

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975) NAAC Accredited 'A+' Grade

No.CB-II/Insp.Proforma/2021/ <u>よの3</u> 7-2078 Dated: <u>23-2-2-2</u> 2
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Through E.Mail

То

The Directors/Principals Of all the Colleges (Engineering/Management/Architecture/ Law) affiliated to M.D.University, Rohtak.

Revised Inspection proformas for B.Tech, M.Tech, BBA, BCA, MBA, MCA,M.Arch.,LLB, LLM and Hotel & Tourism Management courses. Sub:

Sir/Madam,

I am directed to enclose herewith the Revised Inspection proformas for B.Tech, M.Tech, BBA, BCA, MBA, MCA, M.Arch., LLB, LLM and Hotel & Tourism Management courses relating to the colleges/Institutes for the purpose of inspection to grant provisional affiliation and/or extension/continuation in provisional affiliation to the colleges/courses.

You are, therefore, requested to download the concerned Inspection Proforma(s) and further submit the same duly filled up and signed by the Director/Principal to the Inspection Committee at the time of Inspection of your respective college.

Yours faithfully,

Encls: As above.

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

Dated: Endst. No. CB-II/Insp.Proforma/2021/__ Copy of the above is forwarded to the Director, University Computer Centre, M.D.University, Rohtak with a request to upload the Inspection Proformas on the University website on priority basis.

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

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK INSPECTION PROFORMAS FOR (B.TECH.) COURSE

١.	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. N	iame of Society/Trust, under which College	
	s running/being established:	
I I . T	he specific term and constitution of the G-Body:	
12. 1	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.)

PURPOSE OF INSPECTION

(A)	Establishment of a new college	
(B)	Extension/Continuation in prov. affiliation	
(C)	Grant of Additional Course(s)	
(D)	Grant of Additional Subject(s)	
(E)	Grant of Additional Unit(s)/Seat(s)	
(F)	Grant of Permanent Affiliation to Course/	
	College:	
(G)	Regarding periodical Inspection	
	25/1/2021	

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Information/Documents Required

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

(viii) Any other Information:

		Description (requirement)	Total Faculty Required= Total sanctioned student strength intake of 4 years/20	Available	Max. Marks	Marks secured
4	I Teachin	g Staff (Please see Note-1)				
	Principa		1		15	
	Professo				25	
-		Associate Professor			20	
		r/Assistant Professor(Qualified)			10	
		strative Staff(See Note-1)				
-	**	brarian	1		5	
		egistrar/Administrative Officer	1		5	
		echnical Asstt./Computer Operator			8	
-		lerk-cum-Typist/Data Entry Operator			4	
-	v) Li	brary Attendant/Lab Attendant			4	
		afai Karamchari			2	
-	vii) Pe				2	
		OTAL MARKS	1		100	
		e approved by AICTE, UGC etc.	10 nel			

(a) 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.

	INFRASTRUCTURE & AMENITIES(See No	Required	Available	Max. Marks	Marks
	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 (Total no. of divisionsx0.75) (minimum 66 sqm each)			6	
	Tutorial Room (33 sqm each) 25% of total class rooms			2	
	Workshop (200 SQM)	1		2	
	Additional laboratory/ workshop for X category courses i.e for Mechanical/production/Civil/Electrical/X Chemical/Textile/marine/Aeronautical and Allied courses (200 Sqm)	r		2	
-	Laboratories (66 SQM EACH)	8 for each course		8	
-	Laboratories for first year (66 sqm each)	4		4	
	Well furnished Conference / Semina Hall 132 Sqm common for all AICT approved courses/programmes			2	
	Drawing Hall (132Sqm)	1		1	
	Computer Centre (150 sqm)	1		1	
	Language laboratory (66 Sqm)	1		1	
	Separate rooms/cabins for Faculty as per total strength of faculty			6	
	Principal's Room (15x20 Sq.ft)]		ļ	
	Administrative Office (20 x 20 Sq.ft) Play Ground (Indoor and	1		1	
	outdoor) Separate Common Rooms for boys/girls/staff (male/female furnished	2		2	

Mine

		2	1
Hostel facility for boys and girls	-	2	
Separately			
Safe Drinking Water	-		• •••
 Toilets-Separate for Male/Female Staff	-	2	
and students		1	
Canteen	-	50	
TOTAL MARKS		50	

- 1. For courses having more than 2 divisions, additional laboratories equivalent to the required on prorate basis for the said course shall be created.
- Language laboratory shall have a minimum of 20 computers witj appropriate software. Additional laboratory required, if number of divisions>5
- 3. Drawing Halls, Computer Centres and workshop to be created as given below:

			Drawing Hall
Approved Intake	Computer Centre	Workshop	Drawing man
		1	
Upto 600		1	
601-1200	2	2	2
001-1200		in for an annound intal	ve greater than 1200
Requirements shall be	e calculated on prorate bas	sis for approved intal	te greater than 1200
reequiremente			

4. Additional laboratories be created as per curriculum

Academic Requirements (see	Required	Available	Max. marks	Secured Marks
note 3 & 4)				
Library (400 Sqm) with books (As per the AICTE Norms for Technical education) Additional library area of 50 Sqm per 60			10	
Magazines/journals related to Engineering and Technology Concerned branches @ 6xno.of courses			4	
e-Journals for all the branches of the institute (as per AICTE)			4	
Space for reading and reference in the library with 40 seating capacity			2	
Photocopy facilities in the library			1	
Internet/FAX/Land line telephone in the			2	
ICT equipment like ROT, SIT, required for using digital resources in			2	
No. of Pcs/laptops (1:6)			10	
No. of printers @ 5% of total no. PCs			8	
	 the AICTE Norms for Technical education) Additional library area of 50 Sqm per 60 students beyond 420 approved intake Magazines/journals related to Engineering and Technology Concerned branches @ 6xno.of courses e-Journals for all the branches of the institute (as per AICTE) Space for reading and reference in the library with 40 seating capacity Photocopy facilities in the library Internet/FAX/Land line telephone in the name of the institute ICT equipment like ROT, SIT, required for using digital resources in teaching No. of Pcs/laptops (1:6) 	Academic Requirements (see note 3 & 4) Library (400 Sqm) with books (As per the AICTE Norms for Technical education) Additional library area of 50 Sqm per 60 students beyond 420 approved intake Magazines/journals related to Engineering and Technology Concerned branches @ 6xno.of courses e-Journals for all the branches of the institute (as per AICTE) Space for reading and reference in the library with 40 seating capacity Photocopy facilities in the library Internet/FAX/Land line telephone in the name of the institute ICT equipment like ROT, SIT, required for using digital resources in teaching No. of Pcs/laptops (1:6)	Academic Requirements (see Internet/FAX/Land line telephone in the note 3 & 4) Ibrary (400 Sqm) with books (As per the AICTE Norms for Technical education) Additional library area of 50 Sqm per 60 students beyond 420 approved intake Magazines/journals related to Engineering and Technology Concerned branches @ 6xno.of courses e-Journals for all the branches of the institute (as per AICTE) Space for reading and reference in the library Internet/FAX/Land line telephone in the name of the institute ICT equipment like ROT, SIT, required for using digital resources in teaching No. of Pes/laptops (1:6)	Academic Requirements (see note 3 & 4) Iteration in the second secon

Legal System software (As per AICTE)	3	1	
Legal application Software (As per AICTI	E) 20	4	
LAN/Internet(As per AICTE)	All	2	
TOTAL MARKS		50	
TOTAL (A+B+C)		200	

Nor 1 25/1/21

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener

Member

Member

NOTE

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

- Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdu.ac.in). 6.
- Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee 7. or to Colleges Branch for verification.

REMEDIAL CLAUSES

- The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, 8. Infrastructure & Amenities and Academic Requirements.
- If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching. Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all 9. desired course & seats for which inspection has been conducted.
- If the college secure above 50% but less than 70% in each of the three facilities, then college have to be 10. asked to comply with the deficiencies within a year before the next academic session.
- If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching. Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be 11. initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

		Yes/No
S.No.	Essential Requirements Establishment of Online Grievance Redressal Mechanism as specified in the Approval	
1.	Process Handbook	
2.	Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated	
	01.07.2009) Establishment of Grievance Redressal Committee in the Institution and Appointment	· · · · · · · · · · · · · · · · ·
3.	of OMBUDSMAN by the University. (As per All India Council for Technical Education(Establishment of Mechanism for Grievance Redressal) Regulations, 2012,	
4.	Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated	
5.	10th June, 2016. Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)	
6.	Internal Quality Assurance Cell	
7.	Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of	
	Approval Process Handbook)	
8.	Fire and Safety Certificate	
9.	Implementation of mandatory Internship policy for students	
10.	Implementation of teacher training policy	
11.	Implementation of examination reforms	
12.	Implementation of student Induction Programme	
13.	Atleast 5 MoUs with Industries Compliance of the National Academic Depository (NAD) as per MHRD directives.	
14.	Compliance of the National Academic Depository (NAD) as per Wirked ances were a complete the second	
15.	applicable to PGCM/ PGDM Institutions and University Departments Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook)	
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
17.	District encount for all financial transactions as ner MHRD directives	
18.	Digital payment for an infanctal transactions as per infine accreditation status and Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution	
10	Standalone Language Laboratory	
19.	Potable Water supply and outlets for drinking water at strategic locations	
<u>20.</u> 21.	Electrical Grid Power Supply Connection	
21.	Backup Electric Supply	
22.	Sports facilities	
	Company Disposal System	
24.	Display board within the premises as well as on the Web site of the of Institution	
25.	indicating the feedback facility of students and Faculty available in AICTE Web-Port	al
26.	First aid, Medical and Counselling Facilities	
27.	Stu dents Safety Insurance	

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28.	Group Accident Policy to be provided for the employees	
29.	General Insurance provided for assets against fire, burglary and other calamities	
30.	Pro vision to watch MOOCS Course(s) through SWAYAM	
31.	Ro ad suitable for use by Motor vehicle- Motorized Road	
32.	Institution-Industry Cell	
33.	Applied for membership of National Digital Library	
34.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since	
	inception of the Institution till date shall be placed on the Web site of the Institution	
35.	Appointment of Student Counselor	
36.	Telephone	
37.	Vehicle Parking	
38.	General Notice Board and Departmental Notice Boards	

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.

N. Vier 25/1/2021

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF BBA PROGRAMME

1. Name of the proposed /Existing College:					
2. Year of Establishment:					
3. Date of inspection:					
4. Address:					
5. Type of College, Whether Govt./Aided/S.F.S/					
Minority:					
6. Telephone/Mobile No.:					
7. Fax/Website :					
8. E-mail Address:					
9. TAN of the College:					
10. Name of Society/Trust, under which College					
is running/being established:					
11. The specific term and constitution of the					
Governing Body:					
12. PAN of the Society:		T . 1	Cauraa	Intake	
13. Courses and Seats for which affiliation is to be	Course	Intake	Course	make	
granted					
(Note:- Attach Proof in support of above points.)					
		CTION			
PURPOSE O	FINSPE	CHON			
(A) Establishment of a new college					
(B) Extension/Continuation in prov. affiliation					
(C) Grant of Additional Course(s)					
25/1/2021					

(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	iments 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) Unive	Courses with intake already granted by rsity	
(v) Unive	Date of Previous Inspection made by the ersity	
(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:	
	1	

		Desci	ription (requirement)	Required for 60 seats/80 seats (one unit)	 	
A		Teac	hing Staff			
		Princ	ipal / Director *	1		
		Assis	stant Professor (2+2+2)**	6	 	
В	+-	Non	-teaching Staff (Please See Note-1)			
		i)	Librarian	1		
		ii)	Technical Asstt.	1		
		iii)	Lab Attendant	l		
		iv)	Office Assistant-cum-Accountant / Clerk-cum-Typist/Data Entry Operator	1		
		v)	Safai Karamchari	1		
L		vi)	Peon	1		

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

	INFR	ASTRUCTURE			
 A	i)	Land Requirement (In acres) - 1 Acres for Rural - 0.5 Acres (Other than Rural)			
	ii)	a) Class Rooms (each of 66 sqm carpet area)	3	3	
 	iii)	Tutorial Room (33 sqm Carpet Area)	1	1	
 	iv)	Library & Reading Hall (100 sqm Carpet Area)	1	2	
 	v)	Seminar Hall (132 sqm Carpet Area)	1	1	
	vi)	Smart room Equipped with smart board, LED/LCD and internet connection	Desirable		
 		AINISTRATIVE AREA			L
 В			1		
	i)	Principal/ Director Office (30 sqm carpet area)			
	ii)	Board Room (20 sqm carpet area)	1		
	iii)	Office (150 sqm Carpet Area for standalone & 300 sqm carpet area for more than one	1		

Nº 110

		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	6		
		(One For each faculty – 5 sqm Carpet			
		Area)			
		Central Stores	1		
	vii)				
		(30 sqm Carpet Area)	1	 	
	viii)	Maintenance	ł		
		(10 sqm Carpet Area)	1	 	
	ix)	Security	I		
		(10 sqm Carpet Area)	1	 	
	x)	House Keeping	1		
		(10 sqm Carpet Area)	1	 	
	xi)	Pantry for Staff	l		
		(10 sqm Carpet Area)		 	
	xii)	Exam Control Office	1		
	,	(30 sqm Carpet Area)		 	
	xiii)	Placement Office	1		
		(30 sqm Carpet Area)		 	
С		Amenities Area		 	
		Toilets (Ladies & Gents)	Adequate		
		(350 sqm Carpet Area)			
		Boys Common Room	1		
		(100 sqm Carpet Area)			
		Girls Common Room	1		
		-			
<u> </u>		(100 sqm Carpet Area)	1		
		Cafeteria			
		(150 sqm Carpet Area)	1	 	
		Stationary Store	I		
		(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)			
			1		
3		Academic Requirements		 	
	Α	Computing Facilities		 	
	i)	Computers * (30+30+30)	90	 	
	ii)	Printers* (3+3+3)	9	 	
	iii)	Operating and application software	3	 	
	\mathbf{v}	LAN and Internet on all System	Yes	 	
	vii)		2 LCD		
	· · · · ·		Projectors		
		NY 101			

В	Library		
i)	Titles* (100+100+100)	300	
	Volumes* (600+600+600)	1800	
ii)	National Journals* (6+6+6)	18	
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	

* Number Specified for all 3 years

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a 1. proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/Apex 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 nonteaching 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/Apex Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE/Apex Body.
 - 3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/Apex Body for technical education. Library resources will include e-journals published and recommended by UGC/AICTE/Apex Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
 - 4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

- 5. 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.
- 6. Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (<u>www.mdu.ac.in</u>).
- 7. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- 8. The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements.
- 9. If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all desired course & seats for which inspection has been conducted.
- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA FOR INSPECTION OF BCA PROGRAMME

and Invisting College				
1. Name of the proposed /Existing College:				
2. Year of Establishment:				
3. Date of inspection				
4. Address:				
5. Type of College, Whether Govt./Aided/S.F.S/				
Minority:				
6. Telephone/Mobile No.:				
7. Fax/Website :				
8. E-mail Address:				
9. TAN of the College:				
10. Name of Society/Trust, under which College				
is running/being established:				
the C Pody's				
11. The specific term and constitution of the G-Body:				
12. PAN of the Society:	0	Intake	Course	Intake
13. Courses and Seats for which affiliation is to be	Course	make	Course	
granted:				
(in the second of above points)				
(Note:- Attached Proof in support of above points.)				

25/1/2021

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

51. 111

S. No		Desc	ription (requirement)	Required for an intake of 80 (one unit)	Availabl e	Max. Marks	Marks secured
1	A	Teac	ching Staff			-	
		Princ	cipal / Director*	1		10	
		Assi	stant Professor (4+4+4)**	12		30	
	B	Adn	ninistrative and Supporting Staff				
		(Ple	ase See Note-1)				
		i)	Librarian (Common)	1		2	
		ii)	Technical Asstt.	2		4	
		iii)	Office Assistant-cum-Accountant/ Clerk-cum-Typist/Data Entry Operator	1		1	
		iv)	Lab Attendant	1		1	
		v)	Safai Karamchari	1		1	
		vi)	Peon	1		1	
					Subtotal	50	

*Shall be common for all programmes run by the College/Institute. ** Marks for each Asstt. Prof. shall be 2.5

2		INFR	RASTRUCTURE & AMENITIES		
4	A	i)	Land (In acres) - 1.0 Acres for Rural - 0.5 Acres for Urban	Rural/Urban	2
		ii)	Class Rooms (each of 90 sqm carpet area)	3	3
i		iii)	Tutorial Room (45 sqm Carpet Area)	1	
		iv)	Computer Laboratories (each of 66 sqm carpet area)	2	4
		v)	Library & Reading Hall (100 sqm Carpet Area)	1	2
		vi)	Seminar Hall (132 sqm Carpet Area)	1	1
	B	ADN	MINISTRATIVE AREA		
		i)	Principal/ Director Office (30 sqm carpet area)	1	2
		ii)	Office	1]
		iii)	(150 sqm Carpet Area) Cabin for HOD	1	2
		iv)	(10 sqm Carpet Area) Staff Room (60 sqm Carpet Area)	1	2

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C		ERAMENTIES	1		1	
	i)	Play Ground	1		1	
	ii)	Separate Common Rooms for Boys and	l l			
		Girls			1	
	iii)	Hostel Facility	Adequate		L I	
			(Desirable)		1	
	iv)	Safe Drinking Water	Adequate		1	
	v)	Toilets for Male & Female	Adequate	~ • • • • •		
				Subtotal	25	
	ACA	DEMIC REQUIREMENTS				
Α	Com	puting Facilities (2 Computer Laboratories	<u>s)</u>		6	
	i)	(a) Computers $(20+20+20)^*$	00		1.5	
		(b) Printers (1+1+1)*	3		1.3	
		(c) Powerbackup	Adequate		-	
	ii)	Licensed Software				
ļ		(As per Curriculum requirement)			1	
		- System Software	2		1	
		- Application Software	10		4	
+	iii)	Internet Bandwidth (1:1)	Adequate			
			(Min. 32			
			Mbps)			
	iv)	Audio-Visual Aids (for Classrooms and	4 (3+1) LCD		2	
	,	Seminar Hall)	Projectors			
			(Minimum)			
	v)	Wi-Fi Connectivity	Min. 4 Mbps		.5	
	(v)	WI-IT Connectivity	(adequate)			
	vi)	SWAYAM/NPTEL/MOOCs/Other	Adequate		1	
	(17	online resources				
B	Lih	rary	-	·····		
	i)	Titles (100+100+100)*	300		6	
		Volumes (600+600+600)*	1800			
		Volumes (000 000 000)				
	ii)	IT Magazines	06		2	
	$\frac{11}{11}$	National/International Journals related to	Desirable		-	
	111)	Computer Science/ IT				
	iv)	Newspapers	Adequate		-	ļ
	(V)	Newspapers		Subtotal	25	
			Total (1+2	+3)	100	

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

51.8111

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a 1. proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/Apex 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 nonteaching 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/Apex Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE/Apex Body.
- 3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/Apex Body for technical education. Library resources will include e-journals published and recommended by UGC/AICTE/Apex Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
- 4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

- 5. 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.
- 6. Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (<u>www.mdu.ac.in</u>).
- 7. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- 8. The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements.
- 9. If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all desired course & seats for which inspection has been conducted.
- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

7

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA FOR INSPECTION OF BHMCT PROGRAMME

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

11/2021

	PURPOSE OF INSI	PECTION
(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/Docume	ents 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) (iv)	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) the u	Mention the year, in which Permanent affiliation has been granted to the college, by niversity	
(viii	Any other Information:	
	<i>A</i>	

25/1/2021

	Desci	ription (requirement)	Required for 60 seats	Available	Max. Marks
A	Teaching StaffPrincipal / DirectorProfessors (0+0+0+1)				
			1		10
			1		5
	Associate Professor $(0+0+1+2)$		3		9
	l		8		16
B	Non-teaching Staff (Please See Note-1)				i
	Assistant Professor (3+3+2+0)Non-teaching Staff (Please See Note-1)i)Librarianii)Office Assistant-cum-Accountant/Clerk-cum		1		1
	ii)	Office Assistant-cum-Accountant/Clerk-cum- Typist/Data Entry Operator	2		2
	iii)	Lab Attendant	5	5	
	iv)	Safai Karamchari	1		1
	v)	Peon	1		1
		Subtotal			

	INFI	RASTRUCTURE & AMENITIES			
A	i.	Land (In acres) - 2.0 Acres for Rural - 1.0 Acres (Other than Rural)		1	
	ii.	Class Rooms (each of 66 sqm carpet area)	3	3	
	iii.	Tutorial Room (33 sqm Carpet Area)	1	1	
	iv.		1		
	V.		1	1	
	vi.		1	1	
	vii.		1		
	viii.	Computer Laboratory (66 sqm carpet area)	1		
	ix.		1		
	X.		1	1	
	xi		1	1	
B	AD	MINISTRATIVE AREA			
	1	. Principal/ Director Office	1		

Maren

_			(30 sqm carpet area)	1	
			Office	1	
		L L	(150 sqm Carpet Area)		1
	_	III.	Cabin for HOD		1
			(10 sqm Carpet Area)		1
1		IV.	Staff Room with attached pantry		ł
			(60 sqm Carpet Area)		
1		V.	Central Store (30 sqm carpet area)		1
		VI.	Security (10 sqm carpet area)		
		VII.	Maintenance (10 sqm carpet area)		1
1		VIII.	Housekeeping (10 sqm carpet area)		1
-		IX.	Exam Control Office (30 sqm carpet area)		1
		X.	Placement Office (30 sqm carpet area)		
		XI.	Play Ground	1	
		XII.	Separate Common Rooms for Boys and Girls	1	
		XIII.	Hostel Facility	Adequate	Adequate
	-	XIV.	Safe Drinking Water	Adequate	Adequate
		XV.	Toilets for Male & Female	Adequate	Adequate
	Subtotal			25	
	+		Academic Requirements	1	3
	A	+	Food Production Laboratory*	1	3
	B		Food & Beverage laboratory*	1	3
	C	-	Housekeeping laboratory*	1	3
	D		Front Office Laboratory*		3
	ΗE		Computer Laboratory	1	3
		i)	(i) Computers	40	
		- /	(ii) Printers	1	
			(iii) Powerbackup	Adequate	
		ii)	Internet and LAN	All computers	
		iii)	Licensed Software	System and	
				application,	
				one each	10
	F		Library		
			Titles (100+100+50+50)	300	2+2+2+2
			Volumes (500+500+250+250)	1500	
		ii)	Hospitality & Catering Magazines	5	2
		iii)		Desirable	Desirable
		1.1.7	Hospitality		
		iv)		Adequate	Adequate
ļ				Subtotal	25
		+2+3)			100

Note:

*The Laboratories shall have Equipment as appropriate for experiments as stated/ suitable for the requirements of the affiliating University's Curriculum. It is desired that the number of experimental set-up be so arranged that maximum four students shall work on one set.

Mill

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a 1. proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/Apex 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 nonteaching 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/Apex Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE/Apex Body.
- 3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/Apex Body for technical education. Library resources will include e-journals published and recommended by UGC/AICTE/Apex Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
- 4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture. photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The

above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

- 5. 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.
- 6. Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (<u>www.mdu.ac.in</u>).
- 7. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- 8. The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements.
- 9. If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all desired course & seats for which inspection has been conducted.
- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching. Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

S.No.	Essential Requirements	Yes/No
1.	Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook	
2.	Establishment of Anti Ragging Committee (As per All India Council for	
	Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated	
	01.07.2009) Establishment of Grievance Redressal Committee in the Institution and	
3.	Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education(Establishment of Mechanism for Grievance Redressal)	
4.	Establishment of Internal Complaint Committee (ICC) (As per Section 4 An India Council for Technical Education (Gender Sensitization, Prevention and	
	Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated	
	10th June, 2016.	
5.	Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated	
	11.09.1989)	
6.	Internal Quality Assurance Cell	
7.	Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of	
	Approval Process Handbook)	
8.	Fire and Safety Certificate	
9.	Implementation of mandatory Internship policy for students	
10.	Implementation of teacher training policy	
11.	Implementation of examination reforms	
12.	Implementation of student Induction Programme	
13.	Atleast 5 MoUs with Industries	
14.	4. Compliance of the National Academic Depository (NAD) as per MHRD directives.	
15.	applicable to PGCM/ PGDM Institutions and University Departments Safety and Security measures in the Campus (as per Chapter VI of Approva Process	I

