

Brief Check List

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FORM FOR INSPECTION REPORT**FOR****NEW COLLEGE/INSTITUTE****(To be filled up by the Inspection Committee)**

1. Name of the proposed College. _____.
2. Name of the Courses/Faculty for which recognition is sought: _____

3. Session/Year from which recognition is sought : _____
4. Date of Inspection _____
5. **Eligibility Criteria for Temporary Affiliation:**
 - (i) The proposed college seeking affiliation at the time of inspection by the university shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned in the case of technical/professional courses only."
 - (a) Undisputed ownership and possession of land free from any or all encumbrances measuring not less than 1.5 acres if it is located in mega cities, 2 acres if it is located in metropolitan cities and 5 acres if it is located in other cities:
Provided that this sub-clause shall not apply to colleges already affiliated to the Universities in India:
Provided further that the lesser land requirement in mega cities shall not compromise extracurricular/extra mural curricular activities of the college:
Provided also that the requirement of 5 acres in hilly areas could be contiguous or upto three places which are not separated by more than 2 kilometers."
 - (b) administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University concerned for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory/Regulatory body concerned taking care that all building constructed in the college are disabled friendly:
 - (c) academic building sufficient to accommodate the faculties, lecturer/seminar rooms, library and laboratories with a minimum of 15 sq. ft. per student in lecture/seminar room/ library and 20 sq. ft. per student in each of the laboratories:
Provided that this sub-clause shall not apply to colleges already affiliated to the Universities in India."
 - (d) number of teaching and non teaching staff as per University norms.

- (e) adequate civic facilities for essential like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the Central/State PWD."
- (f) adequate measures for safety, security, pollution control, etc.
- (g) a library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journal per subject along with a book bank facility for students belonging to the Scheduled Casts, Scheduled Tribes and such other sections as may be specified by the UGC from time to time.
- (h) Necessary laboratory equipments as prescribed by the University/Statutory/Regulatory Body concerned, for each of the higher education programmes.
- (i) a multi-purpose complex/an auditorium and facilities for sports, canteen, health care separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University.
- (j) appropriate furniture for lecture/seminar rooms, laboratories, library faculty rooms, rooms for administrative staff including the Principal, multipurpose complex/auditorium, common rooms and hostel rooms and for other facilities.
- (k) a duly constituted managing body as specified by the University.

6. Procedure for granting Temporary Affiliation:-

- a. The application to start a new college and to get it affiliated to an University can be submitted by Central/State Government institutions and Registered Society/ Trust.
- b. If the applicant is a Society/Trust, it shall have been registered under Registration of Societies Act. the Trusts Act or any other Act of the Central/ State Government on or before the date of submission of the application.
- c. The Government/ Society/ Trust which proposes to start the college and wishes to get it affiliated to the University in whose jurisdiction the location of college falls shall make an application within the stipulated time to the University in the prescribed proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.

7. Whether NOC has been issued by the State Govt.. If yes, attach the copy of letter:

- 8. Whether the Approval/Permission has been granted by the Central Agency viz NCTE/AICTE/DCI/MCI/BCI etc. as the case may be. If yes, attach the copy of letter.
- 9. BASIC INFORMATION (Para 1 of Part-A) : Is information provided by the Society/Trust is correct? Is there any discrepancy in any terms? If yes, please give details.

(A) Management:

- (i) Is the Managing Body a Regd., One?

- (ii) Attach: (a) A list of the Managing Body
(b) A copy of the Constitution,
(c) A copy of the Registration Deed.
- (iii) Is the Principal an Ex-officio member/Secretary of the Managing Committee?
- (iv) Experience of Society/Trust in running educational Institution:
please give your report on the following:
Whether the Society/Trust has a direct experience for running an educational institute.
Whether Members of Board of Governors/Directors/Trustees have experience of running an educational institution?
- (v) If the Society is running any Educational Institution in the State. Please comment on information furnished by Society/Trust.

10. LAND:

(i)	Whether the land is adequate as per norms?
(ii)	Ownership in the name of Society/Trust in the form of Registered/Sale Deed/Irrevocable Gift Deed (Registered)/Irrevocable Government Lease (for minimum 30 years) by concerned authority of Government. Are all papers in order?
(iii)	Whether land is free from all encumbrances? If no, please specify details.
(iv)	Whether land use certificate has been obtained from the competent authority designated by the State Govt. for educational Institution?
(v)	Whether the land is properly approachable? If no, give details.
(vi)	Whether the land is in one piece or there is more than one part? Whether is it as per norms?
(vii)	Whether the land is suitable for setting up an educational institution? If no, give reasons.
(viii)	Whether the Society/Trust has passed a resolution for earmarking the above land for exclusive use of the proposed institution?

11. BUILDING

(i)	Whether site plan of the proposed institution has been prepared by a registered architect and duly certified by a qualified Engineer and duly approved by the competent authority.
(ii)	Does the management process college building of their own?
(iii)	Is the building suitable?
(iv)	Is the building acquired on long lease? If yes, a copy of the lease deed be attached?
(v)	Are the lecture-rooms commodious and well-ventilated? Are the sanitary conditions satisfactory?
(vi)	Is there a hall or big room for holding meetings of the whole college?
(vii)	What is the maximum number of classes being held at the same time? What is the maximum strength of a Section?

