

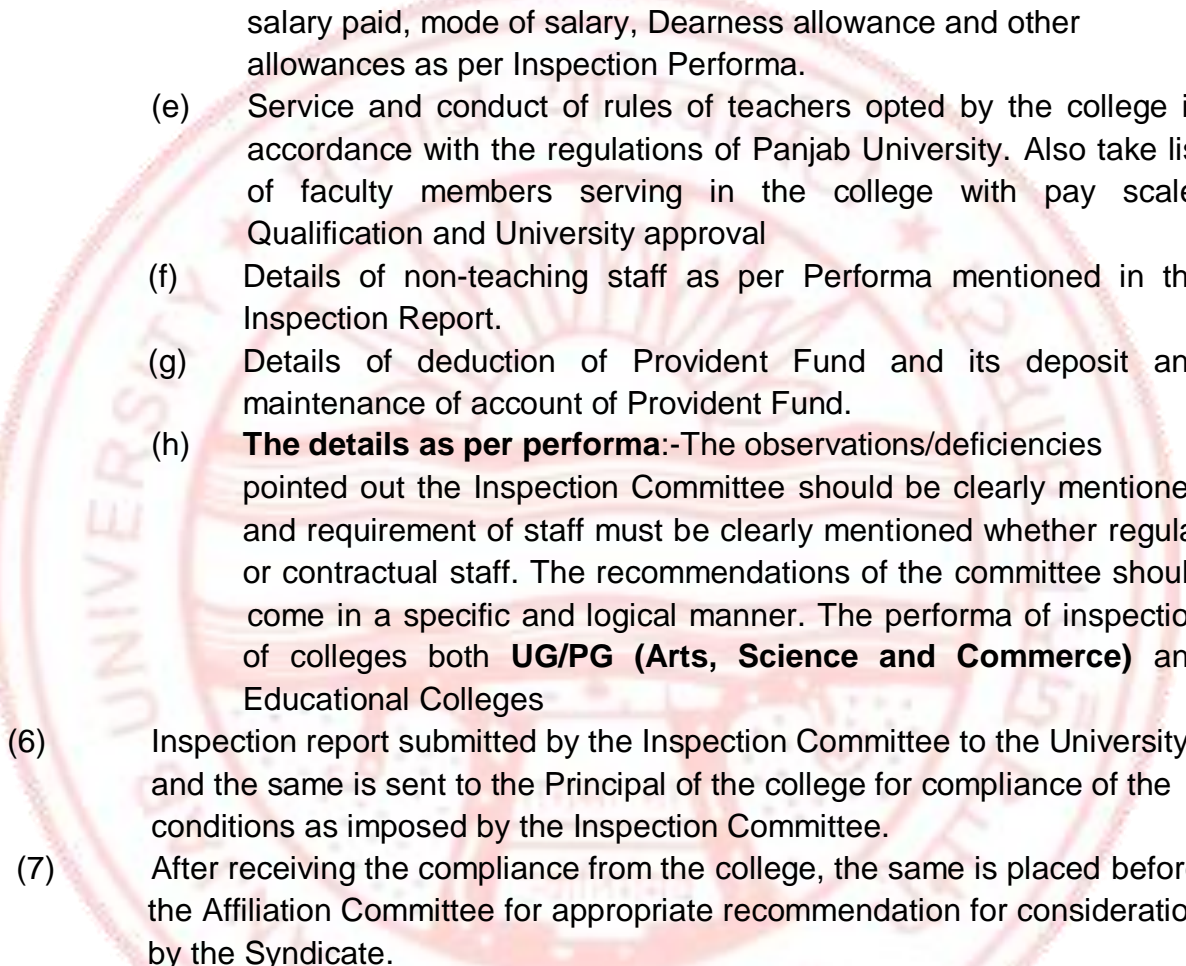
Subject: Guidelines for carrying out Inspection related to Grant of Temporary Affiliation/Extension of Affiliation for the Courses/Subjects to the Affiliated Colleges.

