

**PROFORMA FOR INSPECTION OF COLLEGES OF EDUCATION FOR ESTABLISHMENT OF  
NEW COLLEGE/ CONTINUATION OF PROVISIONAL AFFILIATION AND ADMITTANCE TO  
PERMANENT AFFILIATION (B.Ed.)**

Name of the College/Institute: \_\_\_\_\_

Complete Postal Address: \_\_\_\_\_

Telephone/FAX/E-Mail and Website \_\_\_\_\_

Name and PAN of the Society/Institution: \_\_\_\_\_

Date on which provisional affiliation granted: \_\_\_\_\_

Courses and seats for which affiliation is/was granted by:

**A. University** Course \_\_\_\_\_ intake \_\_\_\_\_ course \_\_\_\_\_ intake \_\_\_\_\_

**B. Other bodies\*\*\*** Course \_\_\_\_\_ intake \_\_\_\_\_ course \_\_\_\_\_ intake \_\_\_\_\_

**C. Bodies other than N.C.T.E.\*\*\*\*** Course \_\_\_\_\_ intake \_\_\_\_\_ course \_\_\_\_\_ intake \_\_\_\_\_

		Description (requirement)	Required for 100 seats (one unit)	Available	Max. Marks	Marks secured
<b>A</b>	<b>I</b>	<b>Teaching Staff (Please see Note-I)</b>				
		Principal	1		8	
		Lecturer	7(14*)		35	
	<b>II</b>	<b>Administrative Staff(Please See Note-1)</b>				
		i) Librarian	1		2	
		ii) Technical Asstt./Computer Operator	1		1	
		iii) Office-cum-Account Assistant/ Clerk-cum-Typist	1		1	
		iv) Attendant (Lib/Lab) <sup>@</sup>	1 or 2		1 or 2	
		v) Safai Karamchari	1		1	
		vi) Peon	1		1	

\* Two and half marks for each teacher when seats are 200 and further reducing downward proportionately.

\*\*\* Course approved by NCTE but examining body is different e.g. D.Ed.

\*\*\*\* course approved by AICTE, CBSE, Haryana Board etc.

@ In case if there is no qualified Librarian, one Library Attendant may be appointed in addition to Laboratory Attendant for which one mark shall be awarded.

<b>B</b>		<b>INFRASTRUCTURE &amp; AMENITIES(Please See Note-2)</b>				
	i)	Land 2500 Sq. Mts. & Building 1500 Sq.Mts.(title in the name of Institute/college) a) Additional 500 Sq Mts. For each course and 500 sq. mts. built up area for additional seats.			7	
	ii)	Class Rooms of adequate space (500 sq. ft. each with concrete flooring/concrete slab/ceiling etc. ) a) and multiple for each course of one year in addition as well for additional seats.	2		4	
	iii)	Multipurpose Hall for 200 persons (2000 sq.ft) well furnished	1		3	
		Tutorial Room (300 sq. ft.)	2		2	
		Principal's Room (15x20 Sq.ft)	1		1	
		Staff room (15 x 20 Sq. Ft)	1		1	
		Administrative Office (15 x 20 Sq.ft)	1		1	
		Play Ground			1	
	i)	Separate Common Rooms for boys/girls	-		1	
	ii)	Hostel facility	-		1	
	iii)	Safe Drinking Water	-		1	
	iv)	Toilets-Separate for Male/Female Staff and students	-		1	
	v)	Canteen	-		1	
<b>C</b>		<b>Academic Requirements (Please see note 3 &amp; 4)</b>				
I	i)	Library with 3000 books including prescribed list with addition of 200 titles/books per year			7	
	ii)	Journals with continuous acquisition	6		3	
	iii)	Photocopy facilities in the Library	1		1	
	iv)	Internet in Computer Lab & Library	-		1	
	v)	Magazines and 5 news papers			2	
II	i)	Science Laboratory(300 Sq. ft. furnished)including multiple sets of Science apparatus and 10 Models	1		3	
	ii)	Psychology Lab. (300 Sq. ft. furnished) with 10 tests and 5 equipments	1		3	
	iii)	Educational Technology Lab (300 Sq. ft. furnished) with 5 computers with software, 2 printers, Colour TV , Camera, LCD Projector		With 0.5 marks for every article mentioned	5	

(A) Teaching & Non Teaching staff =50, (B) Infrastructure & Amenities=25 , (C) Academic Requirements =25

Marks obtained = \_\_\_\_\_

%age of Marks \_\_\_\_\_

Separately

Overall Category: As per Note 5 & 10 :-

Convener

Member

Member

**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 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 NCTE qualifications. 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 proforma 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 NCTE courses including schools and courses of Technical Education. The college shall be on the same land & building on which NCTE has granted them recognition. Intkal (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by NCTE.
3. The books purchased in the library should be with a minimum three thousand books (there shall not be more than five copies on any one title) besides text and reference books related to all courses of study. The Library must have educational encyclopedias, electronic publications (CD ROMs) and minimum six professional research journals of which at least one shall be an international publication. Library resources will include books and journals published and recommended by NCTE. There shall also be provision of space for reading and reference in the library that can accommodate at least ten persons at a time. At least two hundred quality books will be added in the library every year. 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.Ed course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Ed. 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.com](http://www.mdurohtak.com))
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'