- (viii) Are the surroundings satisfactory?
- (ix) Is the Principal provided with residential?
- (x) Are the buildings fitted with electric light?
- (xi) Whether master plan of the proposed institution has been prepared by a registered Architect and approved by the Competent Authority?
- (xii) Whether the building plan/construction plan has been approved by the Competent Authority?
- (xiii) Whether building area has been constructed as per the norms? Whether it is adequate to take care of First Years Classes as per the norms?
- (xiv) Whether the construction of instructional area/administrative area is likely to be completed? If no, give details.
- (xv) Whether the circulation area under construction/constructed including toilets, corridors etc. are adequate?

12. Hostel:

- (i) What provision has been made for the residence of students?
- (ii) What is the maximum number of Boarders who can be lodged in the hostel?
- (iii) What is the number of Day Scholars?
- (iv) Is there a properly fitted common-room with indoor games and with journals and periodicals subscribed?
- (v) What is the arrangement for medical aid?
- (vi) Are sanitary conditions satisfactory?
- (vii) Qualifications of the superintendent or the warden. Does he/she reside near the Hostel?

13. Playgrounds:

- (i) For what games has the College made provision?
- (ii) Does it possess playgrounds for the purpose?
- (iii) Are the playgrounds near the College and the Hostel?
- (iv) Name and qualifications of the Lecturer in Physical Education?
- (v) What is the arrangement for the Physico-medical Examination of the students?
- (vi) Have they put up a gymnasium and made provision for athletics?

14. Library:

- (i) What amount do they propose to invest for the purchase of library books including books of reference?
- (ii) What journals and papers do they propose to subscribe?
- (iii) Name and qualification of the Librarian.
- (iv) How many students can study in the reading room? Is it properly furnished?

15. Furniture and Equipment:

- (i) What amount do they proposed to spend on the furniture of the college in the first year?
- (ii) Is there a properly equipped staff-room?

16. Laboratories:

- (i) What accommodation is there in the laboratories for each Science subject applied for?
- (ii) Are laboratories properly equipped?
- (iii) What money has been provided for apparatus for the different Science subjects?
- (iv) Have any orders been placed?

17. Staff

- (a)
 - (i) Faculty required as per norms.
 - (ii) Faculty in position.
 - (iii) Nature of appointment.
 - (iv) Qualification of teaching staff with grade.
 - (v) Mode of selection stating whether selected through properly constituted committee.
- (b)
 - (i) Please attach:
 - (a) A list of the staff, if appointed.
 - (b) A list of the staff they propose to appoint
 - (ii) I the staff qualified and adequate?

18. Indicate details of AV equipment and IT equipment such as computers, printers, access to internet etc. alongwith the extents of their utilization.
19. Number of books/documents/periodicals (both general and specific) that have been added to the library during the outgoing academic session.
20. Please indicate details of equipment and facilities available for games and sports and recreational activities.
21. Financial category of the institution: (mark the relevant box).

Self-financed

Aided

Government owned

22. The Inspectors Team before recommending approval should, inter-alia, makes a specific recommendations as to why such a college is required at the same place/area where the College is proposed to be started keeping in view the total number of existing college in the place/area in particular and the State in general.
23. The Inspection Team will also keep in view the approximate population of the area where the college is to be started, numbers of --- colleges along with the total number of student therein, number of degree colleges as well as junior colleges in the area in particular and the State in general.
24. The Inspection Committee shall verify that the recognition/affiliation of the proposed College/Institute, having regard to the educational facilities provided by other Colleges/Institutes in the same neighborhood will not be injurious to the interest of education.
25. Whether the Society/Trust fulfils all the requirements/conditions contained in the Ordinance XVI of Kurukshetra University calendar, Volume-1, 2009 adopted by GJUS&T, Hisar University.(Mention Yes or No).
26. Whether the Society/Trust fulfils all the requirements/conditions laid down by the NCTE/ACTE/DCI/MCI/CCIM/BCI etc. as the case may be (mention Yes or No).
27. REPORT OF THE COMMITTEE ON ANY POINT NOT COVERED IN THIS PROFORMA OR OTHERWISE WHICH IS IMPORTANT IN TAKING A DECISION
28. Whether the Management fulfilled 100%, 80%, 60%, 40%, 20% requirements/conditions as per norms for the purpose of starting new College/Institute w.e.f. the session _____.
29. Observations/Specific Recommendations/Summary of Recommendations of the Inspection Committee for the purpose of granting Provisional Affiliation alongwith % of conditions/requirements fulfilled by the Society/Trust of the newly proposed College/Institute.

30. If recommended, please give the following information also.

NAME OF THE COURSE	INTAKE APPLIED FOR	INTAKE RECOMMENDED	W.E.F. THE SESSION	REMARKD
TOTAL				

SIGNATURE OF THE MEMBERS OF THE INSPECTION COMMITTEE

SIGNATURE:
NAME IN CAPITAL LETTERS
DESIGNATION:
ADDRESS

SIGNATURE:
NAME IN CAPITAL LETTERS
DESIGNATION:
ADDRESS

SIGNATURE:
NAME IN CAPITAL LETTERS
DESIGNATION:
ADDRESS