**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.

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- (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/**PERMANENT** AFFILIATION IN **B.Ed. /M.Ed. COURSES.**

**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)
  - a. Name of the College:\_\_\_\_\_
  - b. Phone No. \_\_\_\_\_(O) E-Mail ID:\_\_\_\_\_
  - c. Web-site:\_\_\_\_\_
  - d. **Whether the college is accredited by NAAC? If yes, please attach the certified copy of NAAC Certificate** Yes/No
- e. **Date of Inspection**\_\_\_\_\_.
- f. **Member of the Inspection Committee, who visited the College:**
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
- g. **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.

**PART -I**

<b>Sr. No.</b>	<b>Name of the course(as per NCTE) run by the College</b>	<b>Sanctioned strength with no. of units at present</b>	<b>Admitted students</b>	<b>Proposed no. of units with no. of students as per revised NCTE Norms-2014</b>
1.	B.Ed.			
2.	M.Ed.			
3.	B.Ed. (Special Education)			
4.	M.Ed.(Special Education)			
5.	B.El.Ed.			
6.	D.El.Ed./E.T.T.			
7.	N.T.T.			
8.	Others			

1.	Status of the College	Whether <b>PERMANENT or TEMPORARY</b> affiliated to P.U.	
2.	Status of the courses run by the College	<b>Name of the course</b>	<b>Permanent or Temporary</b>
3.	Establishment year of the College		
4.	course/s for which temporary extension of affiliation/permanent affiliation is sought		
5.	Academic year from which temporary extension of affiliation is sought:		
6.	No. of students proposed to be admitted:		
7.	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:		

**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?	
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### **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/NCTE 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 Faculty, 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 Asst. Professor/Associate Professor/Professor(Including Principal).	
	(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 1:20 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 NCTE/ 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/NCTE 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**

(i)	Are the services and conduct rules for teachers of non-Govt. colleges observed, 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>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>(copies are 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**

<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>										
<i>Clerk/Typist</i>	<i>Steno Typist</i>	<i>Lab. Tech</i>	<i>Office supdt</i>	Head Clerk/Accountant	Librarian	Assistant Librarians.	Restorer.	<i>Peon , Chokidar , Daftri</i>	<i>Mali and cleaner etc.</i>	
<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>

**PART-II**

**(For B.ED. COURSE (ONLY)- Maximum of Two Units only. The duration of the course shall be two academic years)**

**1. STAFF**

**(I) ACADEMIC AND TEACHING STAFF FOR TWO BASIC WITH TWO BASIC UNITS\* OF 50 STUDENTS EACH i.e. total student strength of 200 students) AS PER NCTE NORMS)**

*\* One Basic Unit-50 Students*

1.	Whether the College has appointed <b>one full-time Principal /Head on regular basis as per NCTE/UGC/PU norms</b> duly approved by the University? If yes, attach the photocopy of the approval letter	Yes/No
(i)	If no, does the College function through officiating Principal. If yes, since how long?	Yes/No
(ii)	Has the necessary permission been sought from the University?	Yes/No
(iii)	Has the University accorded permission, if yes, attach the proof.	Yes/No
2.	Whether the College has appointed full-time <b>fifteen Lecturers/Asst. Professors on regular basis as per NCTE/UGC/PU norms</b> approved by the University in the following different curricular areas written as under (If yes, attach the photocopies of their approval letters)	Yes/No
(i)	<b>Perspective in Education - 4</b>	Yes/No
(ii)	<b>Pedagogy subjects (Maths, Science, Social Science, Language) - 8</b>	Yes/No
(iii)	Health and Physical Education - 1	Yes/No
(iv)	Fine Arts - 1	Yes/No
(v)	<b>Performing Arts (Music/ Dance /Theatre) - 1</b>	Yes/No
	<b><u>(If no, the number of additional teachers the college is required to appoint as per NCTE/PU norms.)</u></b>	

**Note:-**

- (i) **The maximum intake of students in the College is two basic units only (One Unit-50 Students).**
- (ii) The faculty positions listed under different subject categories may teach course(s) in the Teacher Education Programme across curricular areas specified, and can cater to both foundation and pedagogy course(s). **If the student strength for two years is one hundred (with one basic unit) only, the number of faculty shall be reduced to 8.**



- (iii) Appointment of teachers shall be such as to ensure the availability of expertise of teaching all foundation and methodology courses.

