

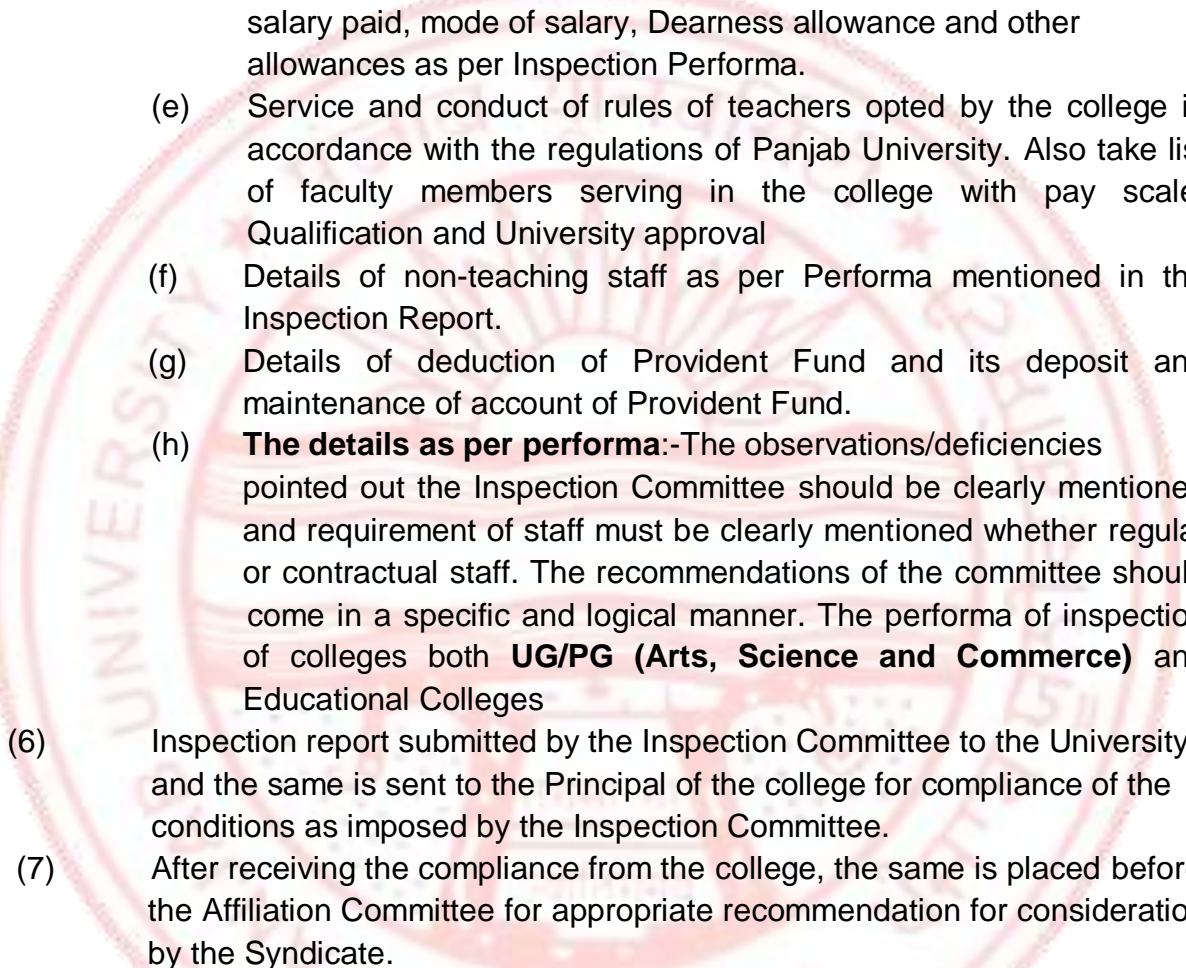
Subject: Guidelines for carrying out Inspection related to Grant of Temporary Affiliation/Extension of Affiliation for the Courses/Subjects to the Affiliated Colleges.

**The following authority shall always be referred while going through the guidelines on the subject:-**

- (a)** Panjab University Calendar Volume III (2019), Chapter VII, Pages 204 - 220 “**Conditions for Grant of Affiliation to Colleges**”, Pages 221-228 “**UGC Regulations 2009 regarding Affiliation of the Colleges**” and Pages 229 –249 “**Inspection of Colleges**”.
- (b)** Panjab University Calendar Volume I (2007), Chapter VIII (A), Pages 157-163 “**Conditions of Affiliation**”.

**Process:-**

- (1) The constitution of the Inspection Committee as per UGC Regulations, 2009 is done by University. The letter is issued by Colleges Branch and a same is sent to the Chairperson of the Committee, members of the Inspection Committee and Principal of the concerned college informing the constitution of Inspection Committee.
- (2) The Principal of the concerned college is requested to consult the Chairperson and the members of the Inspection Committee for suitable date and time to carry out inspection as per the instructions given in the letter.
- (3) After confirmation from the members and the Chairperson of the Inspection Committee, the Principal of the College will inform to the University the date of visit of Inspection Committee.
- (4) The Chairperson is issued letters along with members of the Committee to visit the college on agreed date and they are requested to read previous year Inspection Report and compliance. The Inspection Committee is requested to get the Inspection Report Performa **Inspection Performa of Affiliation in Arts/Science/Commerce Subjects (Undergraduate & Postgraduate)** and **Inspection Performa of Affiliation in B.Ed/M.Ed Courses** which are available on DCDC website (<http://dcdc.puchd.ac.in/proforma.aspx>). The Proforma duly filled and supported by documentary evidence be given to Colleges Branch after completion of Inspection.
- (5) **Check List:-** In addition to the above documents the Inspection Committee may also see the following:
  - (a) Status of Principal: Regular/Officiating/Vacant/Other.

- 
- (b) Course wise intake (UG as well as PG Courses) to be given by the Principal of the college.
  - (c) Management and its composition along with the members of the Management Committee, their address, designation and capacity.
  - (d) Infrastructure detail as per Inspection Performa, Library detail as per Inspection Performa, details of teaching staff along with date of joining, date of approval, subjects allotted, pay being offered, last salary paid, mode of salary, Dearness allowance and other allowances as per Inspection Performa.
  - (e) Service and conduct of rules of teachers opted by the college in accordance with the regulations of Panjab University. Also take list of faculty members serving in the college with pay scale, Qualification and University approval
  - (f) Details of non-teaching staff as per Performa mentioned in the Inspection Report.
  - (g) Details of deduction of Provident Fund and its deposit and maintenance of account of Provident Fund.
  - (h) **The details as per performa:-**The observations/deficiencies pointed out the Inspection Committee should be clearly mentioned and requirement of staff must be clearly mentioned whether regular or contractual staff. The recommendations of the committee should come in a specific and logical manner. The performa of inspection of colleges both **UG/PG (Arts, Science and Commerce)** and Educational Colleges
- (6) Inspection report submitted by the Inspection Committee to the University and the same is sent to the Principal of the college for compliance of the conditions as imposed by the Inspection Committee.
- (7) After receiving the compliance from the college, the same is placed before the Affiliation Committee for appropriate recommendation for consideration by the Syndicate.

**PANJAB UNIVERSITY, CHANDIGARH**

*PROFORMA FOR INSPECTION REPORT OF THE COLLEGE FOR TEMPORARY EXTENSION OF AFFILIATION IN ARTS/SCIENCE/COMMERCE SUBJECTS (UNDERGRADUATE & POSTGRADUATE).*

**Important instructions for the Chairman/Inspectors of the Inspection Committee/s and the Principal of the concerned college.**

1. All the columns in all the pages of the Proforma must be filled in by the Inspection Committee.
2. It is mandatory for all the Inspection Committees for temporary extension of affiliation to submit the report on this Proforma.
3. The Inspection Committee/s is/are required to procure complete information from the Principal/Management of the College, who in turn are, required to provide the columnised information to the Chairman of the Inspection Committee with all the supporting documents- duly certified for the information to be provided in the proforma)

**Name of the College** \_\_\_\_\_.

**Date of Inspection** \_\_\_\_\_.

**Member of the Committee, who visited the College:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

**Member/s appointed, if any in place of member(s) who failed to turn up on the day of inspection, by the Chairman/Convener of the Inspection Committee on the spot with the consent of the DCDC/Vice-Chancellor's office.**

- 1.
- 2.
- 3.
- 4.
- 5.

**PART -I**

**GENERAL**

(i) Whether the College has appointed **one full-time Principal /Head on regular basis as per UGC/PU norms** duly approved by the University? Yes /No  
**If yes, attach the photocopy of the approval letter**

(ii) If no, does the College function through officiating Principal. Yes/No  
If yes, since how long? \_\_\_\_\_

(iii) Has the necessary permission been sought from the University? Yes /No

(iv) Has the University accorded permission, if yes, attach the proof. Yes /No

(v) Number of student in all Graduate and Post-Graduate Classes:-

Number of Undergraduate students	Number of Post-graduate students.

(vi) Courses /subjects already being taught at Undergraduate level and Postgraduate level

Subjects at Undergraduate level	Subjects at Postgraduate level

(vii) Subject wise number of students (Undergraduate & Postgraduate):

Sr. No.	Subjects	No. of students at Undergraduate level	No. of students at Postgraduate level

(viii) Subject/s/course/s for which temporary extension of affiliation is sought:

(ix) Academic year from which temporary extension of affiliation is sought:

(x) No. of students proposed to be admitted:

(xi) Name and Addresses of the Colleges in town/neighborhood towns where subject/s and level for which temporary extension of affiliation is being sought, is already being taught:

**MANAGEMENT:-**

(i) Constitution & Composition of the Governing Body:

(ii) Name and addresses of the Office Bearers:

(iii) Whether the Principal is ex-officio member on its Governing Body? | Yes/No

(iv) Whether the 2/3 representatives of teachers are on its Governing Body?( Three representative of the teachers are required , if the number of members of the Governing Body exceeds to 15) | Yes/No

(v) Last date when election of representative of teachers was held as required under Chapter VIII(E), Regulation 8.1, P.U. Calendar Vol.- I of 2007:

**BUILDING**

(i) Total number of class room:

(ii) Class room/s required to accommodate students of new subject/class:

(iii) Whether the College has additional room/s?

(iv) Whether adequate and suitable furniture is available for additional students?

## **LIBRARY**

(i)	Is the library open access or restricted access?	Open /Restricted
(ii)	Is the library catalogued, issue/return computerized?	Yes/No
(iii)	Is the library staff as per PU Norms	Yes /No
(iv)	Books available on the subject for which temporary extension of affiliation is being sought (list of books with full particulars, i.e. name of Author, Title, Name of Publisher, year of Publication, etc. is to be supplied).	
(v)	Amount already spent on the books :	
(vi)	Additional amount the College is required to spend for purchase of more books on the subject:	
(vii)	Amount proposed to be spent by the College:	

## **STAFF**

<b>A. Teaching Staff :</b>		
(i)	Has the Standing Advisory Council consisting of five (or more) Senior Professors, as required by Regulation 19 been appointed to ensure smooth and efficient College administration?	
(ii)	Does the college possess adequate staff consistent with its enrolment? If it is a co-educational institution, is there one lady teacher for every 50 women students?	
(iii)	(a) Total number of Lecturers.	
	(b) Are the members of the Teaching Staff being paid their salaries according to the revised U.G.C. grades?	
(iv)	Number of students on the rolls. (Class-wise).	
(v)	Teacher-pupil ratio, if below the standard 1:16 in case of Training Colleges and <b>1:20</b> in case of other colleges. What steps does the college propose to take to appoint more teachers?	
(vi)	Is the staff stable and permanent? Attach a list of changes in the staff made during the last three years? (List of members of the present staff with their qualifications, division to be indicated in each examination, grade and salaries may be attached). It should be subject-wise.	
(vii)	Are the members of the staff assigned teaching periods per week, as per University rules? ( <b>Appendix III, copy is attached herewith for ready reference</b> ).	
(viii)	Is any member of the staff overworked? (A statement showing the number of periods per week assigned to each lecturer may be attached).	
(ix)	At what rate is the Dearness allowance being paid to staff?	
(x)	Names of Lecturers, who do not reside at the college station?	

### **Scale of Pay:-**

Whether the College is paying salaries to the teaching/ academic staff of the institution (including part-time staff) in scale of pay as per UGC/University norms (revised from time to time), through account payee cheque/as per advice into the bank account of employee specially opened for the purpose duly reflected in the bank statement of employee. **(If yes, attach certified copies of the both the said cheque/advice and the bank statement)**

**Service and Conduct Rules for teachers (copy of rules and regulation of the Panjab University, Chandigarh is attached herewith as APPENDIX-II for ready reference)**

(i)	Are the services and conduct rules for teachers of non-Govt. colleges enforced, properly?	Yes/No
(ii)	Have the teachers filled in the agreement forms as prescribed by the University?	Yes/No
(iii)	How many lecturers were confirmed after one year's probation period?	
(iv)	In how many cases was the probation period extended?	
(v)	In how many cases, the services were terminated?	
(vi)	How many teachers left of their own accord?	
<b>N.B.—The information should be year-wise for the last five years from item No. (iii) to (iv). A separate sheet may be used for this purpose.</b>		
(vii)	The number of lecturers whose termination of services had been challenged by the concerned teachers?	
(viii)	Whether the Provident Fund is being credited to the accounts of the employees as per University Regulations? What is the rate of Provident Fund subscription?	
(ix)	Does the college have Provident Fund scheme for the entire staff?	
(x)	Is the Provident Fund Account separate for each employee?	
(xi)	Whether annual increments are being given to the members of the staff who are eligible for the same?	



<b>B. Non-teaching Staff :</b>		
(i)	Is the non-teaching staff adequate according to the Volume of work and the total number of students in terms of norms laid down by the University under Chapter IX of the Panjab University Cal. Vol. III? <b>(Copy is attached herewith for ready reference)</b>	
(ii)	Are the service and conduct rules for non-teaching staff of non-Govt. colleges enforced properly?	

**SERVICE AND CONDUCT RULES FOR NON-TEACHING STAFF OF NON-GOVT. AFFILIATED COLLEGES (ANNEXURE IV IS ATTACHED HEREWITH FOR READY REFERENCE)**

<b>1.</b>	Whether the College has appointed (i) Ministerial Staff, (ii) Laboratory Technician and Library staff and (iii) Peons, Daftries, Chowkidars, Attendants, etc.									<b>Yes / No</b>
<b>If yes, give the splinting(Appendix Attached)</b>										
<b>Clerk/ Typist</b>	<b>Steno Typist</b>	<b>Lab. Tech.</b>	<b>Office supdt.</b>	Head Clerk/Accountant	Librarian	Assistant Librarians.	Restorer.	Peon , Chokidar , Daftri	Mali and cleaner etc.	
<b>2.</b>	How many employees were confirmed after one year's probation period?									
<b>3.</b>	Whether the College is paying salaries to all the non-teaching staff as per UGC/Punjab Govt./PU norms?									<b>Yes / No</b>
<b>4.</b>	In how many cases was the probation period extended?									
<b>5.</b>	In how many cases, the services were terminated? Nature of penalty be mentioned.									
<b>6.</b>	How many non-teaching employees left of their own accord?									
<b>7.</b>	Whether the Provident Fund is being credited to the accounts of the employees as per University Regulations? What is the rate of Provident Fund subscription?									
<b>8.</b>	Whether annual increments are being given to the members of the staff who are eligible for the same?									<b>Yes / No</b>
<b>9.</b>	Does the College pay salaries to the staff regularly per month?									<b>Yes/No</b>
<b>10.</b>	Does the College maintain the service books of non-teaching employees?									<b>Yes/No</b>
<b>11.</b>	Does the College maintain the annual confidential report in respect of the non-teaching employees.									<b>Yes / No</b>
<b>12.</b>	Whether the leaves to Non-teaching staff is being granted as per Punjab Govt./PU norms?									<b>Yes/No</b>

**FINANCIAL RESOURCES**

To meet the recurring and non-recurring expenditure on the proposed expansion:

- (i) Year –wise proposed income from all resources:
- (ii) Year –wise expected expenditure to meet requirements of (Building, Furniture, Equipment and on payment of salaries to the additional staff :
- (iii) How does the College propose to meet the deficit?

**MISCELLANEOUS:-**

Are there some enquiries/complaints pending against the College:

Have the College implemented various decisions/instructions given by the University?

**PART-II**

**(ONLY FOR SCIENCE SUBJECT TO BE SUBMITTED ALONGWITH PART -I)**

**LABORATORIES:**

(i)	The College has a gas plant? If yes, does it meet the requirements of science subject?	Yes/No Yes/No
(ii)	The College has its own distilling plant for B.Sc. Classes:	Yes/No
(iii)	Dimension of the laboratory required as per Norms laid down by the Syndicate:	

**a) PHYSICS**

- b) Number of Junior Laboratories:
- c) Number of Senior Laboratories:
- d) Workshop Yes/ No
- e) Dark room Yes/No
- f) Store room Yes/No
- g) Are the College Laboratories in Physics Properly equipped for new course? Yes/No

If no, what are the deficiencies?

**b) CHEMISTRY:-**

- (i) Number of Junior Laboratories:
- (ii) Number of Senior Laboratories:
- (iii) Workshop Yes/ No
- (iv) Dark room Yes/No
- (v) Store room Yes/No
- (vi) Are the College Laboratories in Chemistry Properly equipped for new course? Yes/No

If no, what are the deficiencies?

**c) BOTANY**

- (i) Number of Junior Laboratories:
- (ii) Number of Senior Laboratories:
- (iii) Workshop Yes/ No
- (iv) Dark room Yes/No
- (v) Store room Yes/No
- (vi) Are the College Laboratories in Botany Properly equipped for new course? Yes/No

If no, what are the deficiencies?

**d) ZOOLOGY**

- (i) Number of Junior Laboratories:
- (ii) Number of Senior Laboratories:
- (iii) Workshop Yes/ No
- (iv) Dark room Yes/No
- (v) Store room Yes/No
- (vi) Are the College Laboratories in Zoology Properly equipped for new course?: Yes/No

If no, what are the deficiencies?

**e) GEOLOGY**

- (vii) Number of Junior Laboratories:
- (viii) Number of Senior Laboratories:
- (ix) Workshop Yes/ No
- (x) Dark room Yes/No
- (xi) Store room Yes/No
- (xii) Are the College Laboratories in Geology Properly equipped for new course?: Yes/No

If no, what are the deficiencies?

**f) Home Science:**

- |       |  |         |
|-------|--|---------|
| (i)   | Food Laboratory  | Yes/ No |
| (ii)  | Home Management Laboratory   | Yes/No  |
| (iii) | Clothing & Laundry Laboratory  | Yes/No  |
| (iv)  | Are the College laboratories in Home Science properly equipped for new course? | Yes/No  |

**If no, what are the deficiencies?**

**g)Bio-technology/Bio-informatics**

- |        |  |         |
|--------|--|---------|
| (i)    | Laboratories   | Yes/ No |
| (ii)   | Laminar Flow (Two) one each for first and second year  | Yes/No  |
| (iii)  | UV-Tran illuminator  | Yes/No  |
| (iv)   | PCR-Machine  | Yes/No  |
| (v)    | Spectrophotometer  | Yes/ No |
| (vi)   | Photo-Microscope   | Yes/No  |
| (vii)  | Compound Microscope  | Yes/No  |
| (viii) | Gel doc System   | Yes/No  |
| (ix)   | Shaker Incubator   | Yes/ No |
| (x)    | CO <sub>2</sub> Incubator  | Yes/No  |
| (xi)   | Cryogenic Freezer  | Yes/No  |
| (xii)  | Autoclave  | Yes/No  |
| (xiii) | Minor Equipments i.e. Electronic Balance etc.  | Yes/ No |
| (xiv)  | Are the college laboratories in Biotechnology /Bioinformatics properly equipped with for new course? | Yes /No |

If no, what are the deficiencies?

**h) COMPUTER SCIENCE:**

- (i) Number of Computer Labs. :
  - (ii) Total number of computer in labs. :
  - (iii) Total number of printers in labs. :
  - (iv) Total number of servers and specification. :
  - (v) Networking (Networking details) :
  - (vi) Internet speed/access :
  - (vii) Licensed software available :
  - (viii) Are the college laboratories in Computer Science properly equipped for new course/Unit? : Yes/No
- If no, what are the deficiencies?

**General Report /Requirement about Laboratories:**

- (i) Has the college purchased apparatus, Chemicals etc. in the Science subjects as per list approved by the University? :
- (ii) How much amount the College has spent on purchase of apparatus for different Science, subject during the last 3 years(Year -wise, subject wise information be provided) :

**OBSERVATIONS OF THE INSPECTION COMMITTEE/DEFICIENCIES IDENTIFIED:**

1. Is adequate number of books available for starting the new subject/course? Yes/No

If No:

(i) The approximate amount required to be spent on Books.

(ii) Percentage deficiency in terms of books:

2. (a) Is adequate staff available for starting the new course? Yes/No

i) %age deficiency in terms of staff : \_\_\_\_\_

(b) (i) Scale of salary is being paid to the existing faculty  
**(The salary statements from the salary register for the last 12 months duly certified by the Principal of the College and countersigned by the chairman/President/Secretary/General Secretary).** \_\_\_\_\_

**(ii) Scales to be paid to the new faculty to be appointed** \_\_\_\_\_

iii) Additional posts the college is required to fill up before starting the course: \_\_\_\_\_

3. Is infrastructure available in terms of class rooms/laboratories/ equipments sufficient? Yes/No

If No:

i) **%age deficiency in terms of infrastructure:**

ii) Additional infrastructure required to be added before starting the new course:

Recommendations of the Committee (Either 1, 2 or 3; Strike out whichever is not applicable):

i) The proposed extension of affiliation be granted for \_\_\_\_\_ (name of the subject) with maximum number of students the College is allowed to admit \_\_\_\_\_.

**OR**

ii) The Proposed extension of affiliation of extension in \_\_\_\_\_ be not granted.

**OR**

iii) The Proposed extension of affiliation in \_\_\_\_\_ (name of the subject/course) be granted for admitting \_\_\_\_\_ students, only if the College fulfilled the following conditions/requirements by \_\_\_\_\_ (date) and submit the proof of having fulfilled the requirement:

Whether **re-visit** of Inspection Committee is needed (Justify): Yes/No

**Name & Signature of the Committee Members:**

Name Signature

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**The information to be supplied to the Chairman of the Committee by the College authorities:**

1. Details of Funds (Endowment, others, as approved by the University):
2. Dimensions of Laboratories as approved by the University:
3. List of equipment, chemicals, etc:
4. Teacher-taught ratio in:
  - i) Science
  - ii) Arts
5. Teacher's workload as approved by the University:
6. List of books/copy of syllabus in the relevant subject:
7. Details of enquiries/complaints pending against the college and instructions given by the University: