

ANNEXURE-**MAHARSHI DAYANAND UNIVERSITY, ROHTAK****PROFORMA FOR INSPECTION OF BBA PROGRAMME**

1. Name of the proposed /Existing College:	
2. Year of Establishment:	
3. Date of inspection	
4. Address:	
5. Type of College, Whether Govt./Aided/S.F.S/ Minority:	
6. Telephone/Mobile No.:	
7. Fax/Website :	
8. E-mail Address:	
9. TAN of the College:	
10. Name of Society/Trust, under which College is running/being established:	
11. The specific term and constitution of the Governing Body:	
12. PAN of the Society:	
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)	
(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	Max Marks	Marks Secured
1	A	Teaching Staff				
		Principal / Director (Common in case of more programmes)	1			

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

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)	3			
	iii)	Tutorial Room (33 sqm Carpet Area)	1			
	v)	Computer Centre (150 sqm carpet area)	1			
	vi)	Library & Reading Hall (100 sqm Carpet Area)	1			
	vii)	Seminar Hall (132 sqm Carpet Area)	1			
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	6			

		Area)				
		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)	Legal System Software (As per Curriculum requirement)	3			
	iv)	Legal Application Software (As per Curriculum requirement)	20			
	v)	LAN and Internet on all System	Yes			
	vi)	Internet Bandwidth (1:1)	2 MBPS			
	vii)	Audio-Visual Aids	2 LCD Projectors			
	B	Library				
	i)	Titles* (100+100+100)	300			
		Volumes* (500+500+500)	1500			
	ii)	National Journals* (12+12+12)	36			
	iii)	International Journals	Desirable			

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

* Number Specified for all 3 years



DETAILED REPORT AND DESCRIPTIVE OBSERVATION:

Name of the College _____

Date of Inspection: _____

RECOMMENDATION:

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NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and as also approved by M.D. University (three subject experts, i.e. not less than a Professor, one may be a Associate Professor with 5 years experience in addition to the Principal and Management person i.e. President/Secretary) and as per UGC/AICTE qualifications norms. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+DA+HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the Performa for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than UGC/AICTE courses including schools and courses of Technical Education. The college shall be on the same land & building on which UGC/AICTE has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by UGC/AICTE.
3. The books purchased in the library should be as per the requirement given by the rules of UGC/AICTE for technical education. Library resources will include e-journals published and recommended by UGC/AICTE. There shall also be provision of space for reading and reference in the library that can accommodate at least 20 persons at a time. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through 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. It would be necessary to secure 71% and above marks in each of the three facilities (Teaching & Non-teaching staff, infrastructure & Amenities, Academic requirements) separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category otherwise will be categorized in 'C' category.
6. If the College is running the other courses, other than B.Tech and M.Tech. course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Tech and M.Tech Course.
7. Details of teaching and non-teaching staff alongwith photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website (www.mdurohtak.cError! Hyperlink reference not valid).
8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

REMEDIAL CLAUSES

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

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

10. Categorization of Colleges shall be as under:

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