	Handbook)		
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution		
17.	Divide a summent for all financial transactions as per MHRD directives		
18.	Digital payment for an inflatent industry of payment for an inflatent industry of Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution		
19.	Standalone Language Laboratory		
20.	Potable Water supply and outlets for drinking water at strategic locations		
21.	Electrical Grid Power Supply Connection		
22.	Backup Electric Supply		
23.	Sports facilities		
24.	Sewage Disposal System		
25.	Display board within the premises as well as on the Web site of the of Institution indicating the feedback facility of students and Faculty available in AICTE Web-Portal		
26.	First aid, Medical and Counselling Facilities		
27.	Stu dents Safety Insurance		
28.	Group Accident Policy to be provided for the employees		
29.	General Insurance provided for assets against fire, burglary and other calamities		
30.	Pro vision to watch MOOCS Course(s) through SWAYAM		
31.	Ro ad suitable for use by Motor vehicle- Motorized Road		
32.	Institution-Industry Cell		
33.	Applied for membership of National Digital Library		
34.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution		
35.	Appointment of Student Counselor		
36.	Telephone		
37.	Vehicle Parking		
38.	General Notice Board and Departmental Notice Boards		

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA FOR INSPECTION OF BTTM PROGRAMME

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

519111 25/1/2021

	PURPOSE OF INS	SPECTION
(A)	Establishment of a new college	
(B)	Extension/Continuation in prov. affiliation	
(C)	Grant of Additional Course(s)	
(D)	Grant of Additional Subject(s)	
(E)	Grant of Additional Unit(s)/Seat(s)	
(F)	Grant of Permanent Affiliation to Course/ College:	
(G)	Regarding periodical Inspection	
	Information/Docum	nents Required
(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 univ) Mention the year, in which Permanent affiliation has been granted to the college, by the versity	
(viii	-	
(vii		
	2	

SUPPIL

. *

Descr	·iption (requirement)	Required for 60 seats	Available	Max. Marks	Marks secured
Teacl	hing Staff				
Princi	ipal / Director	1		14	
	ssors (0+1+0+0)	1		8	
	ciate Professor $(0+1+0+0)$	1		6	
Assistant Professor $(3+0+1+0)$		4		16 (4 for each)	
Non-	teaching Staff (Please See Note-1)				
i)	Librarian	1		2	
ii)	Office Assistant-cum-Accountant/Clerk- cum-Typist/Data Entry Operator	1		1	
iii)	Lab Attendant	1		1	
iv)	Safai Karamchari	1		1	
<u>v)</u>	Peon	1		1	
		Subtotal		50	

 1		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)	3	4
 	iii.	Tutorial Room (33 sqm Carpet Area)	1	2
 	iv.		1	2
 	V.		!	2
	vi.		1	1
	vii.		1	2
 В	AD	MINISTRATIVE AREA		
 	(i	Principal/ Director Office (30 sqm carpet area)	1	2
 	ii)	Office (150 sqm Carpet Area)	1	2
 	iii)	Cabin for HOD	1	2
	iv)	(10 sqm Carpet Area) Staff Room (60 sqm Carpet Area)	I	2
		1		

MENTE

		+2+3)		Judiola	100
		iv)	Newspapers	Subtotal	25
		iii)	Journals related to Tourism and Hospitality	Adequate	Adequate
	_	ii)	Tourism and Hospitality Magazines	Desirable	-
_			Volumes (500+250+250+250)	1250	5
		i)	Titles (100+50+50+50)	250	10
	B		Library	250	10
				application	15
		$\frac{ii}{iii}$	Licensed Software	System and	1
_		ii)	Internet and LAN	All computers	2
			(iii) Power backup	Adequate	Adequate
		i)	(i) Printers	1	
	A		(i) Computers	40	6
			Academic Requirements Computer Laboratory	1	10
		ix)	Adequate Toilets for Male & Female Subtotal	Aucquaic	25
	1	viii)	Safe Drinking Water	Adequate Adequate	Adequate
		vii)	Hostel Facility	Adequate	Adequate
			Girls	Adaquata	Adequate
		vi)	Separate Common Rooms for Boys and	I	
	C	\mathbf{v}	Play Ground		

25/1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a 1. proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/Apex 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 nonteaching 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/Apex Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE/Apex Body.
- 3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/Apex Body for technical education. Library resources will include e-journals published and recommended by UGC/AICTE/Apex Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
- 4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The

above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

- 5. 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.
- 6. Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (<u>www.mdu.ac.in</u>).
- 7. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- 8. The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements.
- 9. If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all desired course & seats for which inspection has been conducted.
- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

S.No.	Essential Requirements	Yes/No
1.	Establishment of Online Grievance Redressal Mechanism as specified in the	
2.	Establishment of Anti Ragging Committee (As per All India Council for	
	Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated	
	01.07.2009)	
3.	 61.07.2009) Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education(Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012) 	
4.	Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and	
	Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated	
5.	10th June, 2016. Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated	
	11.09.1989)	
6.	L const Quality Assurance Cell	
7.	Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of	
	Approval Process Handbook)	
8.	Fire and Safety Certificate Implementation of mandatory Internship policy for students	
9.	Implementation of teacher training policy	
10.	Implementation of examination reforms	
11.		
12.	Implementation of student means g	
<u>13.</u> 14.	Atleast 5 MoUs with Industries Compliance of the National Academic Depository (NAD) as per MHRD directives,	
15.	applicable to PGCM/ PGDM Institutions and University Departments Safety and Security measures in the Campus (as per Chapter VI of Approva Process	1

	Handbook)	
6.	Implementation of Food Safety and Standards Act, 2006 at the Institution	,
7.	Digital payment for all financial transactions as per MHRD directives	
18.	Digital payment for an intalletal transaction of payment for an intalletal transaction of Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution	
19.	Standalone Language Laboratory	
20.	Potable Water supply and outlets for drinking water at strategic locations	
21.	Electrical Grid Power Supply Connection	
22.	Backup Electric Supply	
23.	Sports facilities	
24.	Sewage Disposal System	
25.	Display board within the premises as well as on the Web site of the of	
	indicating the feedback facility of students and Faculty available in AICTE Web-Portal	
26.	First aid, Medical and Counselling Facilities	
27.	Stu dents Safety Insurance	
28.	Group Accident Policy to be provided for the employees	
29.	General Insurance provided for assets against fire, burglary and other calamities	
30.	Pro vision to watch MOOCS Course(s) through SWAYAM	
31.	Ro ad suitable for use by Motor vehicle- Motorized Road	
32.	Institution-Industry Cell	
33.	Applied for membership of National Digital Library	
34.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution	
35.	Appointment of Student Counselor	
36.	Telephone	
37.	Vehicle Parking	
38.	General Notice Board and Departmental Notice Boards	

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF LL.B/ B.A.LL.B. COURSES

1. Name of the proposed /Existing College:	
2. Year of Establishment:	
3. Date of inspection	
4. Address:	
a contraction of the Contract / Aided/S F S/	
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	Course Intake Course Intake
granted	
(Note:- Attach Proof in support of above points.)	
(Note:- Attach i root in support of a straight y	
PURPOSE OI	F INSPECTION
(A) Establishment of a new college	
(B) Extension/Continuation in prov. affiliation	
(C) Grant of Additional Course(s)	
1	

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(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./Bar Council of India	
(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:	
N'SIL	

	Desc	ription (requirement)	Required for 60 seats (one unit)	Available	Max. Marks	Marks Secured
 A	Teac	hing Staff				
	Princ	cipal / Director	1		10	
		essor (0+1)	1		8	
		ciate Professor/ Placement Officer (1+1)	2		6	
	Assistant Professor (3+1)		5		16	
B	B Supporting Staff					
	i)	Librarian	1		3	
<u> </u>	ii)	Lab Attendant	1		2	
	iii)	Security Men	3		2	
	iv)	Office-Assistant-cum-Accountant/Clerk- cum-Typist/Data Entry Operator	1		1	
	v)	Safai Karamchari	1		1	
	vi)	Peon	1		1	
Si						0=50

	INFR	ASTRUCTURE		
 A	i)	Land Requirement (In acres) - 1 Acres for Rural - 0.5 Acres (Other than Rural)	2	2
 	ii)	a) Class Rooms $(2+2+2+2+2)$ I st , 2 nd , 3 rd , 4 th , 5 th Year	2	2
 	iii)	Moot Court Room	1	2
 	iv)	Computer Lab	1	2
	v)	Library & Reading Hall	1	1.5
 	vi)	Seminar Hall	1	1.5
 	vii)	Smart Room, Equipped with smart board, LED/LCD and internet	1	2
 	viii	connection Legal Aid Room	1	2
 B		MINISTRATIVE AREA		
 	i)	Principal/Director Office	1	1

Neller

	i	(v) E- Journals & Data Base	Aucquaic	25	<u> </u>
		i) International Journals	Adequate	4	
-	ii		Adequate	2	
			Adequate	4	
	<u>i)</u>	Volumes* (500+500)	1000	2	
	B		200	8	
		LAN and internet on an System			
+			Yes	1	
	i) ii		2	1	
	A	Computing Facilities Computers *	20	3	
,		Academic Requirements Computing Facilities			
		A Louis Doquiyomonts		25	
		(10 sqm Carpet Area)		25	
	vi		1		
		(150 sqm Carpet Area)	1	1	
	iv		l		
		(100 sqm Carpet Area)	1	1	
	iii	Girls Common Room	l.	•	
		(100 sqm Carpet Area)	1	1	
	ii)	Boys Common Room	I	£	
		(350 sqm Carpet Area)		1	
	i)	Toilets (Ladies & Gents)	Adequate	l	
(2	Amenities Area		1	
		(30 sqm Carpet Area)			
	xii) Placement Office		<u>k</u>	
		(30 sqm Carpet Area)		1	
	xii	Exam Control Office	1	1	
		Area)			
		(One For each faculty – 5 sqm Carpet			
	vi)	Faculty Rooms/ Cabin	12	2	
	vi)	(30 sqm carpet area) Faculty Rooms/ Cabin	12	2	

25/1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of 1. Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/BCI/Apex 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 nonteaching 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/BCI courses including schools and courses of Technical Education. The college shall be on the same land & building on which UGC/AICTE/BCI/Apex Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE/BCI/Apex Body.
 - 3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/BCI/Apex Body for technical education. Library resources will include e-journals published and recommended by UGC/AICTE/BCI/Apex 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 passbook 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. If the College is running the other courses, other than Law courses, the inspection committee should exclude the facilities required for that course while allotting the marks to the Law courses.
- 6. Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (<u>www.mdu.ac.in</u>).
- 7. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- 8. The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements.
- 9. If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all desired course & seats for which inspection has been conducted.
- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching. Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

S.No.	Essential Requirements	Yes/No
1.	Establishment of Online Grievance Redressal Mechanism as specified in the Approval	
	Process Handbook Establishment of Anti Ragging Committee (As per All India Council for Technical	
2.	Education notified Regulation for prevention and prohibition of ragging in AICTE	
	approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated	
	01.07.2009)	
3.	Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical	
	Education(Establishment of Mechanism for Grievance Redressal) Regulations, 2012,	
	F. No. 37-3/ Legal 12012, dated 25.05.2012)	
4.	Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of	
	Sexual Harassment of Women Employees and Students and Redressal of Grievances	
	in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated	
	10th June, 2016. Establishment of Committee for SC/ ST (As per the Scheduled Castes and the	· · · · · ·
5.	Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated	
	11.09.1989)	··· ·· · · · ·
6.	Internal Quality Assurance Cell	
7.	Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of	
	Approval Process Handbook)	
8.	Fire and Safety Certificate	
9.	Implementation of mandatory Internship policy for students	
10.	Implementation of teacher training policy	
11.	Implementation of examination reforms	
12.	Implementation of student Induction Programme	
13.	Atleast 5 MoUs with Industries Compliance of the National Academic Depository (NAD) as per MHRD directives.	
14.	applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process	
	Handbook)	
16.	Implementation of Food Safety and Standards Act. 2006 at the Institution	
17.	Digital payment for all financial transactions as per MHRD directives	
18.	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the	
	Institution	
19.	Standalone Language Laboratory	
20.	Potable Water supply and outlets for drinking water at strategic locations	
21.	Electrical Grid Power Supply Connection	
22.	Backup Electric Supply	
23.	Sports facilities	
24.	Sewage Disposal System	
25.	Display board within the premises as well as on the Web site of the of Institution	1
	indicating the feedback facility of students and Faculty available in AICTE Web-Porta	1
26.	First aid, Medical and Counselling Facilities	
27.	Stu dents Safety Insurance	

28.	Group Accident Policy to be provided for the employees	
29.	General Insurance provided for assets against fire, burglary and other calamities	
30.	Pro vision to watch MOOCS Course(s) through SWAYAM	
31.	Ro ad suitable for use by Motor vehicle- Motorized Road	
32.	Institution-Industry Cell	
33.	Applied for membership of National Digital Library	
34.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution	
35.	Appointment of Student Counselor	
36.	Telephone	
37.	Vehicle Parking	
38.	General Notice Board and Departmental Notice Boards	

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF LL.M/ PG.D. IN LAW COURSES

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

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(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
 Mention the year, for which NOC has been Issued by the State Government/ State Govt./ University of Affiliation 	
(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:	
515101	

	Desci	iption (requirement)	Required for 30 seats (one unit)	Available	Max. Marks	Marks Secured
Α	Teac	hing Staff				
	Princ	ipal / Director	1		10	
	Profe	essor	1		8	
	Asso	ciate Professor/ Placement Officer	1		6	
	Assi	stant Professor	2		16	
B	Sup	porting Staff				
	i)	Librarian	1		3	
	ii)	Lab Attendant	1		2	
	iii)	Security Men	3		2	
	iv)	Office Assistant-cum-Accountant/Clerk-	1		1	
		cum-Typist/Data Entry Operator				
	v)	Safai Karamchari	1		1	
	vi)	Peon	1			10.50
6-	ibtota	1			40+	10=50

	INFR	ASTRUCTURE		2
A	i)	Land Requirement (In acres)	2	2
	ii)	a) Class Room (1+1+1+1)	2	2
 	iii)	Moot Court Room	1	2
 	iv)	Computer Lab	1	2
 	v)	Library & Reading Hall	1	1.5
 	vi)	Seminar Hall	1	1.5
	vii)	Smart Room, Equipped with smart board, LED/LCD and internet	1	2
 	viii	connection Legal Aid Room	1	2
 B		MINISTRATIVE AREA		
 	i)	Principal/ Director Office	1	

AIN 11

			4	2
	vi)	Faculty Rooms/ Cabin	4	-
 	xii)	Exam Control Office	1	1
	xiii)	Placement Office	1	1
 С		Amenities Area		
	i)	Toilets (Ladies & Gents)	Adequate	1
	ii)	Boys Common Room	1	1
 	iii)	Girls Common Room	1	1
 	iv)	Cafeteria	1	1
 	vi)	First-Aid-Cum Sick Room	1	1
 				25
 		Academic Requirements		
 A		Computing Facilities		2
 +	i)	Computers	15	3
 -	ii)	Printers	1	1
 -	$\frac{ii}{iv}$	LAN and Internet on all System	Yes	
 B		Library (Common for LLB) Course		
 	i)	Titles	200	8
		Volumes	1000	2
		National Journals	Adequate	4
 	ii)	International Journals	Adequate	2
	iii)		Adequate	4
 	iv)	E- Journals & Data Base	Aucquaic	25

Mole

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a 1. proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/BCI/Apex 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 nonteaching 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/BCI courses including schools and courses of Technical Education. The college shall be on the same land & building on which UGC/AICTE/BCI/Apex Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE/BCI/Apex Body.
 - 3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/BCI/Apex Body for technical education. Library resources will include e-journals published and recommended by UGC/AICTE/BCI/Apex 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 passbook 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. If the College is running the other courses, other than Law courses, the inspection committee should exclude the facilities required for that course while allotting the marks to the Law courses.
- 6. Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (<u>www.mdu.ac.in</u>).
- 7. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements.
- 9. If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all desired course & seats for which inspection has been conducted.
- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

S.No.	Essential Requirements	Yes/No
1.	Establishment of Online Grievance Redressal Mechanism as specified in the Approval	
A •	Process Handbook	
2.	Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE	
	approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated	
	01.07.2009)	
3.	Establishment of Grievance Redressal Committee in the Institution and Appointment	
5.	of OMBUDSMAN by the University. (As per All India Council for Technical Education(Establishment of Mechanism for Grievance Redressal) Regulations, 2012,	
	F. No. 37-3/ Lega112012, dated 25.05.2012)	
4.	Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India	
-+.	Council for Technical Education (Gender Sensitization, Prevention and Prohibition of	
	Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations. 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated	
	10th June, 2016. Establishment of Committee for SC/ ST (As per the Scheduled Castes and the	
5.	Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated	
	11.09.1989)	
6.	Internal Quality Assurance Cell	
7.	Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of	
	Approval Process Handbook)	
8.	Fire and Safety Certificate	
9.	Implementation of mandatory Internship policy for students	
10.	Implementation of teacher training policy	
11.	Implementation of examination reforms	
12.	Implementation of student Induction Programme	
13.	Atleast 5 MoUs with Industries	
14.	Compliance of the National Academic Depository (NAD) as per MHRD directives.	
	applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process	
	Handbook)	
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
17.	Digital payment for all financial transactions as per MHRD directives Display of information submitted to AICTE (including the accreditation status and	
18.	Board of Governors) along with mandatory disclosures in the Web site of the	
	Institution	
19.	Standalone Language Laboratory	
20.	Potable Water supply and outlets for drinking water at strategic locations	
21.	Electrical Grid Power Supply Connection	
22.	Backup Electric Supply	
23.	Sports facilities	
24.	Sewage Disposal System	
25.	Display board within the premises as well as on the Web site of the of Institution	
• (• سند ا	indicating the feedback facility of students and Faculty available in AICTE Web-Porta	1
26.	First aid, Medical and Counselling Facilities	
27.	Stu dents Safety Insurance	

28.	Group Accident Policy to be provided for the employees	
29.	General Insurance provided for assets against fire, burglary and other calamities	·
30.	Pro vision to watch MOOCS Course(s) through SWAYAM	
31.	Ro ad suitable for use by Motor vehicle- Motorized Road	
32.	Institution-Industry Cell	
33.	Applied for membership of National Digital Library	
34.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since	
54.	inception of the Institution till date shall be placed on the Web site of the Institution	
35.	Appointment of Student Counselor	
36.	Telephone	
37.	Vehicle Parking	
38.	General Notice Board and Departmental Notice Boards	

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

INSPECTION POFORMA FOR (M.ARCHITECTURE) COURSE

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

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

PURPOSE OF INSPECTION

(A)	Establishment of a new college	
(B)	Extension/Continuation in prov. affiliation	
(C)	Grant of Additional Course(s)	
(D)	Grant of Additional Subject(s)	
(E)	Grant of Additional Unit(s)/Seat(s)	
(F)	Grant of Permanent Affiliation to Course/	
	College:	
(G)	Regarding periodical Inspection	
Info	ormation/Documents Required	
(i)	Mention the year, for which NOC has been	
Issu	ed 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:	

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 (For Intake 40)

	SCORE SHEET	W toletowe	Required	Available	Score
Sr.	Description	Weightage	кецитеи		
A	SPACE (Max 100)				
1	Studios				
	Required no.	15	1		
	Gross Area Sq.M.	20	60		
2		10	1		
			20		
3	Librom	10	1		
3	Library		24		
		5	1		
4	Principal		30		
	5 Admin area		5 1		
			30)	
			5	1	
	6 Staff rooms		5		
2			2	0	

7 L	ecture rooms & AV room	15	2		
			120		
		5			
8 N	Matl Museum – Yes 5 No 0	5			
			130		
		10			
9 7	Toilets, Corridors, Lobbies, Parking etc.	10			
	Adequacy to be judged by the experts				
4	TOTAL	100			
	For Nos 2-7 Score shall be on gross area				
+'					Score
Sr.	Description	Weightage	Required	Available	Score
B	STAFF - TEACHING (Max 100)				
1	Required number with basic qualifications	70	3		
		20	1		
2	Principal with qualifications and	30	1		
	experience	100			
	TOTAL	100			
		Weightage	Required	Available	Score
Sr.	Description	Weignuge	Required		
C	STAFF - NON TEACHING (Max 100)	20	1		
1	Adequate Library staff	30	1		
2	Adequate Admin staff	20	1	-	
3	Adequate accounts staff	10			
4	Adequate class IV employees				
	Adequacy to be judged by the experts				
5		5			
	Adequacy to be judged by the experts		5		
6	Security personnel				
	Adequacy to be judged by the experts				
7	Skills up-gradation initiative		5		
			l		
	Adequacy to be judged by the experts		5		
8	Group and medical insurance		-		
	Adequacy to be judged by the experts				
	Adequacy to be judged by the chiper-	L 10	0		
				¥ 4 57 7	La Carr
Sr.	Description	Weightage	e Require	d Availab	le Scoi
D	BOOKS, FURNITURE, EQUIPMENT	Г,			
	COMPUTERS		30 .	50	
1	1 Titles			50	
	A Malumoo				
	2 Volumes		15		
	3 Workstations & Lockers in studio (Table	e	15		
	 Workstations & Lockers in studio (Table space for Board + model) 	2	15		

4	Workstations & Lockers in faculty room	5		
5	Adequacy to be judged by the experts Lab equipment - Surveying, climatology, materials testing, services, models,	10		
6	Adequacy to be judged by the experts Number of computers with software	10	5	
7	Digital Aids, Printing and scanning equipment	10		
	Adequacy to be judged by the experts TOTAL	100		

EXISTING INSTITUTIONS: (For Intake 40) B.

	S	CORE SHEET		D	Available	Score
Sr.	D	escription	Weight age	Required	Available	30076
A	S	PACE (Max 100)				
]	1	tudios				
	R	eqd no.	15	2		
	G	Gross Area Sqm	15	120		
2		abs & workshop	10	2		
-				40		
3	$\frac{1}{1}$	library	10	1		
-	, 1	Jorary		24		
	4 F	Principal and Admin area	5	2		
		·		60		
	5 (Computer centre	5	1		
		0		30		
	6	Staff rooms	5	1		
				40		
	7	Lecture rooms & AV room	15	2		
-				60)	
	8	Material Museum & Resource Centre (If		5		
		yes 2.5 marks each)		31)	
	9	Toilets, Girls' Common room, NASA Room, Students Activity Center (2 each)	1	0		
		Adequacy to be judged by the experts		5		
	10	Construction Yard and Art court	10			
1		TOTAL		0		
\square		For nos 2-7 Gross area in SqM	_			
12			Weight ag	e Require	d Availab	le Scor
-	r.	Description STAFF TEACHING (Max 100)For				
F	3	Intake 40				

		30	5		
1	Required number with basic qualifications				
2	Principal with qualifications and	5	1		
-	experience				
3	Minimum 50% of fulltime teachers are	10			
	regular				
	Professors	8	1		
	Asso. Professors	7	2		
6	Asst. Professors	5	2		
7	Visiting faculty for 25% teaching load	10			
	Visiting faculty for 23% couching from				
	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			
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
$\frac{Gr}{C}$	STAFF - NON TEACHING (Max 100)				
$\frac{c}{1}$	Qualified Library staff	20	1		
$\frac{1}{2}$	Qualified Computer Lab technician &	10	2		
2	workshop superintendent				
3		20	1		
		10	1		
		10			
6	i i ano amongomente	5			
0	Campus mantenance arrang				
	Adequacy to be judged by the experts				
7		5			
	Adequacy to be judged by the experts	10			
8	· · · · · · · · · · · · · · · · · · ·				
	norms	5		-	
9	9 Skills up-gradation initiative				
	Adequacy to be judged by the experts				
1		5			
	ТОТА	L 100			
Sr.	Description	Weight age	Required	Available	e Scor
	BOOKS, FURNITURE, EQUIPMENT				
D	COMPUTERS (On introduction of Cou	irse 150			
	volumes & 500 Titles,60 Volumes&20 T	itles to be			
1	added Each Year)			_	
	1 Titles	2			
1	2 Volumes	1		1	
-	3 Journals national		<u> </u>	4	
	4 Journals international	1	0	<u> </u>	

5 e	-library	5			
6 1	Workstations & Lockers in studio (Table	5			
s	space for Board + model)				
	, , , , , , , , , , , , , , , , , , ,				
	Adequacy to be judged by the experts				
7	Workstations & Lockers in faculty room	5			
	Adequacy to be judged by the experts				
8	Workshop and Lab equipment - Surveying,	10			
	climatology, materials testing, services,				
	models,				
	i dead by the experts				
	Adequacy to be judged by the experts	5			
9	Samples in Material museum				
	Adequacy to be judged by the experts				
10	Number of computers less than 3 years old	10	10		
10	with software				
	Digital Aids, Printing and scanning	10		-	
	equipment				
	equipment				
	Adequacy to be judged by the experts				
	TOTAL	100			
1		777 9 1 .	Score	Remarks	
\overline{Sr} .	Description	Weight age	5000		
Sr. E	Description OUALITATIVE ASSESSMENT OF	Weight age_	50010	- Active the	_
Sr. E	Description QUALITATIVE ASSESSMENT OF ACADEMIC WORK	Weight age			
	QUALITATIVE ASSESSMENT OF ACADEMIC WORK Students work				
E a.	QUALITATIVE ASSESSMENT OF ACADEMIC WORK Students work Design (Arch. Design, Basic Design,	Weight age			
E	QUALITATIVE ASSESSMENT OF ACADEMIC WORK Students work Design (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)	25			
E a.	QUALITATIVE ASSESSMENT OF ACADEMIC WORK Students work Design (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.) Technology (Construction, Structures,				
E a. 1	QUALITATIVE ASSESSMENT OF ACADEMIC WORK Students work Design (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.) Technology (Construction, Structures, Services, Specifications, etc.)	25			
E a. 1	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History,	25			
E a. 1 2 3	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)	25 20 15			
E a. 1 2 3 4	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)Professional , Town planning, etc.	25			
E a. 1 2 3	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)Professional , Town planning, etc.Faculty and other	25 20 15 10			
E a. 1 2 3 4	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)Professional , Town planning, etc.Faculty and otherPapers / Books authored by the faculty and	25 20 15			
E a. 1 2 3 4 b.	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)Professional , Town planning, etc.Faculty and otherPapers / Books authored by the faculty and published.	25 20 15 10 5			
E a. 1 2 3 4 b. 5 6	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)Professional , Town planning, etc.Faculty and otherPapers / Books authored by the faculty and published.Seminars / Workshops organized.	25 20 15 10 5 5			
E a. 1 2 3 4 b. 5 6 7	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)Professional , Town planning, etc.Faculty and otherPapers / Books authored by the faculty and published.Seminars / Workshops organized.Initiative to address societal concerns	25 20 15 10 5 5 5			
E a. 1 2 3 4 b. 5 6	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)Professional , Town planning, etc.Faculty and otherPapers / Books authored by the faculty and published.Seminars / Workshops organized.Initiative to address societal concernsStudy tours	25 20 15 10 5 5 5 5 5 5 5 5			
E a. 1 2 3 4 b. 5 6 7	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)Professional , Town planning, etc.Faculty and otherPapers / Books authored by the faculty and published.Seminars / Workshops organized.Initiative to address societal concernsStudy toursParticipation of faculty in QIPs / TTPs	25 20 15 10 5 5 5			
E a. 1 2 3 4 b. 5 6 7 8 9	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)Professional , Town planning, etc.Faculty and otherPapers / Books authored by the faculty and published.Seminars / Workshops organized.Initiative to address societal concernsStudy toursParticipation of faculty in QIPs / TTPs (Sponsored by the institute)	25 20 15 10 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5			
E a. 1 2 3 4 b. 5 6 7 8	QUALITATIVE ASSESSMENT OF ACADEMIC WORKStudents workDesign (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)Technology (Construction, Structures, Services, Specifications, etc.)Humanities & Environment (History, Humanities, Landscape, etc.)Professional , Town planning, etc.Faculty and otherPapers / Books authored by the faculty and published.Seminars / Workshops organized.Initiative to address societal concernsStudy toursParticipation of faculty in QIPs / TTPs (Sponsored by the institute)	25 20 15 10 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5			

Anne?

Master Sheet

Sr. No.	Category	Infras Activ Space	•	•		Humar Teac hing	Non Teach ing	CES Total of Teac Non-teaching		Qualit Studer work a Resea	nts and	Final Score out 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
- at Sr. No. 1. (Justification supporting the score needed)

N.11(1 25]1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College

Date of Inspection:

RECOMMENDATION:

NOTE

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 - 3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/Apex Body for technical education. Library resources will include e-journals published and recommended by UGC/AICTE/Apex Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
 - 4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of

Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

- 5. If the College is running the other courses, other than B.Tech. and M.Tech. course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Tech. and M.Tech. Course.
- Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (<u>www.mdu.ac.in</u>).
- 7. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- 8. The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements.
- 9. If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all desired course & seats for which inspection has been conducted.
- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

MAHARSHI DAYANAND UNIVERSITY, ROHTAK INSPECTION PROFORMAS OF (M.TECH. COURSE)

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

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

PURPOSE OF INSPECTION

(A)	Establishment of a new college	
(B)	Extension/Continuation in prov. affiliation	
(C)	Grant of Additional Course(s)	
(D)	Grant of Additional Subject(s)	
(E)	Grant of Additional Unit(s)/Seat(s)	
(F)	Grant of Permanent Affiliation to Course/	
	College:	
(G)	Regarding periodical Inspection	
C	25/1/2021	

Information/Documents Required

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

- Mention the year, in which Permanent (vii) affiliation has been granted to the college, by the university
- (viii) Any other Information:

		Description (requirement)	Required for Total no. of students/12 as per AICTE	Available	Max. Marks	Marks secured
A	T	Teaching Staff (Please see Note-1)				
	1	Principal	1		15	
		(Qualified & in Professor Grade)*			25	
ľ		Professor			20	
		Reader/Associate Professor			$\frac{20}{10}$	
		Lecturer/Assistant Professor(Qualified)				
	Π	Administrative Staff(See Note-1)			5	
ľ		i) Librarian	1		5	
		ii) Registrar/Administrative Officer	1			
		iii) Technical Asstt./Computer Operator	1		8	
		iv) Clerk-cum-Typist/Data Entry Operator	2		4	
		v) Library Attendant/Lab Attendant	1		4	
		vi) Safai Karamchari	2		2	
	ļ	vi) Peon	2		2	
		TOTAL MARKS			100	

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

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

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

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B	INFRASTRUCTURE & AMENITIES(See Note-2)	
	a) Land (Area must be as per the norms given by UGC/Central Body for Technical Education). (Title in the name of Institute/college)		
	Class Rooms (minimum 33 sqm each) Total no. of divisions x0.75		10
	Seminar/Tutorial Room (20 sq. ft. per student)	1	5
	Laboratories space (100 SQM EACH)	4	30
	Separate rooms/cabins for academic Faculty	3	5
	TOTAL MARKS		50
C	Academic Requirements (see		
	note 3 & 4)Library with books (As per the AICTENorms for Technical education) for PG		20
	Magazines related to Engineering and Technology Concerned branches		5
	e-Journals for all the branches of the institute		5
	No. of Pcs/laptops (1:4)		15
_	No.of printers @ 5% of total no. PCs		5
	Legal System software(As per the AICTE Norms)		Yes/No
	Legal application Software(As per the AICTE Norms)		Yes/No
	TOTAL MARKS		50 200

25/1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

NOTE

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

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- Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on 6. Website of the College with a link on University's Website (www.mdu.ac.in).
- Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee 7. or to Colleges Branch for verification.

REMEDIAL CLAUSES

- The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, 8. Infrastructure & Amenities and Academic Requirements.
- If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all 9. desired course & seats for which inspection has been conducted.
- If the college secure above 50% but less than 70% in each of the three facilities, then college have to be 10. asked to comply with the deficiencies within a year before the next academic session.
- If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching. Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be 11. initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

		Yes/No		
.No.	Essential Requirements Establishment of Online Grievance Redressal Mechanism as specified in the Approval			
	· · · · · · · · · · · · · · · · · · ·			
	Process Handbook Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated			
	01.07.2009) Establishment of Grievance Redressal Committee in the Institution and Appointment			
3.	of OMBUDSMAN by the University. (As per All India Council for reclimical Education(Establishment of Mechanism for Grievance Redressal) Regulations, 2012,			
4.	Establishment of Internal Complaint Committee (ICC) (As per Section 4741 meta Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated			
5.	10th June, 2016. Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated			
	11.09.1989)			
6				
6	Internal Quality Assurance Cen Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of			
7.	Approval Process Handbook)			
8.	Fire and Safety Certificate			
9.	Implementation of mandatory Internship policy for students			
10.	Implementation of teacher training policy			
11.	Implementation of examination reforms			
12.	Implementation of student Induction Programme			
13.				
14.	Compliance of the National Academic Depository (NAD) as per WHICD directives,			
17.	applicable to PGCM/ PGDM Institutions and University Departments Safety and Security measures in the Campus (as per Chapter VI of Approval Process			
15.				
	Handbook)			
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution			
17.	Digital payment for all financial transactions as per MHRD directives Display of information submitted to AICTE (including the accreditation status and			
18.	Board of Governors) along with mandatory disclosures in the web site of the			
	Institution Standalone Language Laboratory			
19.	Standalone Language Laboratory Potable Water supply and outlets for drinking water at strategic locations			
20.				
21.				
22.	Backup Electric Supply			
23.	Sports facilities			
24.	Sewage Disposal System Display board within the premises as well as on the Web site of the of Institution			
25.	Display board within the premises as wen as on an	······		

Nover 25/1/2021

	indicating the feedback facility of students and Faculty available in AICTE Web-Portal
26.	First aid, Medical and Counselling Facilities
27.	Stu dents Safety Insurance
28.	Group Accident Policy to be provided for the employees
29.	General Insurance provided for assets against fire, burglary and other calamities
<u> </u>	Pro vision to watch MOOCS Course(s) through SWAYAM
<u>31.</u>	Ro ad suitable for use by Motor vehicle- Motorized Road
32.	Institution-Industry Cell
33.	Applied for membership of National Digital Library
34.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution
35.	Appointment of Student Counselor
36.	Telephone
37.	Vehicle Parking
38.	General Notice Board and Departmental Notice Boards

....

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.

25/1/2021

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF MBA PROGRAMME

1. Name of the proposed /Existing College:	
2. Year of Establishment:	
3. Date of inspection	
4. Address:	
5. Type of College, Whether Govt./Aided/S.F.S/	
Minority:	
6. Telephone/Mobile No.:	
7. Fax/Website :	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College	
is running/being established:	
the stars of the	
11. The specific term and constitution of the	
Governing Body:	
12. PAN of the Society:	Course Intake Course Intake
13. Courses and Seats for which affiliation is to be granted	Course make course and
granco	
(Note:- Attach Proof in support of above points.)	
	DINCRECTION
	FINSPECTION
(A) Establishment of a new college	
(B) Extension/Continuation in prov. affiliation	
(C) Grant of Additional Course(s)	
1111111 2511/2021	

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	iments Required
(i) Mention the year, for which NOC has been lssued 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:	
1	

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		Dagar	iption (requirement)	Required for 60 seats (one unit)	Available
1	A		hing Staff		
		Princ	ipal / Director*	1	
			ssor (0+1)**		
		Asso	ciate Professor (1+1)***	2	
		Assis	stant Professor (3+2)***	5	
	B	Non-	teaching Staff(Please See Note-1)		
		i)	Librarian	1	
		ii)	Technical Asstt.	1	
		iii)	Lab Attendant	1	
		iv)	Office Assistant-cum-Accountant/ Clerk-	1	
			cum-Typist/Data Entry Operator		
		v)	Safai Karamchari		
	vi) Peon		Peon		
		vii)	Library Attendant	1	
	S	ubtota	1		

* Shall be common for all Technical and Management Courses.

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)	2		
	iii)	Tutorial Room (33 sqm Carpet Area)	1		
	iv)		1		
	v)	Library & Reading Hall (100 sqm Carpet Area)	1	 	
	vi)]		
	vii) Smart room Equipped with smart board, LED/LCD and internet connection	Desirable		

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

A		G the Facilities				
		Computing Facilities				+
	i)	Computers * (30+30)	20			+
	ii)	Printers*	2			
	iii)	Operating and application software	Adequate			
		LAN and Internet on all System	Yes			
B		Library	200		_	
	i)	Titles* (100+100)				+
1		Volumes* (500+500)	1000			
			24			
	ii)	National Journals* (12+12)				
	iii)	International Journals				
	iv)	E- Journals	1			
	\mathbf{v}	Reading Room Seating	Adequate			
		(25% of Total Students)		<u> </u>		
	$\frac{1}{vi}$	Multimedia Lab	Adequate			
		(1% of Total Students)				
	·					
		1				
		IN all				
	B	iv) B i) ii) iii) iii) iii) iii) iii)	iv) LAN and Internet on all System B Library i) Titles* (100+100) Volumes* (500+500) Volumes* (500+500) ii) National Journals* (12+12) iii) International Journals iv) E- Journals v) Reading Room Seating (25% of Total Students)	iv)LAN and Internet on all SystemYesBLibrary200i)Titles* (100+100)200i)Volumes* (500+500)1000ii)National Journals* (12+12)24iii)International JournalsDesirableiv)E- JournalsAs prescribedv)Reading Room Seating (25% of Total Students)Adequatevi)Multimedia Lab (1% of Total Students)Adequate	iv)LAN and Internet on all SystemYesBLibrary200i)Titles* (100+100)200i)Volumes* (500+500)1000ii)National Journals* (12+12)24iii)International JournalsDesirableiv)E- JournalsAs prescribedv)Reading Room Seating (25% of Total Students)Adequatevi)Multimedia Lab (1% of Total Students)Adequate	iv)LAN and Internet on all SystemYesBLibrary200i)Titles* (100+100)200Volumes* (500+500)1000ii)National Journals* (12+12)24iii)International JournalsDesirableiv)E- JournalsAs prescribedv)Reading Room Seating (25% of Total Students)Adequatevi)Multimedia Lab (1% of Total Students)Adequate

* Number Specified for all 2 years

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a 1. proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/Apex 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 nonteaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
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- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching. Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

S.No.	Essential Requirements	Yes/No
 I.	Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook	
2.	Establishment of Anti Ragging Committee (As per All India Council for Technical	
	Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated	
3.	01.07.2009) Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education(Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Legal 12012, dated 25.05.2012)	
4.	 Regulations, 2012, 11100. 57 25 Degarized (ICC) (As per Section 4 All Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 	
5.	10th June, 2016. Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated	
	11.09.1989)	
6. 7.	Internal Quality Assurance Cell Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of	
1	Approval Process Handbook)	
8.	Fire and Safety Certificate	
9.	Implementation of mandatory Internship policy for students	
10.	Implementation of teacher training policy	
11.	Implementation of examination reforms	
12.	Implementation of student Induction Programme	
13.	Atleast 5 MoUs with Industries	
14.	Compliance of the National Academic Depository (NAD) as per MHRD directives,	
15.	applicable to PGCM/ PGDM Institutions and University Departments Safety and Security measures in the Campus (as per Chapter VI of Approval Process	

	Handbook)	
6.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
17.	Digital payment for all financial transactions as per MHRD directives	
18.	Digital payment for an infanctal transaction of p Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution	
19.	Standalone Language Laboratory	
20.	Potable Water supply and outlets for drinking water at strategic locations	
21.	Electrical Grid Power Supply Connection	
22.	Backup Electric Supply	
23.	Sports facilities	
24.	Sewage Disposal System	
25.	Display board within the premises as well as on the Web site of the of Institution	
	indicating the feedback facility of students and Faculty available in AICTE Web-Portal	
26.	First aid, Medical and Counselling Facilities	
27.	Stu dents Safety Insurance	
28.	Group Accident Policy to be provided for the employees	
29.	General Insurance provided for assets against fire, burglary and other calamities	
30.	Pro vision to watch MOOCS Course(s) through SWAYAM	
31.	Ro ad suitable for use by Motor vehicle- Motorized Road	
32.	Institution-Industry Cell	
33.	Applied for membership of National Digital Library	
34.	Applied for memorising of Automatical S Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution	
35.	Appointment of Student Counselor	
	Telephone	
<u>36.</u> 37.	Vehicle Parking	
37.	General Notice Board and Departmental Notice Boards	

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF MCA PROGRAMME (2-Years)

1.	Name of the proposed /Existing College:				
2.	Year of Establishment:				
3.	Date of inspection				
4.	Address:				
5.	Type of College, Whether Govt./Aided/S.F.S/				
	Minority:				
6.	Telephone/Mobile No.:				
7.	Fax/Website :				
8.	E-mail Address:				
9.	TAN of the College:				
10	. Name of Society/Trust, under which College is				
	running/being established:				
1	1. The specific term and constitution of the Governing				
	Body:				
	2. PAN of the Society:	Course	Intake	Course	Intake
1	3. Courses and Seats for which affiliation is to be	Course	make	00000	
	granted				
(Note:- Attached Proof in support of above points.)				

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	PURPOSE OF IN	SPECTION
(A)	Establishment of a new college	
(B)	Extension/Continuation in prov. affiliation	
(C)	Grant of Additional Course(s)	
(D)	Grant of Additional Subject(s)	
(E)	Grant of Additional Unit(s)/Seat(s)	
(F)	Grant of Permanent Affiliation to Course/ College	
(G)	Regarding periodical Inspection	
	Information/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) (v)	Courses with intake already granted by University Date of Previous Inspection made by the University	
(vi)	Whether Compliance has been made by the college or not	
(vii the) Mention the year, in which Permanent affiliation has been granted to the college, by university	
(vii	i) Any other Information:	

A.

r. 10		Descr	iption (requirement)	Required for 60 intake (one unit)	Available	Max Marks	Marks Secured
	A	Teac	hing Staff				
		Princ	ipal / Director*	1		10	
			ssor (0+1)**	1		8	
			ciate Professor (0+1)**]		6	
			stant Professor (3+1)**	4		16	
	B	1	teaching Staff(Please See Note-1)				
		i)	Librarian (Common)	1		3	
		ii)	Technical Asstt.	2		2	
		iii)	Office Assistant-cum-Accountant/Clerk- cum-Typist/Data Entry Operator	1		1	
		iv)	Lab Attendant	1		1	
		v)	Safai Karamchari	1		1	
		vi)	Peon	1		1	
		vii)	Library Attendant	1		1	
					Subtotal	50	

* Shall be common for all Technical and Management Courses

** Marks for each Professor, Associate Professor and Assistant Professor are 8, 6 and 4 respectively. Faculty will be added for another Division as per AICTE norms (1:20 teacher student ratio and 1:2:6 cadre ratio).

	$\frac{a10}{R}$	RUCTURE & AMENITIES		
 A	i)	Land Requirement (In acres) - 1.0 Acres for Rural - 0.5 Acres for Urban	Rural/Urban	2
 	ii)	Class Rooms (each of 66 sqm carpet area)	2	3
 	iii)	Tutorial Room (33 sqm Carpet Area)	1	1
 	iv)	Computer Laboratories (each of 66 sqm carpet area)	1	2
 	v)	Computer Centre (150 sqm carpet area)	1	1
 	vi)	Library & Reading Hall (100 sqm Carpet Area)	1	1
 	vii)	Seminar Hall (132 sqm Carpet Area)	1	1
 В	AD	MINISTRATIVE AREA		
 	i)	Principal/ Director Office (30 sqm carpet area)	1	
 	ii)	Board Room (20 sqm carpet area)	1	1

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	T		1		1	
	iii)	Office	8			
		(150 sqm Carpet Area for standalone &				
		300 sqm carpet area for more than on e				
		Program)			.5	
	iv)	Dept. Office (s)	1			
		(One Per Dept- 20 sqm Carpet Area)				
	V)	Cabin for HOD(s)	1		.5	
	•	(One for each Deptt20 sqm Carpet				
		Area)				
	vi)	Faculty Rooms/ Cabin	5		2	
		(One For each faculty – 5 sqm Carpet				
		Area)				
	vii)	Central Stores	1		.5	
	VII)	(30 sqm Carpet Area)				
	viii)	Maintenance	1		.5	
		(10 sqm Carpet Area)				
	+		1		.5	
	ix)	Security				
		(10 sqm Carpet Area)	1		.5	
	x)	House Keeping				
		(10 sqm Carpet Area)	1		.5	
	xi)	Pantry for Staff				
	+	(10 sqm Carpet Area)	1		.5	
	xii)	Examinations Control Office	•			
		(30 sqm Carpet Area)	1		1	
	xiii)		I			
		(30 sqm Carpet Area)				
C	Am	enities Area				
C	i)	Toilets (Ladies & Gents)	Adequate		.5	
	10	(350 sqm Carpet Area)				
		Boys Common Room	1		1	
	ii)	(100 sqm Carpet Area)				
		Girls Common Room	1		1	
	iii)	(100 sqm Carpet Area)				
		Cafeteria	1		.5	
	iv)	(150 sqm Carpet Area)				
			1		.5	
	v)	Stationary Store				
		(10 sqm Carpet Area)	1		.5	
	vi)		-			
		(10 sqm Carpet Area)	Desirable		-	
	vii	a) Principal's Quarter (150 sqm)	Desirable			
		b) Guest House (30 sqm)	Desirable			
		c) Sports Club/Gymnasium (200	Desiradic			
		sqm)	Desirable			
		d) Auditorium/Amphi theatre (400	Destraute			
		sqm)	Desirable			
		e) Boys Hostel (adequate)	Desirable			
		f) Girls Hostel (adequate)	Desirable	Subtotal	25	
				Subtotal	4.7	

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3	Acade	mic Requirements			h	
	Α	Computing Facilities	20		6	
	i)	PCs/Laptops* (15+15)	30		1	
	ii)	Printers* (1+1) – One color	2		1	
	iii)	Legal System Software	3		1	
	Í	(As per Curriculum requirement)				
	iv)	Legal Application Software	20		3	
		(As per Curriculum requirement and				
		including Plagiarism checking s/w)				
	v)	LAN and Internet on all System	Yes		1	
	vi)	Internet Bandwidth (1:1)	Adequate		1	
			(Min. 32			
			Mbps)			
	vii)	Audio-Visual Aids (for Classrooms and	3 (2+1) LCD		2	
		Seminar Hall)	Projectors			
			(Minimum)		1	
	viii)	Secured Wi-Fi Connectivity (minimum	Min. 4Mbps		1	
		4 or 5 hotspots)	(adequate)		1	
	ix)	NPTEL/SWAYAM/MOOCs resources	Adequate			
	B	Library			4	
+	i)	Titles* (100+100)	200		4	
-		Volumes* (500+500)	1000			
	ii)	National Journals*	Adequate		1	
	11)	National Journals	(Minimum 6)			-
	iii)	International Journals	Adequate		1	
			(Minimum 6)			
	iv)	E- Journals	Adequate		-	
1	10)		(Desirable)			
	\mathbf{v}	Reading Room Seating	Adequate		1	
	v)	(25% of Total Students)				
	vi)	Digital Library/Internet Surfing Facility	Adequate (with		1	
	1 10		minimum 10			
			systems)			
				Subtotal	25	
			Total (1+2+3)		100	

* Number Specified for 2 years for one Division and will be added accordingly for another division.

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DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of 1. Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/Apex 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 nonteaching 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/Apex Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE/Apex Body.
 - 3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/Apex Body for technical education. Library resources will include e-journals published and recommended by UGC/AICTE/Apex Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
 - 4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture. photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

- 5. 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.
- 6. Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (<u>www.mdu.ac.in</u>).
- 7. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements.
- 9. If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all desired course & seats for which inspection has been conducted.
- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching. Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

	D i b D aquirements	Yes/No
.No.	Essential Requirements	
	Establishment of Online Grievance Redressal Mechanism as specified in the	
	Approval Process Handbook Establishment of Anti Ragging Committee (As per All India Council for	
2.	Establishment of Anti Ragging Committee (As per s	
	Technical Education notified Regulation for prevention and prohibition of ragging in	
	AICTE	
	AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated	
	01.07.2009) Establishment of Grievance Redressal Committee in the Institution and	
3.		
	Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education(Establishment of Mechanism for Grievance Redressal)	
	Education(Establishment of Mechanism for Oriented 25.05.2012) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012)	
	Regulations, 2012, F. No. 37-37 Lega 12012, dated 25.05.2012) Establishment of Internal Complaint Committee (ICC) (As per Section 4 All	
4.	India	
	India Council for Technical Education (Gender Sensitization, Prevention and	
	Prohibition of	
	Prohibition of Sexual Harassment of Women Employees and Students and Redressal of	
	Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/	
	01 dated	
	10th June, 2016. Establishment of Committee for SC/ ST (As per the Scheduled Castes and the	
5.	Establishment of Committee for SC/ST (As per the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated	
	11.09.1989)	
6.	Deriver Free Built Environment for disabled and elderly per-	
7.	Chapter VI of Approval Process Handbook)	
0	Fire and Safety Certificate	
8.	Implementation of mandatory Internship policy for students	
9.	Implementation of teacher training policy	
10.	Implementation of examination reforms	
11.	Implementation of student Induction Programme	
12.		
13.	Atleast 5 MoUs with Industries Compliance of the National Academic Depository (NAD) as per MHRD	
14.	Compliance of the National Academic Depository (
	directives, applicable to PGCM/ PGDM Institutions and University Departments	
	applicable to PGCM/ PGDM Institutions and University Departure Safety and Security measures in the Campus (as per Chapter VI of Approve	al
15.	Safety and Security measures in the start of the Process	
	Handbook)	

	A Stondards Act. 2006 at the Institution	
6.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
7.		
<u>/.</u> 8.	Display of information submitted to ATC TE (menuality	
0.	and Board of Governors) along with mandatory disclosures in the Web site of the	
	Institution	
19.	Standalone Language Laboratory	
20.	Standalone Language Laboratory Potable Water supply and outlets for drinking water at strategic locations	
21.	Electrical Grid Power Supply Connection	
22.	Backup Electric Supply	
23.	Sports facilities	
24.		
25.	Display board within the premises as well as on the web site of a	
23.		
	Institution indicating the feedback facility of students and Faculty available in AICTE	
	Web-Portal	
26.	First aid. Medical and Counseling Facilities	
27.	Stu dents Safety Insurance	
28.	Group Accident Policy to be provided for the employees	
29.	Group Accident roney to be press General Insurance provided for assets against fire, burglary and other	
	calamities	
30.	Pro vision to watch MOOCS Course(s) through SWAYAM	
31.	Ro ad suitable for use by Motor vehicle- Motorized Road	
32.	Institution-Industry Cell	
33.	Applied for membership of National Digital Library Copies of AICTE approvals (LoA and EoA of subsequent years) obtained	
34.	Copies of AICTE approvals (LOA and LOA of succession)	
5	since inception of the Institution till date shall be placed on the Web site of the	
	inception of the Institution till date shall be plate	
	Institution	
35.	Appointment of Student Counselor	
36.	Telephone	
37.	Vehicle Parking	
38.	General Notice Board and Departmental Notice Boards	

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA FOR INSPECTION OF 2 year MHMCT (PG) PROGRAMME

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

25/1/2021

PURPOSE OF INSPECTION								
(A)	Establishment of a new college							
(B)	Extension/Continuation in prov. affiliation							
(C)	Grant of Additional Course(s)							
(D)	Grant of Additional Subject(s)							
(E)	Grant of Additional Unit(s)/Seat(s)							
(F)	Grant of Permanent Affiliation to Course/							
	College:							
(G)	Regarding periodical Inspection							
	Information/Docur	nents Required						
	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:							
(i)	Name of the Courses with an intake, for which affiliation is asked for							
(ii)	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)	the college or not							
(vi the	 Mention the year, in which Permanent affiliation has been granted to the college, by university 							
(vii	i) Any other Information:							

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		Desc	ription (requirement)	Required for 40 seats	Available	Max. Marks	Marks secure d
1	Α	Teac	ching Staff				
		Prine	cipal / Director	1		15	
		Prof	essors (0+1)	1		10	
			ociate Professor (0+1)	1		6	
			stant Professor (3+0)	3		9 (3 for each)	
	В	Non-teaching Staff (Please See Note-1)					
		i)	Librarian	1		2	
		ii)	Office Assistant-cum-Accountant / Clerk-cum-Typist/Data Entry Operator	1		1	
		iii)	Lab Attendant	5		5	
		iv)	Safai Karamchari	1		1	
		v)	Peon	1		1	
				Subtota	al	50	

	INFRASTRUCTURE & AMENITIES					
A	i.	Land (In acres) - 2.0 Acres for Rural - 1.0 Acres (Other than Rural)			2	
	ii.	Class Rooms (each of 66 sqm carpet area)	2		2	
	iii.	Tutorial Room (33 sqm Carpet Area)	1		1	
	iv.	Food Production Laboratory (66 sqm carpet area)	1		1	
	V.	Food & Beverage laboratory (66 sqm carpet area)	1		1	
	vi.		1		1	
	vii.	Front Office Laboratory (66 sqm carpet area)	1		l	
	viii.	Computer Laboratory (66 sqm carpet area)	1		1	
	ix.		1		1	
	X.		1		1	
	xi.		1		1	
B	AD	MINISTRATIVE AREA				
		5. 4111				

		1.	Principal/ Director Office	i	
-			(30 sqm carpet area)		1
		II.	Office	L I	
			(150 sqm Carpet Area)	4	
		III.	Cabin for HOD	1	8
			(10 sqm Carpet Area)		
-		IV.	Staff Room with attached pantry	1	1
			(60 sqm Carpet Area)		1
		V.	Central Store (30 sqm carpet area)		
		VI.	Security (10 sqm carpet area)		
-		VII.	Maintenance (10 sqm carpet area)		1
		VIII.	Housekeeping (10 sqm carpet area)		1
		IX.	Exam Control Office (30 sqm carpet area)	1	
		X.	Placement Office (30 sqm carpet area)]	1
		XI.	Play Ground	1	1
		XII.	Separate Common Rooms for Boys and	1	I
			Girls		Adaqueta
		XIII.	Hostel Facility	Adequate	Adequate
		XIV.	Safe Drinking Water	Adequate	Adequate
	1	XV.		Adequate	Adequate
			Subtotal		25
			Academic Requirements	1	3
	A		Food Production Laboratory*		3
-	В		Food & Beverage laboratory*	1	3
	С		Housekeeping laboratory*	1	3
	D		Front Office Laboratory*		3
	E		Computer Laboratory		3
	1	i)	(i) Computers	15	
			(ii) Printers		
			(iii) Powerbackup	Adequate	
		ii)	Internet and LAN	All computers	
-		iii)	Licensed Software	System and	
				application,	
				one each	10
	F		Library	200	2+2
	-	i)	Titles (100+100)	200	
			Volumes (500+250)	750	
		ii)	Hospitality & Catering Magazines	4	2
		iii)		4	4
			Hospitality		Adaquata
		iv)	Newspapers	Adequate	Adequate 25
				Subtotal	
0	tal (1	+2+3)			100

Note:

*The Laboratories shall have Equipment as appropriate for experiments as stated/ suitable for the requirements of the affiliating University's Curriculum. It is desired that the number of experimental set-up be so arranged that maximum four students shall work on one set.

25/1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

.

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a 1. proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/Apex 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 nonteaching 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/Apex Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE/Apex Body.
- 3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/Apex Body for technical education. Library resources will include e-journals published and recommended by UGC/AICTE/Apex Body. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
- 4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

- 5. 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.
- 6. Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (<u>www.mdu.ac.in</u>).
- 7. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements.
- 9. If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all desired course & seats for which inspection has been conducted.
- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching. Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

.No.	Essential Requirements	Yes/No
	Establishment of Online Grievance Redressal Mechanism as specified in the	
•		
	Approval Process Handbook Establishment of Anti Ragging Committee (As per All India Council for	
2.		
	Education notified Regulation for prevention and prohibition of ragging in	
	approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated	
	01.07.2009)	
3.	Establishment of Grievance Redressal Committee in the Institution and	
	Appointment of OMBUDSMAN by the University. (As per All India Council for Technical	
	Education(Establishment of Mechanism for Grievance Redressal)	
	1 = 1 = 1 = 0.010 E No. 27.3/Legal [20] / Gale(12.0.03.2014)	
	Establishment of Internal Complaint Committee (ICC) (As per Section 4 All	
4.	T 1° -	
	Council for Technical Education (Gender Sensitization, Prevention and	
	Prohibition of Sexual Harassment of Women Employees and Students and Redressal of	
	Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/	
	0) dated	
	101 1 2016	
	E - L' have at of Committee for SC/ST (As per the Scheduled Castes and the	
5.	Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated	
	11.09.1989)	
(Internal Quality Assurance Cell	
6.	Barrier Free Built Environment for disabled and elderly persons (as per	
7.	Chapter VI of	
1	Approval Process Handbook)	
8.	Fire and Safety Certificate	
9.	Implementation of mandatory Internship policy for students	
10.	Implementation of teacher training policy	
10.	Implementation of examination reforms	
	Implementation of student Induction Programme	
12.	A A A A A A A A A A A A A A A A A A A	
13.	Compliance of the National Academic Depository (NAD) as per MHRD	
14.	directives.	
	the Line DCCM/ DCDM Institutions and University Departments	
15	Safety and Security measures in the Campus (as per Chapter VI of Approva	
15.	Process	

	Handbook)	
6.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
7.	Digital payment for all financial transactions as per MHRD directives	
18.	Digital payment for all financial funsions as per Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution	
19.	Standalone Language Laboratory	
20.	Potable Water supply and outlets for drinking water at strategic locations	
21.	Electrical Grid Power Supply Connection	
22.	Backup Electric Supply	
23.	Sports facilities	
24.	Sawaga Dicnosal System	
25.	Display board within the premises as well as on the Web site of the of	
	indicating the feedback facility of students and Faculty available in AICTE Web-Portal	
26.	First aid, Medical and Counselling Facilities	
27.	Stu dents Safety Insurance	
28.	Group Accident Policy to be provided for the employees	
29.	General Insurance provided for assets against fire, burglary and other calamities	
30.	Pro vision to watch MOOCS Course(s) through SWAYAM	
31.	Ro ad suitable for use by Motor vehicle- Motorized Road	
32.	Institution-Industry Cell	
33.	Applied for membership of National Digital Library	
34.	Applied for inclusion of real of real of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution	
35.	Appointment of Student Counselor	
36.	Telephone	
37.	Vehicle Parking	
38.	General Notice Board and Departmental Notice Boards	

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA FOR INSPECTION OF 5 Year MHMCT (PG) PROGRAMME

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

N 8/11 25/1/2021

	PURPOSE OF IN	SPECTION
(A)	Establishment of a new college	
(B)	Extension/Continuation in prov. affiliation	
(C)	Grant of Additional Course(s)	
(D)	Grant of Additional Subject(s)	
(E)	Grant of Additional Unit(s)/Seat(s)	
(F)	Grant of Permanent Affiliation to Course/	
	College:	
(G)	Regarding periodical Inspection	
	Information/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	
(vi the	Mention the year, in which Permanent affiliation has been granted to the college, by university	
(vii	i) Any other Information:	
	1	

Stiller

		Desc	ription (requirement)	Required for 60 seats	Available	Max. Marks	Marks secured
1	A	Teac	hing Staff				
		Princ	ipal / Director	1		5	
		Profe	essors (0+0+0+1+0)	1		4	
		1	pciate Professor $(0+0+1+2+0)$	3		9 (3 for each)	-
			stant Professor $(3+3+2+0+3)$	11		22 (2 for each)	
	B	3 Non-teaching Staff (Please See Note-1)					
		i)	Librarian	1		1	
		ii)	Office Assistant-cum- Accountant/Clerk-cum-Typist/Data	2		2	
		iii)	Entry Operator Lab Attendant	5		5	
		iv)	Safai Karamchari	1		1	
			Peon	1		1	
				Subtota	al	50	

	INFI	RASTRUCTURE & AMENITIES			
A	i.	Land (In acres)		1	
		- 2.0 Acres for Rural			
		- 1.0 Acres (Other than Rural)		3	
	ii.	Class Rooms	3		
		(each of 66 sqm carpet area)	1	 	
	iii.	Tutorial Room	1	I	
		(33 sqm Carpet Area)	1	 1	
	iv.	Food Production Laboratory	1	L	
		(66 sqm carpet area)		 1	
	V.	Food & Beverage laboratory	1	1	
i		(66 sqm carpet area)		 1	
	vi.		1		
		(66 sqm carpet area)		 	1
	vii.			L	
		(66 sqm carpet area)		 	
	viii		1	1	
	• • • • •	(66 sqm carpet area)		 	
	ix		1	1	
	1/4	(150 sqm Carpet Area)		 	
	x		1	L L	
	A .	(132 sam Carpet Area)		 	
	xi	Smart Room with LCD projector/Smart	1	l	
		Board/provisions to watch MOOC			
		courses (66 sqm carpet area)			
Г		MINISTRATIVE AREA			
E	3 AI	DMINISTRATIVE AREA		 	

HOII

			(30 sqm carpet area)	1	1
			Office	I	
			(150 sqm Carpet Area)	1	
+			Cabin for HOD	1	1
			(10 sqm Carpet Area)		
+		IV.	Staff Room with attached pantry	1	1
			(60 sqm Carpet Area)		
-		V.	Central Store (30 sqm carpet area)	1	1
		VI.	Security (10 sqm carpet area)		1
-			Maintenance (10 sqm carpet area)	1	1
		VIII.	Housekeeping (10 sqm carpet area)	1	1
-		IX.	Exam Control Office (30 sqm carpet area)	1	1
_	L	X.	Placement Office (30 sqm carpet area)	<u>l</u>	1
		XI.	Play Ground	1	1
		XII.	Separate Common Rooms for Boys and	l	l
			Girls	Adaquata	Adequate
		XIII.	Hostel Facility	Adequate	Adequate
		XIV.		Adequate	Adequate
		XV.	Toilets for Male & Female	Adequate	25
			Subtotal	1	3
			Academic Requirements		3
	A		Food Production Laboratory*	1	3
	В		Food & Beverage laboratory*	1	3
	C		Housekeeping laboratory*	1	3
	D		Front Office Laboratory*	1	3
	E		Computer Laboratory	50	
	1	i)	(i) Computers	1	
		i	(ii) Printers	Adequate	
			(iii) Power back up	All computers	
		<u>ii)</u>	Internet and LAN Licensed Software	System and	
		iii)	Licensed Software	application,	
				one each	
			Librom	1	10
	F		Library Titles (100+100+50+50+50)	300	2+2+2+1+1
		<u>i)</u>	Volumes (500+500+250+250+250)	1500	-
			Hospitality & Catering Magazines	5	2
_		<u>ii)</u>		Desirable	Desirable
		iii)	Hospitality		
		iv)		Adequate	Adequate
		(v)		Subtotal	25
		(+2+3)			100

*The Laboratories shall have Equipment as appropriate for experiments as stated/ suitable for the requirements of the affiliating University's Curriculum. It is desired that the number of experimental set-up be so arranged that maximum four students shall work on one set.

NIII

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of 1. Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/Apex 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 nonteaching 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/Apex Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE/Apex Body.
 - 3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/Apex Body for technical education. Library resources will include e-journals published and recommended by UGC/AICTE/Apex 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.

- 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. 5. and M.Tech. Course.
- Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on 6. Website of the College with a link on University's Website (www.mdu.ac.in).
- Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection 7. committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-8. Teaching, Infrastructure & Amenities and Academic Requirements.
- If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all 9. desired course & seats for which inspection has been conducted.
- If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session. 10.
- If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be 11. initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

S.No.	Essential Requirements	Yes/No
	Establishment of Online Grievance Redressal Mechanism as specified in the	
	Approval Process Handbook Establishment of Anti Ragging Committee (As per All India Council for	
2.		
	Education notified Regulation for prevention and prohibition of ragging in	
	AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated	
	01.07.2009) Establishment of Grievance Redressal Committee in the Institution and	
3.		
	Appointment of OMBUDSMAN by the University. (As per All India Council for Technical	
	Education (Establishment of Mechanism for Grievance Redicesar)	
	$\sim 10^{-1}$ $\sim 10^{-1}$ $= 10$	
	Establishment of Internal Complaint Committee (ICC) (As per Section 4 All	
4.		
	India Council for Technical Education (Gender Sensitization, Prevention and	
	Prohibition of	
	Prohibition of Sexual Harassment of Women Employees and Students and Redressal of	
	Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/	
	01 dated	
	10th June, 2016. Establishment of Committee for SC/ ST (As per the Scheduled Castes and the	2
5.	Establishment of Committee for Ser ST (As per till end of As Ser State Structure Ser St (As per till end of As Ser	
ļ	11.09.1989)	
6.	Internal Quality Assurance Cell Barrier Free Built Environment for disabled and elderly persons (as per	
7.		
	Chapter VI of	
	Approval Process Handbook)	
8.	Fire and Safety Certificate	
9.	Implementation of mandatory Internship policy for students	
10.	Implementation of teacher training policy	
11.	Implementation of examination reforms	
12.	Implementation of student Induction Programme	
13.	The second	
	Atleast 5 MoUs with industries Compliance of the National Academic Depository (NAD) as per MHRD	
14.	directives	
	applicable to PGCM/ PGDM Institutions and University Departments	1
15.	Safety and Security measures in the Campus (as per Chapter VI of Approva	
15.	Process	

	Handbook)	
6.	Handbook) Implementation of Food Safety and Standards Act, 2006 at the Institution	
7.	L Grangial transactions as per MHRD directives	
18.	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the	
	Institution	
19	Standalone Language Laboratory	
20	Potable Water supply and outlets for drinking water at strategic locations	
21.	Electrical Grid Power Supply Connection	
22.	Backup Electric Supply	
23.	Sports facilities	
24.	Sewage Disposal System Display board within the premises as well as on the Web site of the of	
25.	Institution indicating the feedback facility of students and Faculty available in AICTE Web-Portal	
26.	First aid, Medical and Counselling Facilities	
27.	Stu dents Safety Insurance	
28.	Group Accident Policy to be provided for the employees	
29.	General Insurance provided for assets against fire, burglary and other calamities	
30.	Pro vision to watch MOOCS Course(s) through SWAYAM	
31.	Ro ad suitable for use by Motor vehicle- Motorized Road	
32.	Institution-Industry Cell	
33.	A light for mombership of National Digital Library	
34.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution	
35.	Appointment of Student Counselor	
36.	Telephone	
37.	Vehicle Parking	
38.	General Notice Board and Departmental Notice Boards	

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.

ANNEXURE-

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA FOR INSPECTION OF MTTM (2 YEARS) PG PROGRAMME

1,	Name of the proposed /Existing College:					
2.	Year of Establishment:					
3.	Date of inspection					
4,	Address:					
5.	Type of College, Whether Govt./Aided/S.F.S/					
	Minority:					
6.	Telephone/Mobile No.:					
7.	Fax/Website :					
8.	E-mail Address:					
9.	TAN of the College:					
10	Name of Society/Trust, under which College					
	is running/being established:					
	. The specific term and constitution of the G-Body:					
	 PAN of the Society: Courses and Seats for which affiliation is to be 	Course	Intake	Course	Intake	
	granted:					
	(Note:- Attached Proof in support of above points.)					
	<i>A</i>					
·	marie					
	25/1/2021					

	PURPOSE OF IN	SPECTION
A)	Establishment of a new college	
B)	Extension/Continuation in prov. affiliation	
C)	Grant of Additional Course(s)	
(D)	Grant of Additional Subject(s)	
(E)	Grant of Additional Unit(s)/Seat(s)	
(F)	Grant of Permanent Affiliation to Course/ College:	
(G)	Regarding periodical Inspection	
	Information/Docu	nents Required
(i) (ii)	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body: Name of the Courses with an intake, for which affiliation is asked for	
(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	
(vi the) Mention the year, in which Permanent affiliation has been granted to the college, by university	
(vii	i) Any other Information:	

11/11/1

		Desc	ription (requirement)	Required for 40 seats	Available	Max. Marks	Marks secure d
1	Α	Teac	hing Staff				
		Princ	ipal / Director	1		20	
			essors (0+0)	0		-	
		1	ociate Professor (0+1)	1		10	
			stant Professor (3+0)	3		15 (5 for each)	
	B	Non	-teaching Staff (Please See Note-1)				
		i)	Librarian	1		1	
		ii)	Office Assistant-cum-Accountant/ Clerk-cum-Typist/Data Entry Operator	1		1	
		iii)	Lab Attendant	1		1	
		iv)	Safai Karamchari	1		1	
		$\frac{v}{v}$	Peon	1		1	
				Subtota	al	50	

	INFR	ASTRUCTURE & AMENITIES		
A	i.	Land (In acres) - 1.5 Acres for Rural - 0.5 Acres (Other than Rural)		2
	ii.	Class Rooms (each of 44 sqm carpet area)	2	4
	iii.	Tutorial Room (33 sqm Carpet Area)	1	2
	iv.	Computer Laboratory (each of 44 sqm carpet area)	1	2
	v.	Library & Reading Hall (100 sqm Carpet Area)	1	2
	vi.	Seminar Hall (132 sqm Carpet Area)	1	
	vii.	Smart Room with LCD projector/Smart Board/provisions to watch MOOC courses (66 sqm carpet area)	1	2
	B AD	MINISTRATIVE AREA		
	i)	Principal/ Director Office (30 sqm carpet area)	1	2
	ii)	Office	1	2
	iii)	(150 sqm Carpet Area) Cabin for HOD (10 some Carpet Area)	1	2
	iv)	(10 sqm Carpet Area) Staff Room (60 sqm Carpet Area)	1	2

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 _		Total (1+2+3)		100
 	10)	110 wspapers	Subtotal	25
 _	iv)	Newspapers	Adequate	2
	iii)	Hospitality		
 	<u>ii)</u>	Journals related to Tourism and	4	4
 		Volumes (500+250) Tourism and Hospitality Magazines	5	5
 	i)	Titles $(100+100)$	750	
 B		Library	150	2+2
 		1 *1		15
 +	iii)	Licensed Software	System and application	
 +	ii)	Internet and LAN	All computers	
		(iii) Powerbackup	Adequate	
	i)	(i) Printers	1	
 A		(i) Computers	15	
		Academic Requirements Computer Laboratory	1	10
 	ix)	Adequate Toffets for Male & Fender Subtotal	- <u> </u>	25
 	viii)	Safe Drinking Water Adequate Toilets for Male & Female	Adequate	Adequate
	vii)	Hostel Facility	Adequate	Adequate
		Girls	Adequate	Adequate
	vi)	Separate Common Rooms for Boys and	I	
С	v)	Play Ground	1	1

25/1/2021 Ĺ

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DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

NOTE

- The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and appointment of teacher is also approved by M.D. University. In case of 1. Selection as per guidelines of TMA PAI Case, (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 must be as per UGC/AICTE/NCTE/Apex 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 nonteaching 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 2. 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/Apex Body has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE/Apex Body.
 - The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE/Apex Body for technical education. Library resources will include e-journals published 3. and recommended by UGC/AICTE/Apex 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 4. 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. 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.
- 6. Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (<u>www.mdu.ac.in</u>).
- 7. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

- The score of the college has to be taken as minimum of all three facilities i.e. Teaching & Non-Teaching, Infrastructure & Amenities and Academic Requirements.
- 9. If the college secures above 70% marks in each of the three facilities (Teaching & Non-Teaching. Infrastructure & Amenities and Academic Requirements) separately, the college has to be granted the all desired course & seats for which inspection has been conducted.
- 10. If the college secure above 50% but less than 70% in each of the three facilities, then college have to be asked to comply with the deficiencies within a year before the next academic session.
- 11. If college secure less than 50% marks in any of the three facilities (i.e. Teaching & Non-Teaching. Infrastructure & Amenities and Academic Requirements) then notice for disaffiliation process shall be initiated against the college.

ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

S.No.	Essential Requirements	Yes/No
	Establishment of Online Grievance Redressal Mechanism as specified in the	
	in il-ali	
	Approval Process Handbook Establishment of Anti Ragging Committee (As per All India Council for	
2.		
	Education notified Regulation for prevention and prohibition of ragging in	
	AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated	
	01.07.2009) Establishment of Grievance Redressal Committee in the Institution and	
3.		
	Appointment of OMBUDSMAN by the University. (As per All India Council for Technical	
	The attent (Establishment of Mechanism for Grievance Reuressai)	
	- $ -$	
4.	Establishment of Internal Complaint Committee (ICC) (As per Section 4 All	
4.	T 11	
	Council for Technical Education (Gender Sensitization, Prevention and	
	Prohibition of Sexual Harassment of Women Employees and Students and Redressal of	
	Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/	
	01 dated	
	10th June, 2016.	<u> </u>
5.		
5.	Establishment of Committee for 3C/ 31 (As per till 21) Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated	
	11.09.1989)	
6.	Internal Quality Assurance Cell	
7.	Barrier Free Built Environment for disabled and elderly persons (as per	
	Chapter VI of	
	Approval Process Handbook)	
8.	Fire and Safety Certificate	
9.	Implementation of mandatory Internship policy for students	
10.	Implementation of teacher training policy	
11.	Implementation of examination reforms	
12.	Implementation of student Induction Programme	
13.	the second	
	Atleast 5 MoUs with Industries Compliance of the National Academic Depository (NAD) as per MHRD	
14.	divactives	
	applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approve	
	Process	

	Handbook)	
6.	Implementation of Food Safety and Standards Act, 2006 at the Institution	,,,,
17.	Digital payment for all financial transactions as per MHRD directives	
18.	Digital payment for all financial transactions as per further under the accreditation status Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution	
19.	Standalone Language Laboratory	
	Potable Water supply and outlets for drinking water at strategic locations	
20.	Electrical Grid Power Supply Connection	
<u>21.</u> 22.	Backup Electric Supply	
22.	Sports facilities	
<u>23.</u> 24.	C D'see and Swatam	
25.	Display board within the premises as well as on the Web site of the of Institution	
	indicating the feedback facility of students and Faculty available in AICTE Web-Portal	
26.	First aid, Medical and Counselling Facilities	
27.	Stu dents Safety Insurance	
28.	Group Accident Policy to be provided for the employees	
29.	General Insurance provided for assets against fire, burglary and other calamities	
30.	Pro vision to watch MOOCS Course(s) through SWAYAM	
31.	Ro ad suitable for use by Motor vehicle- Motorized Road	
32.	Institution-Industry Cell	
33.	Applied for membership of National Digital Library	
34.	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution	
35.	Appointment of Student Counselor	
36.	Telephone	
37.	Vehicle Parking	
38.	General Notice Board and Departmental Notice Boards	

Note: Principal/Director is required to furnish the undertaking in the form of an affidavit regarding the implementation/compliance of all the above essential requirements laid down by the competent authority.