/Continuation in prov. affiliation				and a standard some conditions and
(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)					
	no Cheehood \$13.7.14	7 14 1			ada Beresaya e ka da asanaza za

(i) *	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body: (Please enclose photocopy)	 	
(ii)	Name of the Courses with an intake.		

(ii)	Name of the Courses with an intake,	
	for which affiliation is asked for	

(iii)	Session/Year for which	affiliation is	s asked for	
-------	------------------------	----------------	-------------	--

(iv)	Courses with intake already granted	by Uni.	
		4	

(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	Available	Max.	Marks
			,	04 Branches		Marks	secured
				(60 * 4*4= 960)			
		7 *		students			
A	I	Teacl	ning Staff (Please see Note-1)				
		Princi	pal	1		15	
			ified & in Professor Grade)*				
	-	Professor		2*4 = 8*6		48	
			er/Associate Professor	4*4 = 16*4		64	
		Lectu	rer/Assistant Professor(Qualified)	10*4= 40*2		80	
	II	Admi	inistrative Staff(See Note-1)				
		i)	Librarian	1		6	
		ii)	Registrar/Administrative Officer	1		5	
		ii)	Technical Asstt./Computer Operator	6*4= 24*1		24	
		iii)	Office Clerk/Data Entry Operator	2*4= 8*1		8	
		iv)	Library/Lab Attendant @	6		6	
			Safai Karamchari	4*1/2		2	
		vi)	Peon	4*1/2		2	
		1	TOTAL MARKS			260	

^{*} e.g. course approved by AICTE, UGC etc.

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

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

R		IN	FRASTRUCTURE & AMENITIES(See No	ote-2)		
			a) Land (Area must be as per the norms given by Central Body for Technical Education). (Title in the name of Institute/college)		4	
			Class Rooms (minimum 66 sqm each)	4*4 = 16	16	
			Seminar/Tutorial Room (20 sq. ft. per student)	1*4=4	4	
			Workshop (150 SQM)	1	4	
			Laboratories space (100 SQM EACH)	8*4= 32	32	
			Conference Hall for 150 persons (1500 sq.ft) well furnished	1*4=4	8	
			Separate rooms/cabins for academic Faculty	64	32	*
			Principal's Room (15x20 Sq.ft)	1	1	
		ļ	Administrative Office (20 x 20 Sq.ft)	1	2	
			Play Ground (Indoor and outdoor)Safeguard against fire	1	1	
			Separate Common Rooms for boys/girls/staff (male/female furnished	2	. 4	
			Hostel facility for boys and girls Separately	- -	10	
		-	Safe Drinking Water	AD-	4	
			Toilets-Separate for Male/Female Staff and students	-	4	
	ļ		Canteen		4	
			TOTAL MARKS		130	
C			Academic Requirements (see note 3 & 4)			
		i)	Library (400 sqm) with books (As per the Central Body Norms for Technical		20	
			Magazines related to Engineering and Technology Concerned branches	\$	 4	
		ii)	e-Journals for all the branches of the institute		10	
			Space for reading and reference in the library with 40 seating capacity		4	
			Photocopy facilities in the library		4	
			Internet/FAX/Land line telephone in the name of the institute		8	

charted AIA.

-4-

 			-		
		Computer Centre (150 sqm) & Lab with		20	
7	1	computers and printers as per norms			
		Laboratories (Technical Subjects	8 marks for	32	
		Laboratories) with equipments as	every branch lab		
		mentioned in the Annexure for every	equipments		
	-	branch.	equipments		
		ICT equipment like ROT, SIT, required		4	-
		for using digital resources in			
		teaching			
		Physics Lab with equipments	. 1	4	
	-				
		Chemistry Lab with equipments	1	4	
		Language Lab with equipments	1	4	
			·		
 		Mechanical Workshop Equipments		4	-
		Weenamear Workshop Equipments		7	
	-	Electrical Technology Lab Equipments		4	
		Electrical Technology Lab Equipments		4	
 		D I DI			
		Basic Electronics Lab		4	
		TOTAL MARKS		130	
				-	

(A)	Teaching & Non Teaching staff =260, (B) Infrastructure & Amenities=130, (C) Academic Requirement =130			
	Total marks = 520	-		
	Marks obtained (A) = In %age of marks (Separately)	(B)	(C)	
	Overall Category: As per Not	e 5 & 10:		

Convener Member Member

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Date of Inspection:_____

RECOMMENDATION:

Convener

Member

Member

G:\Data\1-1-14\B.Tech Inspection_Performa Engineering-3 docx

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 AICTE/Central Body qualifications norms. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+DA+HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of nonteaching 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 AICTE/Central Body courses including schools and courses of Technical Education. The college shall be on the same land & building on which AICTE/Central Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by AICTE/Central Body.
- The books purchased in the library should be as per the requirement given by the rules of AICTE/Central Body for technical education. Library resources will include e-journals published and recommended by AICTE/Central Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
- 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.

MA

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

REMEDIAL CLAUSES

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

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

10. Categorization of Colleges shall be as under:

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





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

1.	Name of the proposed /Existing College:				
2.	Year of Establishment:				ALTERNATION OF THE PROPERTY OF
3.	Date of inspection		-		
4.	Address:				and date of production the national states
5.	Type of College, Whether Govt./Aided/S.F.S/				
	Minority:				
6.	Telephone/Mobile No.:	•			
7.	Fax/Website :	ADMINISTRA NA ANTONIO MARIA MARIA			
8.	E-mail Address:				
9.	TAN of the College:	*			
		***************************************	•		
10. N	lame of Society/Trust, under which College	ACCOUNTS OF THE PARTY OF THE PA			
is	running/being established:				
11. T	he specific term and constitution of the G-Body:				
12. F	PAN of the Society:	Service strate elegance de autorisan paracelar rise	-		
13. C	ourses and Seats for which	Course	Intake	Course	Intake
а	ffiliation is to be granted:	Course	Intake	Course	Intake
(No	ote:- Attached Proof in support of above points.)				
	PURPOSE OF INSP	ECTION	ľ		
(A)	Establishment of a new college				
(B)	Extension/Continuation in prov. affiliation	***			-
(C)	Grant of Additional Course(s)				
(D)	Grant of Additional Subject(s)				
(-)	orant or Additional Subject(5)	-			
(E)	, (-)				The second secon
	, , , , , , , , , , , , , , , , , , , ,		,		
(E)	Grant of Additional Unit(s)/Seat(s)				

ni A.

2-

Information/Documents Required

7		
(i)	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body: (Please enclose photocopy)	
(ii)	Name of the Courses with an intake, for which affiliation is asked for	
(iii)	Session/Year for which affiliation is asked for	
(iv)	Courses with intake already granted by Uni.	
(v)	Date of Previous Inspection made by the University	·
(vi)	Whether Compliance has been made by the college or not	
(vii)	Mention the year, in which Permanent affiliation has been granted to the college, by the university	

		Description (requirement)	Required for	Available	Max.	Marks
			01 Branch		Marks	secured
			(18*2=36) students			
			(one unit)**			
4	I	Teaching Staff (Please see Note-1)	8			
		Principal	1		30	
	5.	(Qualified & in Professor Grade)*				
		Professor	1		20	
		Reader/Associate Professor	1		15	
		Lecturer/Assistant Professor(Qualified)	1		10	
	II	Administrative Staff(See Note-1)				
		i) Librarian	1		10	
		ii) Registrar/Administrative Officer	: 1		5	
		ii) Technical Asstt./Computer Operator	1		2	
		iii) Office Clerk/Data Entry Operator	2 *		2	
		iv) Library/Lab Attendant @	1		2	
		y) Safai Karamchari	2	,	2	
		vi) Peon	2	-	2	
		TOTAL MARKS			100	

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

(viii) Any other Information:

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

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

Q	. 1	INFRASTRUCTURE & AMENITIES (See No	ote-2)	
		a) Land (Area must be as per the norms given by UGC/Central Body for Technical Education). (Title in the name of Institute/college)	\$	4
		Class Rooms (minimum 66 sqm each)	1	2
		Seminar/Tutorial Room (20 sq. ft. per student)	1	2
		Laboratories space (100 SQM EACH)	4	8
		Separate rooms/cabins for academic Faculty	3	3
		Principal's Room (15x20 Sq.ft)	1	1
	-	Administrative Office (20 x 20 Sq.ft)	1	1
		Play Ground (Indoor and outdoor)Safeguard against fire	4 1	1
		Hostel facility for boys and girls Separately	- 5	10
		Safe Drinking Water	-	4
		Toilets-Separate for Male/Female Staff and students	-	4
		TOTAL MARKS		40
C		Academic Requirements (see		
		note 3 & 4)		
-		Library (400 sqm) with books (As per the UGC Norms for Technical education)		20
		Magazines related to Engineering and Technology Concerned branches		4
		e-Journals for all the branches of the institute		10
	4-/40.140-40.4	Photocopy facilities in the library		4
		Computer Centre (150 sqm) & Lab with computers and printers as per norms		10
		Laboratories (Technical Subjects Laboratories) with equipments as mentioned in the Annexure for every branch.	8 marks for every branch lab equipments	08
		ICT equipment like ROT, SIT, required for using digital resources in teaching	•	4
		TOTAL MARKS		60

Total marks = 200		
Marks obtained (A) = in %age of marks (Separately)	(B)	(C)
Overall Category: As per N	ote 5 & 10:	

Member

Member

Convener

AA)

DETAILED REPORT AND DESCRIPTIVE OBSERVATION

Name of the College	*		
Date of Inspection:	\$		

RECOMMENDATION:

Convener

Member

Member



1/

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

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

REMEDIAL CLAUSES

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

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

10. Categorization of Colleges shall be as under:

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





ANNEXURE-

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

1.	Name of the proposed /Existing College:				numerous services
2.	Year of Establishment:				
3.	Date of inspection				
4.	Address:				
5.	Type of College, Whether Govt./Aided/S.F.S/				
	Minority:	and the second s			
6.	Telephone/Mobile No.:				
7.	Fax/Website:				
8.	E-mail Address:				
9.	TAN of the College:				
11. N	ame of Society/Trust, under which College	de de la company			
is	running/being established:				
12. T	he specific term and constitution of the G-Body:				
13. F	PAN of the Society:				
10. C	courses and Seats for which	Course	Intake	Course	Intake
а	ffiliation is to be granted:	Course	Intake	Course	Intak

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

DO.

h/ L

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)	4
(F)	Grant of Permanent Affiliation to Course	
(G)	Regarding periodical Inspection	
Info	rmation/Documents Required	
(i)	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body: (Please enclose photocopy)	
(ii)	Name of the Courses with an intake, for which affiliation is asked for	:
(iii)	Session/Year for which affiliation is asked for	
(iv)	Courses with intake already granted by Uni.	
(v)	Date of Previous Inspection made by the University	
(vi)	Whether Compliance has been made by	
	the college or not	**
(vii)	Mention the year, in which Permanent affiliation has been granted to the college, by the university	
(viii)	Any other Information:	
	~ KA =	1

- 3 -

100 point scale for Evaluation of Schools based on Minimum Standards

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

A: NEW INSTITUTIONS

	SCORE SHEET				
Sr.	Description	Weightage	Required	Available	Score
Α	SPACE (Max 100)				
1	Studios				
	Required no.	15			
	Gross Area Sq.M.	20			
2	Labs & Workshop	10			
3	Library	10			
4	Principal	5			
5	Admin area	5			
6	Staff rooms	5			
7	Lecture rooms & AV room	15			
8	Matl Museum – Yes 5 No 0	5			
9	Toilets, Corridors, Lobbies, Parking etc.	10			
	Adequacy to be judged by the experts		,		
	TOTAL	100			
	For Nos 2-7 Score shall be on gross area				
	The state of the s	5 -			
Sr.	Description	Weightage	Required	Available	Score
В	STAFF - TEACHING (Max 100)	·	Reguired	Available	30016
1	Required number with basic	70			
1	qualifications	/0		, ,	
2	Principal with qualifications and	30			
2	experience	30		-	
	TOTAL	100			
	TOTAL	100			
Sr.	Description	Weightage	Required	Available	Score
C	STAFF - NON TEACHING (Max 100)	Weightage	ricgarica	Available	30070
1	Adequate Library staff	20			
2	Adequate Admin staff	30			
3	Adequate accounts staff	20			-
4	Adequate class IV employees	10			
4	Adequacy to be judged by the experts	10			
5	Campus maintenance arrangements	5			
,	Adequacy to be judged by the experts	, , ,	*		
6	Security personnel	5			
,	Adequacy to be judged by the experts				
7	Skills up-gradation initiative	5			
	Adequacy to be judged by the experts				
8	Group and medical insurance	^ 5			
	Adequacy to be judged by the experts				
	TOTAL	100			

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

B. EXISTING INSTITUTIONS:

	EXISTING INSTITUTIONS.		·	-	
	SCORE SHEET				
Sr.	Description	Weight age	Required	Available	Score
Α	SPACE (Max 100)				
1	Studios				
	Reqd no.	15			
	Gross Area Sqm	15			
2	labs & workshop	10			
3	Library	10		V	
4	Principal and Admin area	5			
5	Computer centre	5			
6	Staff rooms	5			
7	Lecture rooms & AV room	15			
8	Material Museum & Resource Centre (If	5			
	yes 2.5 marks each)				
9	Toilets, Girls' Common room, NASA Room,	10			
	Students Activity Center (2 each)				
	Adequacy to be judged by the experts				
10	Construction Yard and Art court	5			
	TOTAL	100			
	For nos 2-7 Gross area in SqM				
	•				
Sr.	Description	Weight age	Required	Available	Score
В	STAFF - TEACHING (Max 100)				
1	Required number with basic qualifications	30			
2	Principal with qualifications and	5			
	experience				
3	Minimum 50% of fulltime teachers are	10			
	regular				
4	Professors	8			
Г	Acco Drofessore	73	İ	1	-

7	Visiting faculty for 25% teaching load	10			
	Adequacy to be judged by the experts				
8	Adequate faculty for allied fields	5			
9	For regular teachers payment as per	10		,	
	prevalent scale, DA & Allowances at par		•		
	Adequacy to be judged by the experts				
10	Faculty development – QIP / Research /	10			
	Publications / Sponsorship for PG PhD				
	Adequacy to be judged by the experts				
	TOTAL	100			
Sr.	Description	Weight age	Required	Available	Score
С	STAFF - NON TEACHING (Max 100)				
1	Qualified Library staff	20			
2	Qualified Computer Lab technician &	10			
	workshop superintendent	4			
3	Adequate Admin staff	20			
4	Adequate accounts staff	10			
5	Adequate class IV employees	10			
6	Campus maintenance arrangements	5			
	Adequacy to be judged by the experts				
7	Security personnel	5		,	
	Adequacy to be judged by the experts				
8	Implementation of Provident fund as per	10			
	norms				
9	Skills up-gradation initiative	5			
	Adequacy to be judged by the experts				
10	Group and medical insurance	5			
	TOTAL	100			
Sr.	Description	Weight age	Required	Available	Score
D	BOOKS, FURNITURE, EQUIPMENT, COMPUT	TERS			
1	Titles	20			
2	Volumes	10			
3	Journals national	10			
4	Journals international	10			
5	e-library	5			
6		5			
	space for Board + model)				,
	Adequacy to be judged by the experts	1.			
7	Adequacy to be judged by the experts Workstations & Lockers in faculty room	5			
7	Workstations & Lockers in faculty room	5			
	Workstations & Lockers in faculty room Adequacy to be judged by the experts	5			
7	Workstations & Lockers in faculty room Adequacy to be judged by the experts Workshop and Lab equipment - Surveying,				
	Workstations & Lockers in faculty room Adequacy to be judged by the experts Workshop and Lab equipment - Surveying, climatology, materials testing, services,				
	Workstations & Lockers in faculty room Adequacy to be judged by the experts Workshop and Lab equipment - Surveying, climatology, materials testing, services, models,				
	Workstations & Lockers in faculty room Adequacy to be judged by the experts Workshop and Lab equipment - Surveying, climatology, materials testing, services, models, Adequacy to be judged by the experts				
8	Workstations & Lockers in faculty room Adequacy to be judged by the experts Workshop and Lab equipment - Surveying, climatology, materials testing, services, models, Adequacy to be judged by the experts	10			

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

Master Sheet

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

Note:

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

NOTE:

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

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

REMEDIAL CLAUSES

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

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

Ł

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF BBA PROGRAMME

Name of the proposed /Existing College:	-
2. Year of Establishment:	
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	Course Intake Course Intake
be granted	
(Note:- Attach Proof in support of above	
points.)	
PURPOSE OF	INSPECTION
(A) Establishment of a new college	
(B) Extension/Continuation in prov. affiliation	· .

(C)	Grant of Additional Course(s)	,
-		
(D)	Grant of Additional Subject(s)	
×		
(E)	Grant of Additional Unit(s)/Seat(s)	
		\$
(F)	Grant of Permanent Affiliation to	
Cour	se/College	
(G)	Regarding periodical Inspection	
	Information/Docu	uments Required
		differits 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	
Unive	ersity	. 6
(v)	Date of Previous Inspection made by the	
Unive	ersity	
(vi)	Whether Compliance has been made by	
(V I)	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	Available	Max	Marks
			60 seats (one		Marks	Secured
			unit)			
1	A	Teaching Staff				
		Principal / Director (Common in case of more	1			
		programmes)				

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

2		INF	RASTRUCTURE			
	A	i)	Land Requirement (In acres) - 1 Acres for Rural - 0.5 Acres (Other than Rural)	2		
		ii)	a) Class Rooms (each of 66 sqm carpet area)	3		
		iii)	Tutorial Room (33 sqm Carpet Area)	1		
		v)	Computer Centre (150 sqm carpet area)	1		
		vi)	Library & Reading Hall (100 sqm Carpet Area)	1 .		
		vii)	Seminar Hall (132 sqm Carpet Area)	1	•	
	В	ADN	//INISTRATIVE AREA			
		i)	Principal/ Director Office (30 sqm carpet area)	1		
		ii)	Board Room (20 sqm carpet area)	. 1		
		iii)	Office (150 sqm Carpet Area for standalone & 300 sqm carpet area for more than on e Program)	1		
		iv)	Dept. Office (s) (One Per Dept- 20 sqm Carpet Area)	a 1		
		v)	Cabin for HOD(s) (One for each Deptt10 sqm Carpet Area)	1		
		vi)	Faculty Rooms/ Cabin	6		

1					T	1	
			Area)				•
		vii)	Central Stores	1			
			(30 sqm Carpet Area)				
		viii	Maintenance	1			
)	(10 sqm Carpet Area)				
		ix)	Security	1			
			(10 sqm Carpet Area)				
		x)	House Keeping	1			
			(10 sqm Carpet Area)				
- 0		xi)	Pantry for Staff	1			
			(10 sqm Carpet Area)				
		xii)	Exam Control Office	1			
			(30 sqm Carpet Area)	-			
		xiii	Placement Office	1			
)	(30 sqm Carpet Area)				
. (C		Amenities Area				
			Toilets (Ladies & Gents)	Adequate			
			(350 sqm Carpet Area)	•			
			Boys Common Room	1			
			(100 sqm Carpet Area)				
			Girls Common Room	1		,	
			(100 sqm Carpet Area)				
			Cafeteria	1			
			(150 sqm Carpet Area)				
			Stationary Store	-1			
			(10 sqm Carpet Area)				
			First-Aid-Cum Sick Room	1			
			(10 sqm Carpet Area)				
			Desirable				
			(Principal's Quarter, Guest House,				
			Sports Club, Gymnasium, Auditorium,				
			Boys & Girls Hostel as per Norms)				
	3		Academic Requirements				
	3	A	Computing Facilities				
	-	<u>i)</u>	Computing Facilities Computers * (30+30+30)	90			
		ii)	Printers* (3+3+3)	9			
		iii)	Legal System Software	3			
		111)	(As per Curriculum requirement)				
		iv)	Legal Application Software	20			
		IV)	(As per Curriculum requirement)	20	,		
	,			Yes	-		
		v)	LAN and Internet on all System	2 MBPS			
		vi)	Internet Bandwidth (1:1)	2 LCD		-	
		·vii)	Audio-Visual Aids	Projectors			
		D	T. 11	FIGURE			
		B	Library	300			
		i)	Titles* (100+100+100)				
			Volumes* (500+500+500)	1500			
				26			
		ii)	National Journals* (12+12+12)	36			
		iii)	International Journals	Desirable			ļ.,

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

^{*} Number Specified for all 3 years

Aller

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College				
Date of Inspection:				

RECOMMENDATION:

Convener Member Member

- 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.
- 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 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,

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.cError!
 Hyperlink reference not valid.
- 8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

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

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

10. Categorization of Colleges shall be as under:

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

(D'

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF BCA PROGRAMME

			-	
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/ 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	•	1	· .	
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	Course Intake	Course	Intake	· · · · ·
be granted				
(Nets) Attach Broof in support of shows				
(Note:- Attach Proof in support of above				
points.)	•			

	PURPOSE OF INSPECTION					
(A)	Establishment of a new college	ģ				
(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/Docu	ments 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					
(vii) Any other Information:					
1						

T-Paris Bassacra			cription (requirement)	Required for 60 seats (one unit)	Available	Max. Marks	Marks secured
1	A	Tea	ching Staff				1.
		Prin	cipal / Director	1		6	
		Ass	istant Professor (3+3+3)*	9		36	
	В	Non	-teaching Staff(Please See Note-1)	4			
		i)	Librarian	1		2	
		ii)	Technical Asstt.	2		2	
		iii)	Office-cum-Account Assistant/ Clerk- cum-Data Entry Operator	1		1	
		iv)	Lab Attendant	1		1 .	
		v)	Safai Karamchari	1		1	
		vi)	Peon	1 .		1	
				Subtotal		50	

2		INF	RASTRUCTURE & 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)	4 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	,
. E	В	ADI	MINISTRATIVE 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	
	4	iv)	Staff Room (60 sqm Carpet Area)	1	2	

	С		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	
,			Academic Requirements			
	A		Computing Facilities (2 Computer Laboratories)			
		i)	(i) Computers (20+20+20)* (ii) Printers (1+1+1)* (iii) Powerbackup	60 3 Adequate	6 1 -	
		ii)	Internet Bandwidth	2 MBPS	1	
		iii)	Licensed Software (As per Curriculum requirement) - System Software - Application Software	2 10	1 5	
	В		Library			
		i)	Titles (100+100+100)*	300	9	•
			Volumes (400+400+400)*	1200		
		ii)	IT Magazines	08	2	
		iii)	Journals related to Computer Science/ IT	Desirable	 -	
		iv)	Newspapers	Adequate	-	
		-		Subtotal	 25	

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

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College		,	,	•		
Date of Inspection:						,

RECOMMENDATION:

Convener Member Member

- 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.
 - 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.

- 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.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	'Α'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'С'

1

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF MCA 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:		
	\$	
8. E-mail Address:		•
9. TAN of the College:		
10. Name of Society/Trust, under which College	£3	
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	Course Intake Course	Intake
be granted		
		•
	9	•
(Note:- Attach Proof in support of above		
points.)	*	
	7	
	,	

	PURPOSE O	FINSPECTION
(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/Doc	uments 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:	·
		•

NIGIN

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

2		INFR	ASTRUCTURE & 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	4
		vii)	Seminar Hall (132 sqm Carpet Area)	1	. 1	

В	ADN	MINISTRATIVE AREA	,			
	i)	Principal/ Director Office	1		1 1	
		(30 sqm carpet area)				
	ii)	Board Room	1		1	
		(20 sqm carpet area)				,
	iii)	Office	1		1	
	.	(150 sqm Carpet Area for standalone &				
		300 sqm carpet area for more than on e	4			
	1	Program)				
	iv)	Dept. Office (s)	1		_	
		(One Per Dept- 20 sqm Carpet Area)				
	v)	Cabin for HOD(s)	.1			
		(One for each Deptt10 sqm Carpet				
		Area)				
	vi)	Faculty Rooms/ Cabin	12		2	
		(One For each faculty – 5 sqm Carpet	12		2	
		Area)		1		
	vii)	Central Stores	1			
		(30 sqm Carpet Area)	1		-	
	viii)	Maintenance	1			
		(10 sqm Carpet Area)	1		-	
	ix)	Security	1			•
	1)	(10 sqm Carpet Area)	1	* * *	-	
	(x)	House Keeping	1			
	1	(10 sqm Carpet Area)	. 1			
	xi)	Pantry for Staff	1			
	111)	(10 sqm Carpet Area)	1		- 1	
	xii)	Exam Control Office	4 1		-	
	All)	(30 sqm Carpet Area)	1		I	
	xiii)	Placement Office	1			***************************************
	Aiii)		1		1	
C		(30 sqm Carpet Area) Amenities Area				
		Toilets (Ladies & Gents)	Adequate			
	-	(350 sqm Carpet Area)				
		Boys Common Room	1 .		1	
		(100 sqm Carpet Area)				
		Girls Common Room	1		1	
		(100 sqm Carpet Area)				
		Cafeteria	1		2	
		(150 sqm Carpet Area).				
		Stationary Store	1 *		1	
		(10 sqm Carpet Area)				
		First-Aid-Cum Sick Room	1		1	
		(10 sqm Carpet Area)				
		Desirable			_	
		(Principal's Quarter, Guest House,		,		
		Sports Club, Gymnasium, Auditorium,				
		Boys & Girls Hostel as per Norms)	3			

//:

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

^{*} Number Specified for all 3 years

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College______

Date of Inspection:_____

RECOMMENDATION:

Convener

Member

Member

 \wedge

- 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.
- 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 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,



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.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		'Α'
From 51% and upto 70%	in each of the three facilities		'B'
Upto 50%	in each of the three facilities		'С'



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF MBA PROGRAMME

Name of the proposed /Existing College:	
2. Year of Establishment:	
Date of inspection	
4. Address:	
5. Type of College, Whether	
Govt./Aided/S.F.S/ Minority:	·
6. Telephone/Mobile No.:	
7. Fax/Website:	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College	
is running/being established:	
11. The specific term and constitution of the	
Governing Body:	
12. PAN of the Society:	·
13. Courses and Seats for which affiliation is to be granted	Course Intake Course Intake
att I Deset in support of above	
(Note:- Attach Proof in support of above	
points.)	
PURPOSE O	FINSPECTION
(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	·
Cou	se/College	
(G)	Regarding periodical Inspection	
	Information/Docu	uments Required
(i)	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	
(iii) for	which affiliation is asked for Session/Year for which affiliation is asked	
(iv) Unive	Courses with intake already granted by rsity	
(v) Unive	Date of Previous Inspection made by the rsity	
(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:	

4		Description (requirement)	Required for 60 seats (one unit)	Available	Max Marks	Marks Secured
. 1	A	Teaching Staff				
		Principal / Director	1 .			
		Professor	4 1			

	Asso	ociate Professor	2	10	
	Assi	stant Professor	5	15	
В	Non	-teaching Staff(Please See Note-1)	3	13	
ט					
	i)	Librarian	1	3	
	ii)	Technical Asstt.	1	1	
	iii)	Lab Attendant	1	1	
	iv)	Office-cum-Accountant Assistant/ Clerk-	1	1	
		cum-Data Entry Operator			
	v)	Safai Karamchari	1	1	
1	vi)	Peon	1	1	
	vii)	Lib. Attendant	1	1	
			Subtotal		

2		INF	RASTRUCTURE			
	A	i)	Land Requirement (In acres) - 1 Acres for Rural	2		
			- 0.5 Acres (Other than Rural)			
		ii)	a) Class Rooms (each of 66 sqm carpet area)	2		
		iii)	Tutorial Room (33 sqm Carpet Area)	1		
		v)	Computer Centre (150 sqm carpet area)	1		
		vi)	Library & Reading Hall (100 sqm Carpet Area)	1		
		vii)	Seminar Hall (132 sqm Carpet Area)	1		
	D					
	В		IINISTRATIVE AREA			
		i)	Principal/ Director Office (30 sqm carpet area)	1		
		ii)	Board Room (20 sqm carpet area)	1		
		iii)	Office (150 sqm Carpet Area for standalone & 300 sqm carpet area for more than on e Program)	§ 1		
		iv)	Dept. Office (s) (One Per Dept- 20 sqm Carpet Area)	1		
		y)	Cabin for HOD(s) (One for each Deptt10 sqm Carpet	1		

	Ø3					
		Area)				
	vi)	Faculty Rooms/ Cabin	12			
		(One For each faculty – 5 sqm Carpet	12			
		Area)				
	vii) Central Stores	1			
		(30 sqm Carpet Area)	*			
	vii	i Maintenance	1			
)	(10 sqm Carpet Area)				
	ix)	Security	1		· · · · · · · · · · · · · · · · · · ·	
		(10 sqm Carpet Area)	1,		*	
	(x)	House Keeping	1			
		(10 sqm Carpet Area)	1			
	xi)	Pantry for Staff	1	-		
		(10 sqm Carpet Area)	1			
	xii)		1			
		(30 sqm Carpet Area)				
	xiii	Placement Office	1			
	()	(30 sqm Carpet Area)	1			
	С	Amenities Area				
		Toilets (Ladies & Gents)	Adequate			
		(350 sqm Carpet Area)	Adequate	* .		
		Boys Common Room	1			
		(100 sqm Carpet Area)	1			
		Girls Common Room	1		<u> </u>	
		(100 sqm Carpet Area)	4			
		Cafeteria	1	1		
		(150 sqm Carpet Area)	•			
		Stationary Store	1			
		(10 sqm Carpet Area)	1			
		First-Aid-Cum Sick Room	1 .			
		(10 sqm Carpet Area)				
		Desirable				
		(Principal's Quarter, Guest House,				
		Sports Club, Gymnasium, Auditorium,				
		Boys & Girls Hostel as per Norms)				
3	3	Academic Requirements				
	A	Computing Facilities				
	i)	Computers * (30+30)	60			
	ii)	Printers* (3+3)	6			
	iii)	Legal System Software	3			
		(As per Curriculum requirement)				
	iv)	Legal Application Software	20 .			
		(As per Curriculum requirement)	_			
	v)	LAN and Internet on all System	Yes			-
	·vi)	Internet Bandwidth (1:1)	2 MBPS			
	vii)	Audio-Visual Aids	2 LCD			
			Projectors			
	В	Library	-J + + + + + + + + + + + + + + + + + + +			
	i)	Titles* (100+100)	200			
		Volumes* (500+500)	1000			
			,			

1

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

^{*} Number Specified for all 2 years

Mu

Date of Inspection:

RECOMMENDATION:

Member Member

Convener

- 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.
- 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 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,

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 7,0% 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	'Α'
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	e of College/proposed college: Address (Postal) :	
	Land line Telephone : Mobile No.: Fax : e.mail :	
estab	of Society/Trust running or lishing the college: oit a copy certified by Registrar Societies or trust	deed)
Gove	erm and constitution of the present rning Body: nit approved copy of the University)	
	of the Society: nit photocopy)	
	of the College: nit photocopy)	
	Desc of Inspection: 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:	
(***	For continuation of provisional affiliation Courses with intake already affiliated w.e.f.	
	Last Inspection done on : Complied with the report/pending:	
(1000)	For permanent affiliation:	•
	When NOC for it was issued by Govt. of Haryana (submit copy):	
	When was the last inspection done:	
	Whether complied/pending:	

	The courses with strength and subjects already affiliated:	
(iv)	For periodical Inspection: When was the permanent affiliation granted:	
	Name of the courses with student strength and subjects already permanently affiliated	
	When was the last inspection done	
(v)	Whether the report complied with/pending: For additional Course: Name of the courses with intake	
	Submit a list of courses with intake that already allowed	
	Whether NOC obtained from the Govt. of Haryana(submit a copy)	
(vi)	For additional seats/unit of the course:	
	Name of the courses with intake already approved	
	When was the course permanently Approved	
	No. of seats in addition asked for	
	Submit a list of courses with intake that already approved	
	Whether NOC for additional unit/seats has been obtained(Submit a copy)	
(vii)	For additional subject: Name of the course of the subject:	
	List of other subjects already affiliated:	
	No. of seats asked for:	. *
(viii)	Type of college:	
	Govt. Administered/Aided/Self-financed/ Aided but partly self-financed* * in the course or subject is self-financed what is the fee and other charges per annum	

Co-educational/women college:	
If minority run:	
Submit a list of courses with intake that already approved:	
Whether NOC for additional unit/seats has been obtained? (Submit a copy)	

INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX.	MARKS
For intake of 120 Studen	ts (2 units)			MARKS	SECURED
Categories:	tis (2 diffts)				
Documents					
NOC from State Govt.	Mandatory				
Approval from BCI	Mandatory				
Endowment Fund	Rs.			<u> </u>	
Affiliation Fee	Rs.				
Availability of Land (in Acres)	Rural -				
	Distt. H.Q				
	Metro City -				
General Information	111000 0109				
Inspection Schedule					
Date of submission of application				T	T
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		2,			
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			*	9	
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		4			
at the time of second inspection		,			
for second year of the course					
Date of first Inspection for					
hird year of the course					
nfrastructure to be made					
available by the institute/college					
at the time of first inspection for					
hird year of the course					
Date of second inspection for					
hird year of the course					
nfrastructure to be made					
vailable by the Institute/college					
t the time of second inspection					

 \bigcap

1

for third year of the course				T	
Date of Annual inspection				-	
after 3 years completion of Law					
Building					
	- 1 - 41 2 W 0 5 W X	~ ` `			
Administrative (Common f		aw Courses)			·
Director/Principal's Office	1 (Furnished)			2	
Secretariat Office	1 (Furnished)			1	
Legal Aid Clinic	1 (Furnished)			1	
Superintendent's Office	2 (Furnished)			2	
Stenotypist & Clerk's Office	1 (Furnished)			2	
Reception Room	1 (Furnished)			1	
Store	1			1	
Toilets (Men & Women)	2			1	
Parking Place	As per requirement	6		1	
Academic					
1 st Year					
Class Rooms	2 (Furnished)			2	Τ .
Tutorial Rooms	4 (Furnished)			2	
Library	1 (Furnished)			2	
Computer Centre	1 (Furnished)			1	
Seminar Room	1 (Furnished)			1	
Faculty Rooms	3 (Furnished)			1	
Visiting Faculty Rooms	1 or as per need			*	
2 nd 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)				
3 rd Year	1 (1 · 1 2)				
Class Room	2+2+2=6			2	T
Tutorial Rooms	4(4+2+4=10)			2	
Faculty Rooms			MANAGEMENT OF THE PROPERTY OF	2	
The state of the s	3 (3+3+3=9)		· · · · · · · · · · · · · · · · · · ·	2	
Others				,	~~~
Students Common Room	2 (Girls & Boys)			1	
Canteen	1			1	
Medical Room	1			1	
Students Activity Room	1			1	
Play Ground	Indoor & Outdoor	4		1	
Students Hostel			*		
Hostel Strength	Minimum 25% of Boys and	•		2	
	50% of girls enrolled				
1 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				
Witches & Dist. II II (100	Time				
Kitchen & Dining Hall (100 sqm)	1.				
Indoor games cum Common	1			2	
Hall (75 sqm)	1				
Medical Room (30 sqm)	1				
Canteen (15 sqm)	1			1	
Warden Office (18 sqm)	1			1	
Guest Rooms (18 sqm)	2				

D/ 1.-

INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:	:				
	mmon for both 3 Year & 5 Y	ear Law Cours	ses)		
Director/Principal	1		T	2	
Legal Aid Incharge	1			1	
Sports Officer		*		1	
Superintendent	1			2	
Stenotypist	1			1	
Clerk	1			1	
Store Keeper	1				
Peon	1			1	
Security Men	3			1	
Mali	1			i	
Sweepers	2			1	
	2			1	
Library Staff		T		1	7
Librarian	1			1	
Library Attendant	1			1	
Peon	1	1 1		1	1
Computer Lab Staff					
Computer Programmer	1			1	
Lab Attendant	2				
Teaching Faculty					
Norms					
Nature of Appointment	Permanent				
No. of Faculty Members	In accordance with norms laid				
Yearwise	down by the University and				
	Incorporated in the inspection		v "		
	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 VolII, Chapter 56,				
	Clause 8(b), Page 264				
Grades of Pay	As announced by the UGC and				
	Implemented by the University	У			
	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 manne	r			
	Prescribed by the University				-
of	(Statute 38, Clause 3(b))				
1 st Year					
Professor	1			10	
Asstt. Professor	3			15	
Visiting Faculty	As per requirement				

INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:					
2 nd Year					
Asstt. Professors	3(3+3=6)			15	
Visiting Faculty	As per requirement				
3 rd Year	1	I			
Lecturers	3 (4+2+3=9)			15	
Computer Lab					
Hardware					
Computers	15				
Software					
Window 98/2000	1	9			
MS Office	1				
Other Equipments					
TV+VCR	1 Set				
OHPs	6 (One for each class				
	& Seminar room)				
Library			,		
Books, Periodicals and Journa	ls				
I Year					
	Total Titles =300				
	Total Books (5 multiple copies			5	
	Each) = 1500				
	Total amount spent =1,00,000/-				
II Year					
Additional Books	Total Titles = 300				
	Total Books (5 multiple copies			5	
	Each) = 1500 .				
	Total amount spent =1,25,000/-	-			
III Year		Т			
Additional Books	Total Titles = 300			1	
	Total Books (5 multiple copies			5	
	Each) = 1500				
	Total amount spent =1,25,000/-				
Journals	1 411 X 11 D				T
	All India Reporter				
	Supreme Court Cases				
	State High Court Reports Local Journals	9			
	India Bar Review			_	
	Journal of Indian Law Institute				
	Journal of Indian Law Institute			5	
				-	
				-	
				-	
Internet facilities/Legal Databas				5	
News Papers	All National Dailies				

Certified by the Director/Principal

82

DETAILED REPORT AND DESC	RIPTIVE OBS	ERVATION	NS:		
Name of the College					
					-
		\$			
RECOMMENDATION:					
Convener	Member	4	M	ember	

ø

Dr L.-

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 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 then 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:

710/ 1 1		
71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	7 %
Upto 50%		'B'
Opto 3070	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.
- Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

PROFORMA FOR INSPECTION OF A LAW COLLEGE Five Year Law Course

Name	Address (Postal) :		
	Land line Telephone : Mobile No.: Fax : e.mail :		
estab	of Society/Trust running or lishing the college: it a copy certified by Registrar Societies	or trust	deed)
Gove	erm and constitution of the present rning Body: it approved copy of the University)		
	of the Society: it photocopy)	•	
	of the College: it photocopy)		
	ese of Inspection: Establishing a new college NOC from Govt. of Haryana (submit a Courses proposed with intake: Details of Endowment Fund: Joint F.D.: Bank Guarantee:	сору):	
(11)	For continuation of provisional affiliated w. Courses with intake already affiliated w.		
	Last Inspection done on : Complied with the report/pending:		
(!!!)	For permanent affiliation:	\$	*
	When NOC for it was issued by Govt. of Haryana (submit copy):		
	When was the last inspection done:		
	Whether complied/pending: The courses with strength and		

	subjects already affiliated:	
(iv)	For periodical Inspection: When was the permanent affiliation granted:	
	Name of the courses with student strength and subjects already permanently affiliated	
	When was the last inspection done	<u> </u>
(v)	Whether the report complied with/pending: For additional Course: Name of the courses with intake	
	Submit a list of courses with intake that already allowed	
	Whether NOC obtained from the Govt. of Haryana(submit a copy)	
(vi)	For additional seats/unit of the course:	
	Name of the courses with intake already approved	
	When was the course permanently Approved	
	No. of seats in addition asked for	
	Submit a list of courses with intake that already approved	
	Whether NOC for additional unit/seats has been obtained(Submit a copy)	
(vii)	For additional subject: Name of the course of the subject:	
	List of other subjects already affiliated:	
	No. of seats asked for:	•
(viii)	Type of college:	
	Govt. Administered/Aided/Self-financed/ Aided but partly self-financed* * in the course or subject is self-financed what is the fee and other charges per annum	





Co-educational/women college:	
If minority run:	
	\$
Submit a list of courses with intake that already approved:	
Whether NOC for additional unit/seats	
has been obtained? (Submit a copy)	

INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
For intake of 120 Studen	ts (2 units)				
Categories:					
Documents					
NOC from State Govt.	Mandatory		T	T	T
Approval from BCI	Mandatory			-	
Endowment Fund	Rs.				
Affiliation Fee	Rs.				
	AND SHOULD SHOUL				
Availability of Land (in Acres)	Rural - Distt. H.Q Metro City -				
General Information	Tretto City	1			1
Inspection Schedule					
Date of submission of application			T	T	T
for starting the new course				-	
Date of first Inspection for		3		-	-
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				1	,
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		<u> </u>			
available by the institute/college		9			
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					

 \cap /

Date of first inspection for 4th year of the course Date of first inspection for 4th year of the course Date of second inspection for 4th year of the course Date of second inspection for 5th year of the course Infrastructure to be made available by the institute/college at the time of second inspection for 5th year of the course Date of first inspection for 5th year of the course Date of first inspection for 5th year of the course Date of first inspection for 5th year of the course Date of first inspection for 5th year of the course Date of first inspection for 5th year of the course Date of second inspection for 5th year of the course Date of second inspection for 5th year of the course Date of second inspection for 5th year of the course Date of second inspection for 5th year of the course Date of Annual inspection and the first inspection for 5th year of the course Date of Annual inspection for 5th year of the course Date of Annual inspection of law Building Administrative (Common for both 3 Year & 5 Year Law Courses) Building Administrative (Common for both 3 Year & 5 Year Law Courses) Building Administrative (Common for both 3 Year & 5 Year Law Courses) Secretariate Office I (Furnished) 2 New Year Office I (Furnished) 1 New Year Office I (Furnished) 2 New Year Office I (Furnished) 1 New Year Office I (Furnished) I New Year Office I (Furnished) 1 New Year Office I (Furnished) I New Year Office I (Furnished)	for third year of the				
Infrastructure to be made available by the institute/college at the time of first inspection for 4th year of the course Infrastructure to be made available by the Institute/college at the time of first inspection for 4th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 4th year of the course Date of first inspection for 5th year of the course Date of first inspection for 5th year of the course Infrastructure to be made available by the institute/college at the time of first inspection for 5th year of the course Date of second inspection for 5th year of the course Date of second inspection for 5th year of the course Date of Anomal inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of Second inspection for 5th year of the course Date of Anomal inspection for 5th year of the course Date of Anomal inspection of 5th year of the course Date of Anomal inspection of 5th year of the course Date of Anomal inspection of 5th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of Anomal inspection of 1th year of the course Date of The Year Only of the Year On	for third year of the course				
Infrastructure to be made available by the institute/college at the time of first inspection for 4th year of the course Date of second inspection for 4th year of the course Date of second inspection for 5th year of the course of 1 for 1 f	4th your of the agent for				
available by the institute/college at the time of first inspection for 41th year of the course Date of second inspection for 44th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 44th year of the course Date of first Inspection for 55th year of the course Infrastructure to be made available by the institute/college at the time of irst inspection for 55th year of the course Infrastructure to be made available by the institute/college at the time of irst inspection for 55th year of the course Infrastructure to be made available by the institute/college at the time of second inspection for 55th year of the course Date of second inspection for 55th year of the course Date of Annual inspection after the time of second inspection for 55th year of the course Date of Annual inspection Infrastructure to be made Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office I (Furnished) I (Furnish	Infractivation to be				
at the time of lirst inspection for 4th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Infrastructure to be made ovailable by the institute/college at the time of second inspection for 5th year of the course Infrastructure to be made ovailable by the institute/college at the time of lirst inspection for 5th year of the course Infrastructure to be made ovailable by the institute/college at the time of lirst inspection for 5th year of the course Date of second inspection for 5th year of the course Date of second inspection for 5th year of the course Infrastructure to be made ovailable by the Institute/college at the time of second inspection for 5th year of the course Date of Annual inspection of law Building Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office (Furnished) I (Furnished) 2 2 2 2 2 2 2 2 2	available by the institute (a !!				
Affi year of the course Date of second inspection for 4th year of the course Infrastructure to be made available by the Institute/college at the time of Second inspection for 4th year of the course Date of Irist Inspection for 5th year of the course Infrastructure to be made available by the institute/college at the time of Irist inspection for 5th year of the course Date of Second inspection for 5th year of the course Date of Second inspection for 5th year of the course Date of Second inspection for 5th year of the course Date of Second inspection for 5th year of the course Date of Around inspection for 5th year of the course Date of Around inspection for 5th year of the course Date of Around inspection for 5th year of the course Date of Around inspection for 5th year of the course Date of Around inspection after 5 years completion of law Building Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office I (Furnished) Secretariate Office I (Furnished) I (Equal Aid Clinic I (Furnished) Superintenden's Office I (Furnished) Second I I (Furnished) I I I I I I I I I I I I I I I I I I I	at the time of first increase of				
Date of Second inspection for 4th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Date of first Inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of Irist inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of Irist inspection for 5th year of the course Date of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Date of Annual inspection after 3 years completion of law Building Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office I (Furnished) Legal Aid Clinic I (Furnished) Superintendent's Office I (Furnished) Superintendent's Office I (Furnished) Superintendent's Office I (Furnished) 1 I I I I I I I I I I I I I I I I I I	4th very of the course				
High year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 4th year of the course Date of first Inspection for 5th year of the course Infrastructure to be made available by the institute/college at the time of lifst inspection for 5th year of the course Infrastructure to be made available by the institute/college at the time of lifst inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection of second inspection of second inspection of second inspection of the course Infrastructure to be made available by the Institute/college at the time of second inspection of the course Infrastructure to be made available by the Institute/college at the time of second inspection of the course Infrastructure to be made available by the Institute/college at the time of second inspection of the course Infrastructure to be made available by the Institute/college at the time of second inspection of the course Infrastructure to be made available by the Institute/college at the time of second inspection of the course Infrastructure to be made available by the Institute/college at the time of second inspection of the course Infrastructure to be made available by the Institute/college at the time of second inspection of the course Infrastructure to be made available by the Institute/college at the time of second inspection of the course Infrastructure to be made available by the Institute/college at the time of second inspection of the course Infrastructure to be made available by the Institute/college at the time of second inspection of the course Infrastructure to be made available by the Institute/college at the Infrastructure to be made available by the Institute/college at the Infrastructure to be made available by the Institute/college at the Institute/college at the Institut	Date of second inspection for				
Infrastructure to be made available by the Institute/college at the time of second inspection for 4th year of the course Date of first Inspection for 5th year of the course Infrastructure to be made available by the institute/college at the time of lirst inspection for 5th year of the course Date of second inspection for 5th year of the course Date of second inspection for 5th year of the course Date of second inspection for 5th year of the course Date of second inspection of second inspection for 5th year of the course Date of Annual inspection after 5 years completion of flaw Building. Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office 1 (Furnished) Secretariate Office 1 (Furnished) 2 Superintendent's Office 2 (Furnished) 1 Superintendent's Office 2 (Furnished) 2 Stenotypist & Clerk's Office 1 (Furnished) 2 Stenotypist & Clerk's Office 1 (Furnished) 1 Toitets (Men & Women) 2 Stenotypist & Clerk's Office As per requirement 1 Academic 1 Toitets (Men & Women) 2 Parking Place As per requirement 1 Academic 1 Class Rooms 2 (Furnished) 2 Stenotypist & Clerk's Office 1 (Furnished) 2 Stenotypist & Clerk's Office 1 (Furnished) 2 Stenotypist & Clerk's Office 1 (Furnished) 1 Stenotypist & Clerk's Office 1 (Furnished) 2 Stenotypist & Clerk's Off	4th year of the course				
available by the Institute/college at the time of second inspection for 4th year of the course Date of first Inspection for 5th year of the course Infrastructure to be made available by the institute/college at the time of first inspection for 5th year of the course Date of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Date of Second inspection for 5th 3 Year & 5 Year Law Courses) Date of Annual inspection after 5 years completion of law Building Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office 1 (Furnished) Secretariate Office 1 (Furnished) 2 2 Secretariate Office 1 (Furnished) 1 1 Superintendent's Office 2 (Furnished) 2 2 Secretariate Office 1 (Furnished) 2 1 Stendspist & Clerk's Office 1 (Furnished) 2 2 Stendspist & Clerk's Office 1 (Furnished) 2 1 Stendspist & Clerk's Office 1 (Furnished) 2 1 Stendspist & Clerk's Office 1 (Furnished) 2 2 Stendspist & Clerk's Office 1 (Furnished) 3 Stendspist & Clerk's Office 1 (Furnished) 4 Stendspist & Clerk's Office 1 (Furnished) 4 Stendspist & Clerk's Office 1 (Furnished) 5 Stendspist & Clerk's Office 1 (Furnished) 5 Stendspist & Clerk's Office 1 (Furnished) 5 St	Infrastructure to be made				
at the time of second inspection for 4th year of the course Date of first Inspection for 5th year of the course Infrastructure to be made available by the institute/college at the time of first inspection for 5th year of the course Date of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection of law Building Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office I (Furnished) I (Furnished	available by the Institute/college				
Total three of the course	at the time of second inspection	·			
Date of first Inspection for 5th year of the course Infrastructure to be made available by the institute/college at the time of first inspection for 5th year of the course Date of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Date of Annual inspection after 5 years completion of law Building Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office 1 (Furnished) 2 2	for 4th year of the course				
Sth year of the course	Date of first Inspection for				
Infrastructure to be made available by the institute/college at the time of first inspection for 5th year of the course					
available by the institute/college at the time of first inspection for 5th year of the course Date of second inspection for 55" year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Date of Annual inspection Building Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office 1 (Furnished) Secretariate Office 1 (Furnished) 1 Legal Aid Clinic 1 (Furnished) 1 Superintendent's Office 2 (Furnished) 2 Stenotypist & Clerk's Office 1 (Furnished) 2 Stenotypist & Clerk's Office 1 (Furnished) 1 Stenotypist & Clerk's Office 1 (Furnished) 1 Toilets (Men & Women) 2 Parking Place As per requirement 1 Academic 1 1'S Year Class Rooms 2 (Furnished) 2 Computer Centre 1 (Furnished) 1 Library 1 (Furnished) 2 Computer Centre 1 (Furnished) 1 Seminar Room 1 (Furnished) 1 Visiting Faculty Rooms 1 or as per need 1 Visiting Faculty Rooms 1 or as per need 2 Judy Year Class Rooms 1 (Furnished) 1 Library 1 (Furnished) 1	Infrastructure to be made				
at the time of first inspection for 5th year of the course Date of second inspection for 5th year of the course Infrastructure to be made available by the Institute/college at the time of second inspection for 5th year of the course Date of Annual inspection after 5 years completion of law Building Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office I (Furnished) I (available by the institute/college		4		
Sth year of the course	at the time of first inspection for				
Date of second inspection for 5th year of the course	5th year of the course				
Single Server of the course Server Serve	Date of second inspection for				
available by the Institute/college at the time of second inspection for 5th year of the course	5 th year of the course		* 1 *		
at the time of second inspection for 5th year of the course Date of Annual inspection after 5 years completion of law	Infrastructure to be made				
Date of Annual inspection after 5 years completion of law	available by the Institute/college				
Date of Annual inspection after 5 years completion of law	at the time of second inspection				
Building Administrative (Common for both 3 Year & 5 Year Law Courses)	for 5th year of the course				
Administrative (Common for both 3 Year & 5 Year Law Courses)	Date of Annual inspection				
Administrative (Common for both 3 Year & 5 Year Law Courses) Director/Principal's Office			Pr.		
Director/Principal's Office 1 (Furnished) 2 2 2 2 2 2 2 2 2	Building				
Director/Principal's Office 1 (Furnished) 2 2 2 2 2 2 2 2 2	Administrative (Common f	for both 3 Year & 5 Year Lo	Courses)		
Secretariate Office	Director/Principal's Office	1 (Furnished)	(W Courses)		
Legal Aid Clinic	Secretariate Office				
Superintendent's Office 2 (Furnished) 2 2 2 2 2 2 2 2 2	Legal Aid Clinic				
Stenotypist & Clerk's Office 1 (Furnished) 2 2	Superintendent's Office				
Reception Room	Stenotypist & Clerk's Office				
Store	Reception Room				
Toilets (Men & Women) 2 1 Parking Place As per requirement 1 Academic Ist Year Class Rooms 2 (Furnished) 2 Tutorial Rooms 4 (Furnished) 2 Library 1 (Furnished) 2 Computer Centre 1 (Furnished) 1 Seminar Room 1 (Furnished) 1 Faculty Rooms 6 (Furnished) 2 Visiting Faculty Rooms 1 or as per need 2	Store				
Parking Place As per requirement 1 Academic 1st Year Class Rooms 2 (Furnished) 2 Tutorial Rooms 4 (Furnished) 2 Library 1 (Furnished) 2 Computer Centre 1 (Furnished) 1 Seminar Room 1 (Furnished) 1 Faculty Rooms 6 (Furnished) 2 Visiting Faculty Rooms 1 or as per need 2	Toilets (Men & Women)				
Class Rooms 2 (Furnished) 2 2 2 2 2 2 2 2 2					
1st Year Class Rooms 2 (Furnished) 2 Tutorial Rooms 4 (Furnished) 2 Library 1 (Furnished) 2 Computer Centre 1 (Furnished) 1 Seminar Room 1 (Furnished) 1 Faculty Rooms 6 (Furnished) 2 Visiting Faculty Rooms 1 or as per need 2 2nd Year 2	Academic	1 to per requirement		1	,
Class Rooms 2 (Furnished) 2 Tutorial Rooms 4 (Furnished) 2 Library 1 (Furnished) 2 Computer Centre 1 (Furnished) 1 Seminar Room 1 (Furnished) 1 Faculty Rooms 6 (Furnished) 2 Visiting Faculty Rooms 1 or as per need 2nd Year 2					
Tutorial Rooms 4 (Furnished) 2 Library 1 (Furnished) 2 Computer Centre 1 (Furnished) 1 Seminar Room 1 (Furnished) 1 Faculty Rooms 6 (Furnished) 2 Visiting Faculty Rooms 1 or as per need 2 2nd Year Class Room 3 (2) (2) (2) (4) (2) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4		2 (5			-
Library 1 (Furnished) 2 Computer Centre 1 (Furnished) 1 Seminar Room 1 (Furnished) 1 Faculty Rooms 6 (Furnished) 1 Visiting Faculty Rooms 1 or as per need 2 2nd Year Class Room 1 (2012-4)			-	2	
Computer Centre 1 (Furnished) 2 Seminar Room 1 (Furnished) 1 Faculty Rooms 6 (Furnished) 2 Visiting Faculty Rooms 1 or as per need 2 2nd Year Class Room 2(2)(2)(2)(4)			4	2	
Seminar Room 1 (Furnished) 1 Faculty Rooms 6 (Furnished) 2 Visiting Faculty Rooms 1 or as per need 2 Class Room 2(2)(2)(4)			· ·	2	
Faculty Rooms 6 (Furnished) 1 Visiting Faculty Rooms 1 or as per need 2 2nd Year Class Room 2(2)(2)(2)(4)					
Visiting Faculty Rooms 1 or as per need 2nd Year Class Room 2(2(2)-4)				1	
2 nd Year Class Room 2(2):2-4)				2	
Class Room 2(2):2-4)		I or as per need			
Class Room $2(2+2-4)$	The same and the s				
for the total 1		2(2+2=4)		2	
1 utoriai Rooms 2(4+2=6) 2					
acuity Rooms Ni	raculty Kooms	Nil			
3 rd Year					
Class Room 2(2+2+2=6) 2				2	
1 tutorial Rooms 2(4+2+2=8)					
	Faculty Rooms	3 (6+3=9)		2	
		3 LD ± 5 = U1			





ø

INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY	MAX. MARKS	MARKS SECURED
Categories:			L	111111111	SECORED
4 th Year					
Class Room	2(2+2+2+2=8)			2	
Tutorial Rooms	2 (4+2+2+2)= 10			2	
Moot Court Hall	1			2	
Faculty Rooms	3 (6+3+3=12)		`	2	
Visiting Faculty Rooms	1 (As per requirement)			- 2	
Auditorium	1 Desirable			2	
5 th Year	1 Desirable				
Class Room	2(2 +2+2+2 =10)			T 2	
Tutorial Rooms	2(2+2+2+2+2=10)			2	
Faculty Rooms	2 (4+2+2+2)= 12			2	
	3			2	
Others		7	-		
Students Common Room	2 (Girls & Boys)			1	
Canteen	1			1	
Medical Room	1			1	
Students Activity Room	1			1	
Play Ground	Indoor & Outdoor			1	
Students Hostel			-	1	
Hostel Strength	Minimum 25% of Boys and 50% of girls enrolled			2	
1 & II Year Students	Three seat Room (Carpet area=27 sqm)				
III. IV & V Year Students	Single seat Room (Carpet area=9 sqm)				
Hostel Charges	As prescribed by the University State Government from time to				
Mitches & District Hall (100	Time				
Kitchen & Dining Hall (100 sqm)	1				
Indoor games cum Common Hall (75 sqm)	1			2	
Medical Room (30 sqm)	1			1	
Canteen (15 sqm)	1			1	
Warden Office (18 sqm)	1			1	
Guest Rooms (18 sqm)	2			 	
Administrative Staff (Com		oor Low Cours	00)		
Director/Principal	1	cai Law Cours	(S)	T 2	T
Legal Aid Incharge	1			2	
Sports Officer	I			1	
Superintendent	1			1	
1	1			2	
Stenotypist	1			1	
Clerk	1			1	
Store Keeper	1			1	
Peon	1			1	
Security Men	3			1	
Mali	1				
Sweepers	2			1	
Library Staff					
Librarian	1			1	
Library Attendant	1			1	
Peon	1				1
Computer Lab Staff			ø		
Computer Programmer		4		1	1
Lab Attendant		-		1	
	2				
Teaching Faculty					
Norms					
Nature of Appointment	Permanent				
No. of Faculty Members	In accordance with norms laid				
Yearwise	down by the University and Incorporated in the inspection				
Qualifications	performa As per UGC norms adopted by				
y attributions	the University/State Govt.				

 \bigcap



	(Statute 38, Clause 3(b))				
Selection Committee	As per M.D. University				,
	Calendar VolII, Chapter 56,			,	
	Clause 8(b), Page 264				
Grades of Pay	As announced by the UGC and				
Grades of Tay					
	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			V	
- P	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					
Professor/Principal	1			10	
Asstt. Professors	6	- 9		30	
				30	
Visiting Faculty	As per requirement				
2 nd Year					
Faculty	Nil			- "	
3 rd Year			1	1	
Asstt. Professors	3			15	
	3			15	
4 th Year			y	7	
Asstt.Professors	3			15	
5 th Year					
Asstt. Professors	3			15	
Computer Lab				10	L
Hardware					
Computers	15				
Software		*			
Window (Latest)	1				
MS Office	1				
Other Equipments					L
				T	i
TV+VCR	1 Set				
OHPs .	6 (One for each class				
	& Seminar room)				
Library					
Books, Periodicals and Jour	nals				
I Year					
	Total Titles =100				
	Total Books (5 multiple copies			-	
				5	
	each) = 500			-	
	Total amount spent =50,000/-	9			
Il Year					
Additional Books	Total Titles = 100				
	Total Books (5 multiple copies				
	Each) = 500			5	
	Total amount spent =50,000/-			+	
	1 otal amount spent =50,000/-				
III Year			-		-
Additional Books	Total Titles = 200				
	Total Books (5 multiple copies			_	
	Each) = 1000			5	
	Total amount spent =1,00,000/-				
IV Year	10tal amount spent -1,00,000/-			1	
	T-1-1-T'11 200		1		T
Additional Books	Total Titles = 200			-	
	Total Books (5 multiple copies			5	
	Each) = 1000			_ `	
	Total amount spent $=1,00,000/-$				
V Year					
					T
Additional Rooks	Total Titles = 200		1		
Additional Books	Total Packs (5 multiple conics				
Additional Books	Total Books (5 multiple copies			5	
Additional Books	Total Books (5 multiple copies Each) = 1000			5	
Additional Books	Total Books (5 multiple copies			5	
Additional Books Journals	Total Books (5 multiple copies Each) = 1000			5	
	Total Books (5 multiple copies Each) = 1000 Total amount spent =75,000/-			5	
	Total Books (5 multiple copies Each) = 1000				

8

 \bigcap

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

Certified by the Director/Principal

for

Observations & Recommendations	s of the Inspection Cor	nmittee:		
Name of the College				
		*		
			4	
RECOMMENDATION:				
Convener	Member		Member	

S

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 then 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	'С'

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.



Sv