

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.

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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 |

Merry

| 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.
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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.
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- 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

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- 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.

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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 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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- 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.) | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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| | 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) | |
| | |

NY 11/2021

| (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 | 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.
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| 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) | |
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| 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 | |
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| 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 | | | |

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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

- The marks will be awarded only when the teaching and non-teaching staff is appointed 1. through a 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 From the next academic session, unapproved teachers shall not be awarded of joining. 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 cashbook, 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 (<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.
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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.

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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

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- 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 | |

NINT

| | | 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 | | |

11110

| 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.
 - 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 (<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 |
|----------|---|--------|
| 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.) | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

N. 0111

| | 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 |

11. 5111

| | 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 | |

. 1

| 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.

A1. 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 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: | | | | | | | |

51.4111 2

| | | 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.
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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.
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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 |

right

| _ | | 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.