**(II) Administration and Professional Staff:-**

a)	Whether the College has <b>appointed a regular Librarian</b> as per NCTE /UGC/PU norms (If yes, attach an attested photocopy of the approval letter).	Yes/No
b)	Whether the College has appointed one full-time and regular Lab Assistant?	Yes/No
c)	Whether the College has appointed one full-time and regular Office-cum-Account Assistant?	Yes/No
d)	Whether the College has appointed one full-time and regular Office Assistant-cum - computer operator?	Yes/No
e)	Whether the College has appointed one full-time and regular Store-Keeper?	Yes/No
f)	Whether the College has appointed one full-time and regular Technical Assistant / computer assistant?	Yes/No
g)	Whether the College has appointed one Lab Attendants/Helpers/Support staff	Yes/No
Whether the supporting staff is being paid salary as per the UGC/State Govt./Central Govt. Pay Structure?(if yes, <b>attach an attested documentary proof of the same.</b>		Yes/No
<b>Terms and conditions of Service:</b>		<b>The terms and conditions of service of teaching and non teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the state Government/Affiliating Body.</b>
<b>2. INFRASTRUCTURE</b>		
(i)	Whether the institution possesses <b>2500 sq mts</b> (two thousand five hundred square meters) of exclusive well demarcated land <b>for the initial intake of fifty students</b> out of which 1500 sq mts (one thousand five hundred square meters) shall be the built up area and the remaining space for lawns, playfields etc.	Yes/No
(ii)	Whether the College possess additional land of 500 sqm. (Five hundred square meters) for an additional intake of one hundred students or part there of it shall. For an annual intake beyond two hundred and upto three hundred, it shall possess land of 3500 sqm. (Three thousand five hundred square meters).	Yes/No
<i>(For the institutions established prior to this Regulations, for an additional intake of one hundred students, built up area is to be increased by 500 sqm (five hundred square meters) and the requirement of additional land may not apply to them.)</i>		
Additional intake of one unit of B.Ed. will require additional built up area of 500 sqm. (five hundred square meters)		Yes /No

<b>3. FACILITIES (whether institute has the following facilities )</b>		
(a)	<b>One Classroom for every 50 students</b>	Yes/No
(b)	Multipurpose Hall with seating capacity of 200 and a dias (2000 sq. ft),	Yes/No
(c)	<b>Library –cum-Reading Room with seating capacity for at least fifty percent students equipped with minimum 1000 titles and 3000 books</b> including text and reference books relevant to the course of study, educational encyclopaedias, yearbooks, electronic publications (CD ROMs), online resources, and minimum five referred journals on education, and subscription to five others in related disciplines.	Yes/No
(d)	ICT Resource Centre with hardware and software including computers, internet, TV, Camera, ICT equipment like ROT(Receive only terminal), SIT (Satellite Interlinking Terminal) etc.	Yes/No
(e)	<b>Curriculum Laboratory with materials and resources relating to different areas of school curriculum.</b>	Yes/No
(f)	Psychology Resource Centre	Yes/No
(g)	Fully Furnished Art and Craft Resource Centre	Yes/No
(h)	Health and Physical Education Resource Centre( <b>including Yoga Education</b> )	Yes/No
(i)	Principal’s Office	Yes/No
(j)	Staff Room	Yes/No
(k)	Administrative Office	Yes/No
(l)	Visitors Room	Yes/No
(m)	Separate Common Room for male and female students	Yes/No
(n)	Seminar Room	Yes/No
(o)	Canteen	Yes/No
(p)	Separate Toilet facility for male and female students, for staff, and for PWD	Yes/No
(q)	Parking Space	Yes/No
( r )	Store Rooms (Two)	Yes/No
(s)	Multipurpose Playfield	Yes/No
(t)	Open space for Additional Accommodation	Yes/No
(u)	<b>Safeguard against fire hazard be provided in all parts of building.</b>	Yes/No
(v)	<b>Whether Institutions campus, buildings, furniture etc. is barrier free</b>	Yes/No

(x)	<b>Hostel for male and female students separately</b>	Yes/No
(y)	<b>Simple musical instruments such as harmonium, table, manjira and other indigenous instruments.</b>	Yes/No

**PART-III**

**(FOR M.ED. COURSE- ONE BASIC UNIT OF 50 STUDENTS. The duration of the course shall be two academic years)**

**1. STAFF**

**(I) ACADEMIC/TEACHING FOR M.ED. COURSE (50 SEATS, 1 UNIT)**

***The faculty –student ratio for a two year programme for 100 students shall be 1:10.***

1.	Whether the College has <b>appointed two full time Professors as per NCTE/UGC /PU norms.(if yes, attach the photocopy of the University approval letter.</b>	Yes /No
2.	Whether the College <b>has appointed two full time Readers/Associate Professors as per NCTE/UGC /PU norms. (If yes, attach the photocopy of their approval letter).</b>	Yes /No
3.	Whether the College has <b>appointed six full time Lecturers/Assistant Professors as per NCTE/UGC /PU norms. (If yes, attach the photocopy of their approval letter).</b>	Yes /No

**(II) TECHNICAL STAFF AND SUPPORTING STAFF**

1.	Whether the College has appointed <b>One full time Librarian as per PU/NCTE/UGC norms?</b>	Yes /No
2.	Whether the College has appointed <b>One full time Office Manager?</b>	Yes /No
2.	Whether the College has appointed <b>One full time IT Executive /Maintenance Staff?</b>	Yes /No
3.	Whether the College has appointed <b>One full time Library Assistant or Resource Centre Coordinator?</b>	Yes /No
4.	Whether the College has appointed <b>Two full time Office Assistants?</b>	Yes /No

<b>Terms and conditions of Service:</b>	<i>The terms and conditions of service of teaching and non teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the state Government/Affiliating Body.</i>
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**(III) EQUIPMENTS AND MATERIALS**

<b><u>Whether the College has library having the following facilities:-</u></b>		
(i)	Minimum of 1000 relevant titles (with multiple copies of relevant textbooks) including reference books to all courses of study, readings and literature related with the approaches delineated in the M.Ed. Programme)	Yes / No
(ii)	Educational Encyclopedias	Yes / No
(iii)	Electronic Publications(CD ROMs) including online resources	Yes / No
(iv)	Five Professional referred research journals including one international publication	Yes / No
(v)	Library Resources including books and journals published by NCTE, NCERT and library.	Yes / No
(vi)	Photocopying facility and computer with internet facility for the use of faculty and students.	Yes / No
2.	Whether the College has <b>maintained an exclusive resource centre-cum-department library</b> with variety of resources and materials to design and choose activities for teaching and learning ; of relevant texts, copies of policy documents and commission reports; relevant curriculum documents such as NCF, NCFTE, research reports, reports of surveys (national and state level), district and state level data, teachers handbooks, books and journals relevant for course readings, field reports, reports of research seminars undertaken by students, AUDIO VISUAL EQUIPMENTS- TV, DVD PLAYER, LCD PROJECTOR, FILMS(Documentaries, children's films, other films of social concerns/issues of conflict, films of education), camera and other recording devices and desirably ROT (Satellite receive only terminal) and SIT (Satellite Interactive Terminal)	Yes / No

3. **Managing Committee:-** Whether the college has Managing committee as per rules of the Panjab University/Concerned State Govt., if any, in the absence of such rules, the institution shall constitute the Managing Committee on its own. The committee shall comprise of sponsoring Society/Trust, Educationists, Physical Education experts, representative of the affiliating University and of the staff.

(i)	Constitution & Composition of the Governing Body(please attach an attested copy).	
(ii)	Name and addresses of the Office Bearers :( please attach the list duly attested).	
(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:	

**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) Deficiency in terms of books:	
2.	(a) Is adequate staff available for starting the new course?	Yes/No
	(i) Deficiency in terms of staff :	_____
	(ii) Scale of salary being paid to the existing faculty <b>(The copy of the statement 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).</b>	_____
	(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) <b>%age deficiency in terms of infrastructure:</b>	
	ii) Additional infrastructure required to be added before starting the new course:	

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

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

**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:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**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:
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: