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/ 2037-2078

Dated: 23-2-2021

Through E.Mail

To

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

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

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,

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

Encls: As above.

Endst. No. CB-II/Insp.Proforma/2021/_____   **Dated: _____**
    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.

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

INSPECTION PROFORMAS FOR (B.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 : _____
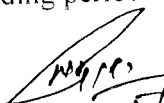
8. E-mail Address: _____

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. PAN of the Society: _____

13. Courses and Seats for which affiliation is to be granted:

Course	Intake	Course	Intake
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

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
A	I		**Teaching Staff (Please see Note-1)**				
			Principal (Qualified & in Professor Grade)*	1		15	
			Professor			25	
			Reader/Associate Professor			20	
			Lecturer/Assistant Professor(Qualified)			10	
	II		**Administrative Staff(See Note-1)**				
		i)	Librarian	1		5	
		ii)	Registrar/Administrative Officer	1		5	
		iii)	Technical Asstt./Computer Operator			8	
		iv)	Clerk-cum-Typist/Data Entry Operator			4	
		v)	Library Attendant/Lab Attendant			4	
		vi)	Safai Karamchari			2	
		vii)	Peon			2	
			TOTAL MARKS			**100**	

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

@ 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.

B			INFRASTRUCTURE & AMENITIES(See Note-2) one division=60 students				
				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)	As per AICTE/MDU norms		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)	1		2	
			Laboratories (66 SQM EACH)	8 for each course		8	
			Laboratories for first year (66 sqm each)	4		4	
			Well furnished Conference / Seminar Hall 132 Sqm common for all AICTE approved courses/programmes	1		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)	1		1	
			Administrative Office (20 x 20 Sq.ft)	1		1	
			Play Ground (Indoor and outdoor)	1		1	
			Separate Common Rooms for boys/girls/staff (male/female furnished	2		2	

				Required	Available	Max. marks	Secured Marks
			Hostel facility for boys and girls Separately	-		2	
			Safe Drinking Water	-		1	
			Toilets-Separate for Male/Female Staff and students	-		2	
			Canteen	-		1	
			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.
2. 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:

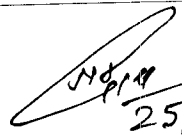| Approved Intake	Computer Centre	Workshop	Drawing Hall
Upto 600	1	1	1
601-1200	2	2	2
Requirements shall be calculated on prorate basis for approved intake greater than 1200			

4. Additional laboratories be created as per curriculum

C			**Academic Requirements (see note 3 & 4)**	Required	Available	Max. marks	Secured Marks
			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			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 name of the institute			2	
			ICT equipment like ROT, SIT, required for using digital resources in teaching			2	
			No. of Pcs/laptops (1:6)			10	
			No. of printers @ 5% of total no. PCs			8	

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

25/1/21

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.
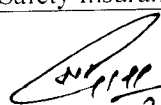
6. Details of teaching and non-teaching staff along with photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdu.ac.in).

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.
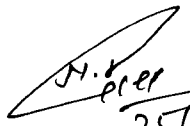
ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

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 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 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/ Legal12012, 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.	
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.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook)	
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
17.	Digital payment for all financial transactions as per MHRD directives	
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 indicating the feedback facility of students and Faculty available in AICTE Web-Portal	
26.	First aid, Medical and Counselling Facilities	
27.	Students 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.
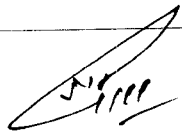
25/1/2021

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF BBA PROGRAMME

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

PURPOSE OF INSPECTION

(A) Establishment of a new college	
(B) Extension/Continuation in prov. affiliation	
(C) Grant of Additional Course(s)	

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/Documents Required

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

		Description (requirement)	Required for 60 seats/80 seats (one unit)			
1	A	**Teaching Staff**				
		Principal / Director *	1			
		Assistant Professor (2+2+2)**	6			
	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-cum-Typist/Data Entry Operator	1			
		v) Safai Karamchari	1			
		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.
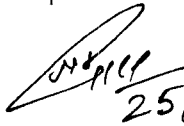
2			**INFRASTRUCTURE**				2	
	A	i)	Land Requirement (In acres) - 1 Acres for Rural - 0.5 Acres (Other than Rural)				2	
		ii)	a) Class Rooms (each of 66 sqm carpet area)	3			3	
		iii)	Tutorial Room (33 sqm Carpet Area)	1			1	
		iv)	Library & Reading Hall (100 sqm Carpet Area)	1			2	
		v)	Seminar Hall (132 sqm Carpet Area)	1			1	
		vi)	Smart room Equipped with smart board, LED/LCD and internet connection	Desirable				
	B		**ADMINISTRATIVE AREA**					
		i)	Principal/ Director Office (30 sqm carpet area)	1				
		ii)	Board Room (20 sqm carpet area)	1				
		iii)	Office (150 sqm Carpet Area for standalone & 300 sqm carpet area for more than one	1				

			Program)					
		iv)	Dept. Office (s) (One Per Dept- 20 sqm Carpet Area)	1				
		v)	Cabin for HOD(s) (One for each Deptt. -10 sqm Carpet Area)	1				
		vi)	Faculty Rooms/ Cabin (One For each faculty – 5 sqm Carpet Area)	6				
		vii)	Central Stores (30 sqm Carpet Area)	1				
		viii)	Maintenance (10 sqm Carpet Area)	1				
		ix)	Security (10 sqm Carpet Area)	1				
		x)	House Keeping (10 sqm Carpet Area)	1				
		xi)	Pantry for Staff (10 sqm Carpet Area)	1				
		xii)	Exam Control Office (30 sqm Carpet Area)	1				
		xiii)	Placement Office (30 sqm Carpet Area)	1				
	C		**Amenities Area**					
			Toilets (Ladies & Gents) (350 sqm Carpet Area)	Adequate				
			Boys Common Room (100 sqm Carpet Area)	1				
			Girls Common Room (100 sqm Carpet Area)	1				
			Cafeteria (150 sqm Carpet Area)	1				
			Stationary Store (10 sqm Carpet Area)	1				
			First-Aid-Cum Sick Room (10 sqm Carpet Area)	1				
			Desirable (Principal's Quarter, Guest House, Sports Club, Gymnasium, Auditorium, Boys & Girls Hostel as per Norms)					
3			**Academic Requirements**					
	A		**Computing Facilities**					
		i)	Computers * (30+30+30)	90				
		ii)	Printers* (3+3+3)	9				
		iii)	Operating and application software	3				
		v)	LAN and Internet on all System	Yes				
		vii)	Audio-Visual Aids	2 LCD Projectors				

	B	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

25/1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.

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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 (www.mdu.ac.in).

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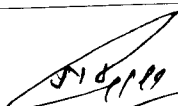
REMEDIAL CLAUSES

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

PERFORMA FOR INSPECTION OF BCA PROGRAMME

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

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/Documents Required

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

S. No		Description (requirement)		Required for an intake of 80 (one unit)	Available	Max. Marks	Marks secured
1	A	Teaching Staff					
		Principal / Director*		1		10	
		Assistant Professor (4+4+4)**		12		30	
	B	Administrative and Supporting Staff (Please 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			INFRASTRUCTURE & AMENITIES				
	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	
		iii)	Tutorial Room (45 sqm Carpet Area)	1		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		ADMINISTRATIVE AREA				
		i)	Principal/ Director Office (30 sqm carpet area)	1		2	
		ii)	Office (150 sqm Carpet Area)	1		1	
		iii)	Cabin for HOD (10 sqm Carpet Area)	1		2	
		iv)	Staff Room (60 sqm Carpet Area)	1		2	

	C	**OTHER AMENTIES**			
		i)	Play Ground	1	1
		ii)	Separate Common Rooms for Boys and Girls	1	1
		iii)	Hostel Facility	Adequate (Desirable)	1
		iv)	Safe Drinking Water	Adequate	1
		v)	Toilets for Male & Female	Adequate	1
				Subtotal	**25**
3		**ACADEMIC REQUIREMENTS**			
	A	**Computing Facilities (2 Computer Laboratories)**			
		i)	(a) Computers (20+20+20)* (b) Printers (1+1+1)* (c) Powerbackup	60 3 Adequate	6 1.5 -
		ii)	Licensed Software (As per Curriculum requirement) - System Software - Application Software	2 10	1 4
		iii)	Internet Bandwidth (1:1)	Adequate (Min. 32 Mbps)	1
		iv)	Audio-Visual Aids (for Classrooms and Seminar Hall)	4 (3+1) LCD Projectors (Minimum)	2
		v)	Wi-Fi Connectivity	Min. 4 Mbps (adequate)	.5
		vi)	SWAYAM/NPTEL/MOOCs/Other online resources	Adequate	1
	B	**Library**			
		i)	Titles (100+100+100)* Volumes (600+600+600)*	300 1800	6
		ii)	IT Magazines	06	2
		iii)	National/International Journals related to Computer Science/ IT	Desirable	-
		iv)	Newspapers	Adequate	-
				Subtotal	**25**
				Total (1+2+3)	**100**

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

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. 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 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.

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 (www.mdu.ac.in).

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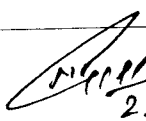
REMEDIAL CLAUSES

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

PERFORMA FOR INSPECTION OF BHMCT PROGRAMME

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

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/Documents Required

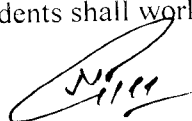|		
(i)	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:	
(ii)	Name of the Courses with an intake, for which affiliation is asked for	
(iii)		
(iv)	Session/Year for which affiliation is asked for	
(iv)	Courses with intake already granted by University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

25/1/2021

		Description (requirement)	Required for 60 seats	Available	Max. Marks
A		**Teaching Staff**			
		Principal / Director	1		10
		Professors (0+0+0+1)	1		5
		Associate Professor (0+0+1+2)	3		9
		Assistant Professor (3+3+2+0)	8		16
B		**Non-teaching Staff (Please See Note-1)**			
	i)	Librarian	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			**50**

2			**INFRASTRUCTURE & 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.	Food Production Laboratory (66 sqm carpet area)	1		1	
		v.	Food & Beverage laboratory (66 sqm carpet area)	1		1	
		vi.	Housekeeping laboratory (66 sqm carpet area)	1		1	
		vii.	Front Office Laboratory (66 sqm carpet area)	1		1	
		viii.	Computer Laboratory (66 sqm carpet area)	1		1	
		ix.	Library & Reading Hall (150 sqm Carpet Area)	1		1	
		x.	Seminar Hall (132 sqm Carpet Area)	1		1	
		xi.	Smart Room with LCD projector/Smart Board/provisions to watch MOOC courses (66 sqm carpet area)	1		1	
	B		**ADMINISTRATIVE AREA**				
		I.	Principal/ Director Office	1		1	

			(30 sqm carpet area)			1
		II.	Office (150 sqm Carpet Area)	1		1
		III.	Cabin for HOD (10 sqm Carpet Area)	1		1
		IV.	Staff Room with attached pantry (60 sqm Carpet Area)	1		1
		V.	Central Store (30 sqm carpet area)			1
		VI.	Security (10 sqm carpet area)			1
		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 Girls	1		1
		XIII.	Hostel Facility	Adequate		Adequate
		XIV.	Safe Drinking Water	Adequate		Adequate
		XV.	Toilets for Male & Female	Adequate		Adequate
			Subtotal			**25**
3			**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*	1		3
	E		Computer Laboratory	1		3
		i)	(i) Computers (ii) Printers (iii) Powerbackup	40 1 Adequate		
		ii)	Internet and LAN	All computers		
		iii)	Licensed Software	System and application, one each		
	F		Library			10
		i)	Titles (100+100+50+50)	300		2+2+2+2
			Volumes (500+500+250+250)	1500		-
		ii)	Hospitality & Catering Magazines	5		2
		iii)	Journals related to Tourism and Hospitality	Desirable		Desirable
		iv)	Newspapers	Adequate		Adequate
			Subtotal			25
Total (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.

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.

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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 (www.mdu.ac.in).

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

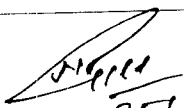| S.No.	Essential Requirements	Yes/No
1.	Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook	
2.	Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE 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 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/ Legal12012, 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.	
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.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process	

	Handbook)		
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution		
17.	Digital payment for all financial transactions as per MHRD directives		
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 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.

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA FOR INSPECTION OF BTTM PROGRAMME

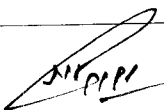|	
1. Name of the proposed /Existing College:	
2. Year of Establishment:	
3. Date of inspection	
4. Address:	
5. Type of College, Whether Govt./Aided/S.F.S/ Minority:	
6. Telephone/Mobile No.:	
7. Fax/Website :	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College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

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/Documents Required

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

Description (requirement)	Required for 60 seats	Available	Max. Marks	Marks secured
Teaching Staff				
Principal / Director	1		14	
Professors (0+1+0+0)	1		8	
Associate 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	
v) Peon	1		1	
Subtotal			50	

2			INFRASTRUCTURE & AMENITIES				
	A	i.	Land (In acres) - 1.5 Acres for Rural - 0.5 Acres (Other than Rural)			2	
		ii.	Class Rooms (each of 66 sqm carpet area)	3		4	
		iii.	Tutorial Room (33 sqm Carpet Area)	1		2	
		iv.	Computer Laboratory (each of 66 sqm carpet area)	1		2	
		v.	Library & Reading Hall (100 sqm Carpet Area)	1		2	
		vi.	Seminar Hall (132 sqm Carpet Area)	1		1	
		vii.	Smart Room with LCD projector/Smart Board/provisions to watch MOOC courses (66 sqm carpet area)	1		2	
	B		**ADMINISTRATIVE AREA**				
		i)	Principal/ Director Office (30 sqm carpet area)	1		2	
		ii)	Office (150 sqm Carpet Area)	1		2	
		iii)	Cabin for HOD (10 sqm Carpet Area)	1		2	
		iv)	Staff Room (60 sqm Carpet Area)	1		2	

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

25/1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.

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 (www.mdu.ac.in).

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

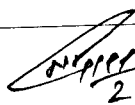| S.No.	Essential Requirements	Yes/No
1.	Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook	
2.	Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE 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 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/ Legal12012, 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.	
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.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process	

	Handbook)		
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution		
17.	Digital payment for all financial transactions as per MHRD directives		
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 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.

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:	
5. Type of College, Whether Govt./Aided/S.F.S/ Minority:	
6. Telephone/Mobile No.:	
7. Fax/Website :	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College is running/being established:	
11. The specific term and constitution of the Governing Body:	
12. PAN of the Society:	

13. Courses and Seats for which affiliation is to be granted (Note:- Attach Proof in support of above points.)	Course	Intake	Course	Intake

PURPOSE OF INSPECTION

(A)	Establishment of a new college	
(B)	Extension/Continuation in prov. affiliation	
(C)	Grant of Additional Course(s)	

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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/Documents 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:	

		Description (requirement)	Required for 60 seats (one unit)	Available	Max. Marks	Marks Secured
1	A	**Teaching Staff**				
		Principal / Director	1		10	
		Professor **(0+1)**	1		8	.
		Associate Professor/ Placement Officer **(1+1)**	2		6	
		Assistant Professor **(3+1)**	5		16	
	B	**Supporting Staff**				
		i) Librarian	1		3	
		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	
	Subtotal				**40+10=50**	

2			**INFRASTRUCTURE**			2	
	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}, 2nd, 3rd, 4th, 5th 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 connection	1		2	
		viii	Legal Aid Room	1		2	
	B		**ADMINISTRATIVE AREA**				
		i)	Principal/Director Office	1		1	

			(30 sqm carpet area)				
		vi)	Faculty Rooms/ Cabin (One For each faculty – 5 sqm Carpet Area)	12		2	
		xii)	Exam Control Office (30 sqm Carpet Area)	1		1	
		xiii)	Placement Office (30 sqm Carpet Area)	1		1	
	C		**Amenities Area**				
		i)	Toilets (Ladies & Gents) (350 sqm Carpet Area)	Adequate		1	
		ii)	Boys Common Room (100 sqm Carpet Area)	1		1	
		iii)	Girls Common Room (100 sqm Carpet Area)	1		1	
		iv)	Cafeteria (150 sqm Carpet Area)	1		1	
		vi)	First-Aid-Cum Sick Room (10 sqm Carpet Area)	1		1	
						25	
3			**Academic Requirements**				
	A		**Computing Facilities**				
		i)	Computers *	20		3	
		ii)	Printers*	2		1	
		iv)	LAN and Internet on all System	Yes		1	
	B		**Library**				
		i)	Titles* (100+100)	200		8	
			Volumes* (500+500)	1000		2	
		ii)	National Journals	Adequate		4	
		iii)	International Journals	Adequate		2	
		iv)	E- Journals & Data Base	Adequate		4	
						25	

signature 25/1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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 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/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 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

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 (www.mdu.ac.in).

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

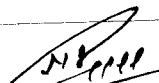| S.No.	Essential Requirements	Yes/No
1.	Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook	
2.	Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE 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 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/ Legal12012, 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.	
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.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook)	
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
17.	Digital payment for all financial transactions as per MHRD directives	
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 indicating the feedback facility of students and Faculty available in AICTE Web-Portal	
26.	First aid, Medical and Counselling Facilities	
27.	Students 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.

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:		
13.	Courses and Seats for which affiliation is to be granted (Note:- Attach Proof in support of above points.)	Course Intake	Course Intake
	PURPOSE OF INSPECTION		
(A)	Establishment of a new college		
(B)	Extension/Continuation in prov. affiliation		
(C)	Grant of Additional Course(s)		

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/Documents Required

(i) 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:	

		Description (requirement)	Required for 30 seats (one unit)	Available	Max. Marks	Marks Secured
1	A	**Teaching Staff**				
		Principal / Director	1		10	
		Professor	1		8	
		Associate Professor/ Placement Officer	1		6	
		Assistant Professor	2		16	
	B	**Supporting Staff**				
		i) Librarian	1		3	
		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	
	Subtotal				**40+10=50**	

2			**INFRASTRUCTURE**			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 connection	1		2	
		viii	Legal Aid Room	1		2	
	B		**ADMINISTRATIVE AREA**				
		i)	Principal/ Director Office	1		1	

		vi)	Faculty Rooms/ Cabin	4		2	
		xii)	Exam Control Office	1		1	
		xiii)	Placement Office	1		1	
	C		**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	
3			**Academic Requirements**				
	A		**Computing Facilities**				
		i)	Computers	15		3	
		ii)	Printers	1		1	
		iv)	LAN and Internet on all System	Yes		1	
	B		**Library (Common for LLB) Course**				
		i)	Titles	200		8	
			Volumes	1000		2	
		ii)	National Journals	Adequate		4	
		iii)	International Journals	Adequate		2	
		iv)	E- Journals & Data Base	Adequate		4	
						25	

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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 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/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 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 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 (www.mdu.ac.in).

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 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 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.	
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.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook)	
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
17.	Digital payment for all financial transactions as per MHRD directives	
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 indicating the feedback facility of students and Faculty available in AICTE Web-Portal	
26.	First aid, Medical and Counselling Facilities	
27.	Students 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.**

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. Name of Society/Trust, under which College _____

    is running/being established: _____

11 The specific term and constitution of the G-Body: _____
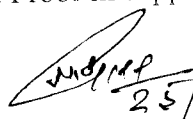
12. PAN of the Society: _____

13. Courses and Seats for which   B. Architecture   Intake

    Affiliation is to be granted:

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

25/1/21

PURPOSE OF INSPECTION

(A)   Establishment of a new college   _____

(B)   Extension/Continuation in prov. affiliation   _____

(C)   Grant of Additional Course(s)   _____

(D)   Grant of Additional Subject(s)   _____

(E)   Grant of Additional Unit(s)/Seat(s)   _____

(F)   Grant of Permanent Affiliation to Course/   _____

        College:

(G)   Regarding periodical Inspection   _____

Information/Documents Required

(i)   Mention the year, for which NOC has been

        Issued by the State Government/   _____

        State Govt./Central Body:

        (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				
Sr.	Description	Weightage	Required	Available	Score
A	**SPACE (Max 100)**				
1	Studios				
	Required no.	15	1		
	Gross Area Sq.M.	20	60		
2	Labs & Workshop	10	1		
			20		
3	Library	10	1		
			24		
4	Principal	5	1		
			30		
5	Admin area	5	1		
			30		
6	Staff rooms	5	1		
			26		

Sr.	Description	Weightage	Required	Available	Score
7	Lecture rooms & AV room	15	2		
			120		
8	Matl Museum – *Yes 5 No 0*	5			
			130		
9	Toilets, Corridors, Lobbies, Parking etc. *Adequacy to be judged by the experts*	10			
	TOTAL	100			
	For Nos 2-7 Score shall be on gross area				

Sr.	Description	Weightage	Required	Available	Score
B	**STAFF - TEACHING (Max 100)**				
1	Required number with basic qualifications	70	3		
2	Principal with qualifications and experience	30	1		
	TOTAL	100			

Sr.	Description	Weightage	Required	Available	Score
C	**STAFF - NON TEACHING (Max 100)**				
1	Adequate Library staff	20	1		
2	Adequate Admin staff	30	1		
3	Adequate accounts staff	20	1		
4	Adequate class IV employees *Adequacy to be judged by the experts*	10			
5	Campus maintenance arrangements *Adequacy to be judged by the experts*	5			
6	Security personnel *Adequacy to be judged by the experts*	5			
7	Skills up-gradation initiative *Adequacy to be judged by the experts*	5			
8	Group and medical insurance *Adequacy to be judged by the experts*	5			
	TOTAL	100			

Sr.	Description	Weightage	Required	Available	Score
D	**BOOKS, FURNITURE, EQUIPMENT, COMPUTERS**				
1	Titles	30	50		
2	Volumes	20	150		
3	Workstations & Lockers in studio (Table space for Board + model) *Adequacy to be judged by the experts*	15			

Sr.	Description	Weight age	Required	Available	Score
4	Workstations & Lockers in faculty room _Adequacy to be judged by the experts_	5			
5	Lab equipment - Surveying, climatology, materials testing, services, models, _Adequacy to be judged by the experts_	10			
6	Number of computers with software	10	5		
7	Digital Aids, Printing and scanning equipment _Adequacy to be judged by the experts_	10			
	TOTAL	100			

B. EXISTING INSTITUTIONS: (For Intake 40)

Sr.	Description	Weight age	Required	Available	Score
	SCORE SHEET				
A	**SPACE (Max 100)**				
1	Studios Reqd no.	15	2		
	Gross Area Sqm	15	120		
2	labs & workshop	10	2		
			40		
3	Library	10	1		
			24		
4	Principal and Admin area	5	2		
			60		
5	Computer centre	5	1		
			30		
6	Staff rooms	5	1		
			40		
7	Lecture rooms & AV room	15	2		
			60		
8	Material Museum & Resource Centre (If yes 2.5 marks each)	5	1		
			30		
9	Toilets, Girls' Common room, NASA Room, Students Activity Center (2 each) _Adequacy to be judged by the experts_	10			
10	Construction Yard and Art court	5			
	TOTAL	100			
	For nos 2-7 Gross area in SqM				

Sr.	Description	Weight age	Required	Available	Score
B	**STAFF TEACHING (Max 100)For Intake 40**				

Sr.	Description	Weight age	Required	Available	Score
1	Required number with basic qualifications	30	5		
2	Principal with qualifications and experience	5	1		
3	Minimum 50% of fulltime teachers are regular	10			
4	Professors	8	1		
5	Asso. Professors	7	2		
6	Asst. Professors	5	2		
7	Visiting faculty for 25% teaching load *Adequacy to be judged by the experts*	10			
8	Adequate faculty for allied fields	5			
9	For regular teachers payment as per prevalent scale, DA & Allowances at par *Adequacy to be judged by the experts*	10			
10	Faculty development – QIP / Research / Publications / Sponsorship for PG PhD *Adequacy to be judged by the experts*	10			
	TOTAL	100			

Sr.	Description	Weight age	Required	Available	Score
C	**STAFF - NON TEACHING (Max 100)**				
1	Qualified Library staff	20	1		
2	Qualified Computer Lab technician & workshop superintendent	10	2		
3	Adequate Admin staff	20	1		
4	Adequate accounts staff	10	1		
5	Adequate class IV employees	10			
6	Campus maintenance arrangements *Adequacy to be judged by the experts*	5			
7	Security personnel *Adequacy to be judged by the experts*	5			
8	Implementation of Provident fund as per norms	10			
9	Skills up-gradation initiative *Adequacy to be judged by the experts*	5			
10	Group and medical insurance	5			
	TOTAL	100			

Sr.	Description	Weight age	Required	Available	Score
D	**BOOKS, FURNITURE, EQUIPMENT, COMPUTERS (On introduction of Course 150 volumes &500 Titles,60 Volumes&20 Titles to be added Each Year)**				
1	Titles	20			
2	Volumes	10			
3	Journals national	10	4		
4	Journals international	10	1		

Sr.	Description				
5	e-library	5			
6	Workstations & Lockers in studio (Table space for Board + model) *Adequacy to be judged by the experts*	5			
7	Workstations & Lockers in faculty room *Adequacy to be judged by the experts*	5			
8	Workshop and Lab equipment - Surveying, climatology, materials testing, services, models, *Adequacy to be judged by the experts*	10			
9	Samples in Material museum *Adequacy to be judged by the experts*	5			
10	Number of computers less than 3 years old with software	10	10		
11	Digital Aids, Printing and scanning equipment *Adequacy to be judged by the experts*	10			
	TOTAL	100			

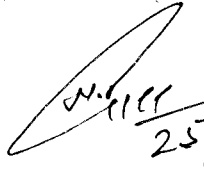| Sr.	Description	Weight age	Score	Remarks	
E	**QUALITATIVE ASSESSMENT OF ACADEMIC WORK**				
a.	Students work				
1	Design (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.)	25			
2	Technology (Construction, Structures, Services, Specifications, etc.)	20			
3	Humanities & Environment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

Master Sheet

Sr. No.	Category	Infrastructure				Human Resources				Quality of Students work and Research		Final Score out of 100
		Activity Spaces		Furniture, Books, Equipment, computers		Teaching	Non Teaching	Total of Teaching & Non-teaching				
		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)

25/1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College

_____

Date of Inspection:

_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.

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 (www.mdu.ac.in).

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.
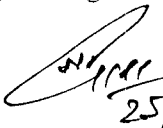
MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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. PAN of the Society: _____

13. Courses and Seats for which
    affiliation is to be granted:

Course	Intake	Course	Intake
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

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

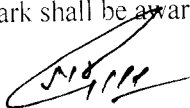(viii) Any other Information: _____

                                                    _____

		Description (requirement)	Required for Total no. of students/12 as per AICTE	Available	Max. Marks	Marks secured
A	I	**Teaching Staff (Please see Note-1)**				
		Principal (Qualified & in Professor Grade)*	1		15	
		Professor			25	
		Reader/Associate Professor			20	
		Lecturer/Assistant Professor(Qualified)			10	
	II	**Administrative Staff(See Note-1)**				
		i) Librarian	1		5	
		ii) Registrar/Administrative Officer	1		5	
		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	
		vii) 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.

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 AICTE Norms 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	
		TOTAL (A+B+C)			200	

25/1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1.   The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.

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 (www.mdu.ac.in).

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.
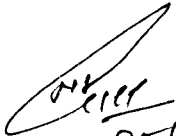
ESSENTIAL REQUIREMENTS AS PER AICTE/CONCERNED APEX BODY/UNIVERSITY

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 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 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/ Legal12012, 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.	
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.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook)	
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
17.	Digital payment for all financial transactions as per MHRD directives	
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	

25/1/2021

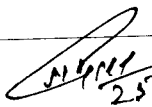|		
	indicating the feedback facility of students and Faculty available in AICTE Web-Portal	
26.	First aid, Medical and Counselling Facilities	
27.	Stu dents Safety Insurance	
28.	Group Accident Policy to be provided for the employees	
29.	General Insurance provided for assets against fire, burglary and other calamities	
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.**
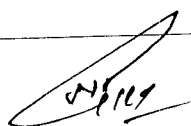
25/1/2021

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR INSPECTION OF MBA PROGRAMME

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

PURPOSE OF INSPECTION

(A) Establishment of a new college	
(B) Extension/Continuation in prov. affiliation	
(C) Grant of Additional Course(s)	

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/Documents Required

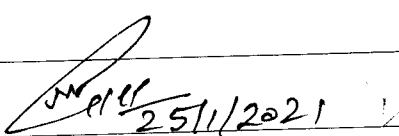|	
(i) Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:	
(ii) Name of the Courses with an intake, for which affiliation is asked for	
(iii) Session/Year for which affiliation is asked for	
(iv) Courses with intake already granted by University	
(v) Date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

		Description (requirement)	Required for 60 seats (one unit)	Available
1	A	**Teaching Staff**		
		Principal / Director*	1	
		Professor (0+1)**	1	
		Associate Professor (1+1)***	2	
		Assistant 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-cum-Typist/Data Entry Operator	1	
		v) Safai Karamchari	1	
		vi) Peon	1	
		vii) **Library Attendant**	**1**	
	Subtotal			

* Shall be common for all Technical and Management Courses.

2			**INFRASTRUCTURE**				
	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)	**Computer Laboratories** **(each of 66 sqm carpet area)**	**1**			
		v)	Library & Reading Hall (100 sqm Carpet Area)	1			
		vi)	Seminar Hall (132 sqm Carpet Area)	1			
		vii)	Smart room Equipped with smart board, LED/LCD and internet connection	Desirable			

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

3			Academic Requirements					
	A		**Computing Facilities**					
		i)	Computers * (30+30)	20				
		ii)	Printers*	2				
		iii)	Operating and application software	Adequate				
		iv)	LAN and Internet on all System	Yes				
	B		**Library**					
		i)	Titles* (100+100)	200				
			Volumes* (500+500)	1000				
		ii)	National Journals* (12+12)	24				
		iii)	International Journals	Desirable				
		iv)	E- Journals	As prescribed				
		v)	Reading Room Seating (25% of Total Students)	Adequate				
		vi)	Multimedia Lab (1% of Total Students)	Adequate				

25/1/2021

* Number Specified for all 2 years

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.

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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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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 (www.mdu.ac.in).

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	
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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/ Legal12012, dated 25.05.2012)	
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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.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process	

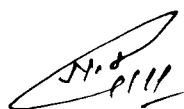|	Handbook)	
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
17.	Digital payment for all financial transactions as per MHRD directives	
18.	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures 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 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.

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:	
11. The specific term and constitution of the Governing Body:	
12. PAN of the Society:	
13. Courses and Seats for which affiliation is to be granted (Note:- Attached Proof in support of above points.)	Course Intake Course Intake

PURPOSE OF INSPECTION

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

Information/Documents Required

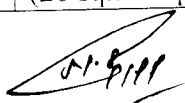|		
(i)	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:	
(ii)	Name of the Courses with an intake, for which affiliation is asked for	
(iii)	Session/Year for which affiliation is asked for	
(iv)	Courses with intake already granted by University	
(v)	Date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

Sr. N0.		Description (requirement)		Required for 60 intake (one unit)	Available	Max Marks	Marks Secured
1	A	Teaching Staff					
		Principal / Director*		1		10	
		Professor (0+1)**		1		8	
		Associate Professor (0+1)**		1		6	
		Assistant Professor (3+1)**		4		16	
	B	Non-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).
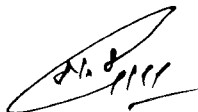
2	INFRASTRUCTURE & AMENITIES						
	A	i)	Land Requirement (In acres) - 1.0 Acres for Rural - 0.5 Acres for Urban	Rural/Urban		2	
		ii)	Class Rooms (each of 66 sqm carpet area)	2		3	
		iii)	Tutorial Room (33 sqm Carpet Area)	1		1	
		iv)	Computer Laboratories (each of 66 sqm carpet area)	1		2	
		v)	Computer 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	
	B	ADMINISTRATIVE AREA					
		i)	Principal/ Director Office (30 sqm carpet area)	1		1	
		ii)	Board Room (20 sqm carpet area)	1		1	

		iii) Office (150 sqm Carpet Area for standalone & 300 sqm carpet area for more than on e Program)	1		1	
		iv) Dept. Office (s) (One Per Dept- 20 sqm Carpet Area)	1		.5	
		v) Cabin for HOD(s) (One for each Deptt. -20 sqm Carpet Area)	1		.5	
		vi) Faculty Rooms/ Cabin (One For each faculty – 5 sqm Carpet Area)	5		2	
		vii) Central Stores (30 sqm Carpet Area)	1		.5	
		viii) Maintenance (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		.5	
		xiii) Placement Office (30 sqm Carpet Area)	1		1	
	C	**Amenities Area**				
		i) Toilets (Ladies & Gents) (350 sqm Carpet Area)	Adequate		.5	
		ii) Boys Common Room (100 sqm Carpet Area)	1		1	
		iii) Girls Common Room (100 sqm Carpet Area)	1		1	
		iv) Cafeteria (150 sqm Carpet Area)	1		.5	
		v) Stationary Store (10 sqm Carpet Area)	1		.5	
		vi) First-Aid-Cum Sick Room (10 sqm Carpet Area)	1		.5	
		vii) a) Principal's Quarter (150 sqm)	Desirable		-	
		b) Guest House (30 sqm)	Desirable			
		c) Sports Club/Gymnasium (200 sqm)	Desirable			
		d) Auditorium/Amphi theatre (400 sqm)	Desirable			
		e) Boys Hostel (adequate)	Desirable			
		f) Girls Hostel (adequate)	Desirable			
				Subtotal	25	

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

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

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.

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 (www.mdu.ac.in).

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 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 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.	
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.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook)	

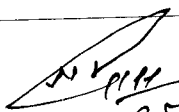| 16. | Implementation of Food Safety and Standards Act, 2006 at the Institution | | |
17.	Digital payment for all financial transactions as per MHRD directives		
18.	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures 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 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.	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.

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 :	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College is running/being established:	
11. The specific term and constitution of the G-Body:	
12. PAN of the Society:	

	Course	Intake	Course	Intake
13. Courses and Seats for which affiliation is to be granted: (Note:- Attached Proof in support of above points.)				

25/1/2021

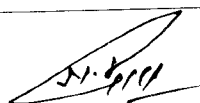# PURPOSE OF INSPECTION

(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/Documents Required

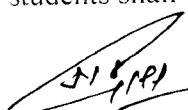|		
	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:	
(i)	Name of the Courses with an intake, for which affiliation is asked for	
(ii)	Session/Year for which affiliation is asked for	
(iv)	Courses with intake already granted by University	
(v)	Date of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

		Description (requirement)	Required for 40 seats	Available	Max. Marks	Marks secured
1	A	**Teaching Staff**				
		Principal / Director	1		15	
		Professors (0+1)	1		10	
		Associate Professor (0+1)	1		6	
		Assistant Professor (3+0)	3		9 (3 for each)	
	B	**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	
		Subtotal			**50**	

2		**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. Housekeeping laboratory (66 sqm carpet area)	1		1	
		vii. Front Office Laboratory (66 sqm carpet area)	1		1	
		viii. Computer Laboratory (66 sqm carpet area)	1		1	
		ix. Library & Reading Hall (150 sqm Carpet Area)	1		1	
		x. Seminar Hall (132 sqm Carpet Area)	1		1	
		xi. Smart Room with LCD projector/Smart Board/provisions to watch MOOC courses (66 sqm carpet area)	1		1	
	B	**ADMINISTRATIVE AREA**				

		I.	Principal/ Director Office (30 sqm carpet area)	1		1	
		II.	Office (150 sqm Carpet Area)	1		1	
		III.	Cabin for HOD (10 sqm Carpet Area)	1		1	
		IV.	Staff Room with attached pantry (60 sqm Carpet Area)	1		1	
		V.	Central Store (30 sqm carpet area)	1		1	
		VI.	Security (10 sqm carpet area)	1		1	
		VII.	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	
		X.	Placement Office (30 sqm carpet area)	1		1	
		XI.	Play Ground	1		1	
		XII.	Separate Common Rooms for Boys and Girls	1		1	
		XIII.	Hostel Facility	Adequate		Adequate	
		XIV.	Safe Drinking Water	Adequate		Adequate	
		XV.	Toilets for Male & Female	Adequate		Adequate	
			Subtotal			25	
3			**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*	1		3	
	E		Computer Laboratory	1		3	
		i)	(i) Computers (ii) Printers (iii) Powerbackup	15 1 Adequate			
		ii)	Internet and LAN	All computers			
		iii)	Licensed Software	System and application, one each			
	F		Library			10	
		i)	Titles (100+100)	200		2+2	
			Volumes (500+250)	750		-	
		ii)	Hospitality & Catering Magazines	4		2	
		iii)	Journals related to Tourism and Hospitality	4		4	
		iv)	Newspapers	Adequate		Adequate	
			Subtotal			25	
			Total (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:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.

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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 (www.mdu.ac.in).

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.

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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	

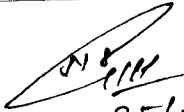|			
	Handbook)		
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution		
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19.	Standalone Language Laboratory		
20.	Potable Water supply and outlets for drinking water at strategic locations		
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22.	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		
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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.

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PERFORMA FOR INSPECTION OF 5 Year MHMCT (PG) PROGRAMME

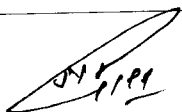|	
1. Name of the proposed /Existing College:	
2. Year of Establishment:	
3. Date of inspection	
4. Address:	
5. Type of College, Whether Govt./Aided/S.F.S/ Minority:	
6. Telephone/Mobile No.:	
7. Fax/Website :	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College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

25/1/2021

PURPOSE OF INSPECTION

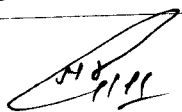|		
(A)	Establishment of a new college	
(B)	Extension/Continuation in prov. affiliation	
(C)	Grant of Additional Course(s)	
(D)	Grant of Additional Subject(s)	
(E)	Grant of Additional Unit(s)/Seat(s)	
(F)	Grant of Permanent Affiliation to Course/ College:	
(G)	Regarding periodical Inspection	

Information/Documents Required

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

			Description (requirement)	Required for 60 seats	Available	Max. Marks	Marks secured
1	A		**Teaching Staff**				
			Principal / Director	1		5	
			Professors (0+0+0+1+0)	1		4	
			Associate Professor (0+0+1+2+0)	3		9 (3 for each)	
			Assistant Professor (3+3+2+0+3)	11		22 (2 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	2		2	
		iii)	Lab Attendant	5		5	
		iv)	Safai Karamchari	1		1	
		v)	Peon	1		1	
			Subtotal			**50**	

2			**INFRASTRUCTURE & 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.	Food Production Laboratory (66 sqm carpet area)	1		1	
		v.	Food & Beverage laboratory (66 sqm carpet area)	1		1	
		vi.	Housekeeping laboratory (66 sqm carpet area)	1		1	
		vii.	Front Office Laboratory (66 sqm carpet area)	1		1	
		viii.	Computer Laboratory (66 sqm carpet area)	1		1	
		ix.	Library & Reading Hall (150 sqm Carpet Area)	1		1	
		x.	Seminar Hall (132 sqm Carpet Area)	1		1	
		xi.	Smart Room with LCD projector/Smart Board/provisions to watch MOOC courses (66 sqm carpet area)	1		1	
	B		**ADMINISTRATIVE AREA**				

		I.	Principal/ Director Office (30 sqm carpet area)	1		1
		II.	Office (150 sqm Carpet Area)	1		1
		III.	Cabin for HOD (10 sqm Carpet Area)	1		1
		IV.	Staff Room with attached pantry (60 sqm Carpet Area)	1		1
		V.	Central Store (30 sqm carpet area)	1		1
		VI.	Security (10 sqm carpet area)	1		1
		VII.	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
		X.	Placement Office (30 sqm carpet area)	1		1
		XI.	Play Ground	1		1
		XII.	Separate Common Rooms for Boys and Girls	1		1
		XIII.	Hostel Facility	Adequate		Adequate
		XIV.	Safe Drinking Water	Adequate		Adequate
		XV.	Toilets for Male & Female	Adequate		Adequate
			Subtotal			**25**
3			**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*	1		3
	E		Computer Laboratory	1		3
		i)	(i) Computers (ii) Printers (iii) Power back up	50 1 Adequate		
		ii)	Internet and LAN	All computers		
		iii)	Licensed Software	System and application, one each		
	F		Library	1		10
		i)	Titles (100+100+50+50+50)	300		2+2+2+1+1
			Volumes (500+500+250+250+250)	1500		-
		ii)	Hospitality & Catering Magazines	5		2
		iii)	Journals related to Tourism and Hospitality	Desirable		Desirable
		iv)	Newspapers	Adequate		Adequate
			Subtotal			25
						100
Total (1+2+3)						

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.

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.

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 (www.mdu.ac.in).

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 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 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.	
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.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process	

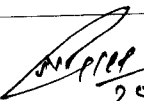|		
	Handbook)	
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
17.	Digital payment for all financial transactions as per MHRD directives	
18.	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures 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 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.

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

(signature) 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/Documents Required

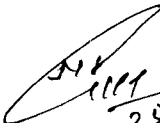|		
(i)	Mention the year, for which NOC has been Issued by the State Government/ State Govt./Central Body:	
(ii)	Name of the Courses with an intake, for which affiliation is asked for	
(iii)	Session/Year for which affiliation is asked for	
(iv)	Courses with intake already granted by University	
(v)	Date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

		Description (requirement)	Required for 40 seats	Available	Max. Marks	Marks secured
1	A	**Teaching Staff**				
		Principal / Director	1		20	
		Professors (0+0)	0		-	
		Associate Professor (0+1)	1		10	
		Assistant 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	
		v) Peon	1		1	
		Subtotal			**50**	

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

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

25/1/2021

DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College_____

Date of Inspection:_____

RECOMMENDATION:

Convener   Member   Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and 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.

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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.

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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 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)	
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6.	Internal Quality Assurance Cell	
7.	Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of Approval Process Handbook)	
8.	Fire and Safety Certificate	
9.	Implementation of mandatory Internship policy for students	
10.	Implementation of teacher training policy	
11.	Implementation of examination reforms	
12.	Implementation of student Induction Programme	
13.	Atleast 5 MoUs with Industries	
14.	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	
15.	Safety and Security measures in the Campus (as per Chapter VI of Approval Process	

	Handbook)	
16.	Implementation of Food Safety and Standards Act, 2006 at the Institution	
17.	Digital payment for all financial transactions as per MHRD directives	
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	
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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.