

ANNEXURE-

DRAFT PERFORMA FOR INSPECTION OF COLLEGES OF ENGINEERING AND
TECHNOLOGY (B. Architecture Course)

1. Name of the proposed /Existing College: _____
2. Year of Establishment: _____
3. Date of inspection _____
4. Address: _____

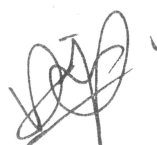
5. Type of College, Whether Govt./Aided/S.F.S/
Minority: _____
6. Telephone/Mobile No.: _____
7. Fax/Website : _____
8. E-mail Address: _____
9. TAN of the College: _____

11. Name of Society/Trust, under which College
is running/being established: _____

12. The specific term and constitution of the G-Body: _____
13. PAN of the Society: _____
10. Courses and Seats for which
affiliation is to be granted:

| | | | |
|--------|--------|--------|--------|
| Course | Intake | Course | Intake |
| Course | Intake | Course | Intake |

(Note:- Attached Proof in support of above points.)



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:
(Please enclose photocopy) _____
- (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 Uni. _____

- (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: _____

AKB:

100 point scale for Evaluation of Schools based on Minimum Standards

The following marking system would be adopted with reference to above detailing based on minimum standards for Architectural Education 2008, as prescribed by COA.

A: NEW INSTITUTIONS

| SCORE SHEET | | | | | |
|-------------|--|-----------|----------|-----------|-------|
| Sr. | Description | Weightage | Required | Available | Score |
| A | SPACE (Max 100) | | | | |
| 1 | Studios | | | | |
| | Required no. | 15 | | | |
| | Gross Area Sq.M. | 20 | | | |
| 2 | Labs & Workshop | 10 | | | |
| 3 | Library | 10 | | | |
| 4 | Principal | 5 | | | |
| 5 | Admin area | 5 | | | |
| 6 | Staff rooms | 5 | | | |
| 7 | Lecture rooms & AV room | 15 | | | |
| 8 | Matl Museum – Yes 5 No 0 | 5 | | | |
| 9 | Toilets, Corridors, Lobbies, Parking etc. <i>Adequacy to be judged by the experts</i> | 10 | | | |
| | TOTAL | 100 | | | |
| | <i>For Nos 2-7 Score shall be on gross area</i> | | | | |
| | | | | | |
| Sr. | Description | Weightage | Required | Available | Score |
| B | STAFF - TEACHING (Max 100) | | | | |
| 1 | Required number with basic qualifications | 70 | | | |
| 2 | Principal with qualifications and experience | 30 | | | |
| | TOTAL | 100 | | | |
| | | | | | |
| Sr. | Description | Weightage | Required | Available | Score |
| C | STAFF - NON TEACHING (Max 100) | | | | |
| 1 | Adequate Library staff | 20 | | | |
| 2 | Adequate Admin staff | 30 | | | |
| 3 | Adequate accounts staff | 20 | | | |
| 4 | Adequate class IV employees <i>Adequacy to be judged by the experts</i> | 10 | | | |
| 5 | Campus maintenance arrangements <i>Adequacy to be judged by the experts</i> | 5 | | | |
| 6 | Security personnel <i>Adequacy to be judged by the experts</i> | 5 | | | |
| 7 | Skills up-gradation initiative <i>Adequacy to be judged by the experts</i> | 5 | | | |
| 8 | Group and medical insurance <i>Adequacy to be judged by the experts</i> | 5 | | | |
| | TOTAL | 100 | | | |
| | | | | | |

| Sr. | Description | Weightage | Required | Available | Score |
|-----|---|------------|----------|-----------|-------|
| D | BOOKS, FURNITURE, EQUIPMENT, COMPUTERS | | | | |
| 1 | Titles | 30 | | | |
| 2 | Volumes | 20 | | | |
| 3 | Workstations & Lockers in studio (Table space for Board + model) <i>Adequacy to be judged by the experts</i> | 15 | | | |
| 4 | Workstations & Lockers in faculty room <i>Adequacy to be judged by the experts</i> | 5 | | | |
| 5 | Lab equipment - Surveying, climatology, materials testing, services, models, <i>Adequacy to be judged by the experts</i> | 10 | | | |
| 6 | Number of computers with software | 10 | | | |
| 7 | Digital Aids, Printing and scanning equipment <i>Adequacy to be judged by the experts</i> | 10 | | | |
| | TOTAL | 100 | | | |

B. EXISTING INSTITUTIONS:

| | SCORE SHEET | | | | |
|-----|---|------------|----------|-----------|-------|
| Sr. | Description | Weight age | Required | Available | Score |
| A | SPACE (Max 100) | | | | |
| 1 | Studios Reqd no. Gross Area Sqm | 15 15 | | | |
| 2 | labs & workshop | 10 | | | |
| 3 | Library | 10 | | | |
| 4 | Principal and Admin area | 5 | | | |
| 5 | Computer centre | 5 | | | |
| 6 | Staff rooms | 5 | | | |
| 7 | Lecture rooms & AV room | 15 | | | |
| 8 | Material Museum & Resource Centre (If yes 2.5 marks each) | 5 | | | |
| 9 | Toilets, Girls' Common room, NASA Room, Students Activity Center (2 each) <i>Adequacy to be judged by the experts</i> | 10 | | | |
| 10 | Construction Yard and Art court | 5 | | | |
| | TOTAL | 100 | | | |
| | For nos 2-7 Gross area in SqM | | | | |
| | | | | | |
| Sr. | Description | Weight age | Required | Available | Score |
| B | STAFF - TEACHING (Max 100) | | | | |
| 1 | Required number with basic qualifications | 30 | | | |
| 2 | Principal with qualifications and experience | 5 | | | |
| 3 | Minimum 50% of fulltime teachers are regular | 10 | | | |
| 4 | Professors | 8 | | | |
| 5 | Associate Professors | 7 | | | |
| 6 | Assistant Professors | 10 | | | |
| 7 | Senior Research Associates | 5 | | | |
| 8 | Junior Research Associates | 5 | | | |
| 9 | Research Fellows | 5 | | | |
| 10 | Post Doctoral Associates | 5 | | | |
| 11 | Visiting Professors | 5 | | | |
| 12 | Visiting Associate Professors | 5 | | | |
| 13 | Visiting Assistant Professors | 5 | | | |
| 14 | Visiting Research Associates | 5 | | | |
| 15 | Visiting Research Fellows | 5 | | | |
| 16 | Visiting Post Doctoral Associates | 5 | | | |
| 17 | Visiting Senior Research Associates | 5 | | | |
| 18 | Visiting Junior Research Associates | 5 | | | |
| 19 | Visiting Research Fellows | 5 | | | |
| 20 | Visiting Post Doctoral Associates | 5 | | | |
| 21 | Visiting Senior Research Associates | 5 | | | |
| 22 | Visiting Junior Research Associates | 5 | | | |
| 23 | Visiting Research Fellows | 5 | | | |
| 24 | Visiting Post Doctoral Associates | 5 | | | |
| 25 | Visiting Senior Research Associates | 5 | | | |
| 26 | Visiting Junior Research Associates | 5 | | | |
| 27 | Visiting Research Fellows | 5 | | | |
| 28 | Visiting Post Doctoral Associates | 5 | | | |
| 29 | Visiting Senior Research Associates | 5 | | | |
| 30 | Visiting Junior Research Associates | 5 | | | |
| 31 | Visiting Research Fellows | 5 | | | |
| 32 | Visiting Post Doctoral Associates | 5 | | | |
| 33 | Visiting Senior Research Associates | 5 | | | |
| 34 | Visiting Junior Research Associates | 5 | | | |
| 35 | Visiting Research Fellows | 5 | | | |
| 36 | Visiting Post Doctoral Associates | 5 | | | |
| 37 | Visiting Senior Research Associates | 5 | | | |
| 38 | Visiting Junior Research Associates | 5 | | | |
| 39 | Visiting Research Fellows | 5 | | | |
| 40 | Visiting Post Doctoral Associates | 5 | | | |
| 41 | Visiting Senior Research Associates | 5 | | | |
| 42 | Visiting Junior Research Associates | 5 | | | |
| 43 | Visiting Research Fellows | 5 | | | |
| 44 | Visiting Post Doctoral Associates | 5 | | | |
| 45 | Visiting Senior Research Associates | 5 | | | |
| 46 | Visiting Junior Research Associates | 5 | | | |
| 47 | Visiting Research Fellows | 5 | | | |
| 48 | Visiting Post Doctoral Associates | 5 | | | |
| 49 | Visiting Senior Research Associates | 5 | | | |
| 50 | Visiting Junior Research Associates | 5 | | | |
| 51 | Visiting Research Fellows | 5 | | | |
| 52 | Visiting Post Doctoral Associates | 5 | | | |
| 53 | Visiting Senior Research Associates | 5 | | | |
| 54 | Visiting Junior Research Associates | 5 | | | |
| 55 | Visiting Research Fellows | 5 | | | |
| 56 | Visiting Post Doctoral Associates | 5 | | | |
| 57 | Visiting Senior Research Associates | 5 | | | |
| 58 | Visiting Junior Research Associates | 5 | | | |
| 59 | Visiting Research Fellows | 5 | | | |
| 60 | Visiting Post Doctoral Associates | 5 | | | |
| 61 | Visiting Senior Research Associates | 5 | | | |
| 62 | Visiting Junior Research Associates | 5 | | | |
| 63 | Visiting Research Fellows | 5 | | | |
| 64 | Visiting Post Doctoral Associates | 5 | | | |
| 65 | Visiting Senior Research Associates | 5 | | | |
| 66 | Visiting Junior Research Associates | 5 | | | |
| 67 | Visiting Research Fellows | 5 | | | |
| 68 | Visiting Post Doctoral Associates | 5 | | | |
| 69 | Visiting Senior Research Associates | 5 | | | |
| 70 | Visiting Junior Research Associates | 5 | | | |
| 71 | Visiting Research Fellows | 5 | | | |
| 72 | Visiting Post Doctoral Associates | 5 | | | |
| 73 | Visiting Senior Research Associates | 5 | | | |
| 74 | Visiting Junior Research Associates | 5 | | | |
| 75 | Visiting Research Fellows | 5 | | | |
| 76 | Visiting Post Doctoral Associates | 5 | | | |
| 77 | Visiting Senior Research Associates | 5 | | | |
| 78 | Visiting Junior Research Associates | 5 | | | |
| 79 | Visiting Research Fellows | 5 | | | |
| 80 | Visiting Post Doctoral Associates | 5 | | | |
| 81 | Visiting Senior Research Associates | 5 | | | |
| 82 | Visiting Junior Research Associates | 5 | | | |
| 83 | Visiting Research Fellows | 5 | | | |
| 84 | Visiting Post Doctoral Associates | 5 | | | |
| 85 | Visiting Senior Research Associates | 5 | | | |
| 86 | Visiting Junior Research Associates | 5 | | | |
| 87 | Visiting Research Fellows | 5 | | | |
| 88 | Visiting Post Doctoral Associates | 5 | | | |
| 89 | Visiting Senior Research Associates | 5 | | | |
| 90 | Visiting Junior Research Associates | 5 | | | |
| 91 | Visiting Research Fellows | 5 | | | |
| 92 | Visiting Post Doctoral Associates | 5 | | | |
| 93 | Visiting Senior Research Associates | 5 | | | |
| 94 | Visiting Junior Research Associates | 5 | | | |
| 95 | Visiting Research Fellows | 5 | | | |
| 96 | Visiting Post Doctoral Associates | 5 | | | |
| 97 | Visiting Senior Research Associates | 5 | | | |
| 98 | Visiting Junior Research Associates | 5 | | | |
| 99 | Visiting Research Fellows | 5 | | | |
| 100 | Visiting Post Doctoral Associates | 5 | | | |

| | | | | | |
|----|---|------------|--|--|--|
| 7 | Visiting faculty for 25% teaching load <i>Adequacy to be judged by the experts</i> | 10 | | | |
| 8 | Adequate faculty for allied fields | 5 | | | |
| 9 | For regular teachers payment as per prevalent scale, DA & Allowances at par <i>Adequacy to be judged by the experts</i> | 10 | | | |
| 10 | Faculty development – QIP / Research / Publications / Sponsorship for PG PhD <i>Adequacy to be judged by the experts</i> | 10 | | | |
| | TOTAL | 100 | | | |

| Sr. | Description | Weight age | Required | Available | Score |
|----------|--|------------|----------|-----------|-------|
| C | STAFF - NON TEACHING (Max 100) | | | | |
| 1 | Qualified Library staff | 20 | | | |
| 2 | Qualified Computer Lab technician & workshop superintendent | 10 | | | |
| 3 | Adequate Admin staff | 20 | | | |
| 4 | Adequate accounts staff | 10 | | | |
| 5 | Adequate class IV employees | 10 | | | |
| 6 | Campus maintenance arrangements <i>Adequacy to be judged by the experts</i> | 5 | | | |
| 7 | Security personnel <i>Adequacy to be judged by the experts</i> | 5 | | | |
| 8 | Implementation of Provident fund as per norms | 10 | | | |
| 9 | Skills up-gradation initiative <i>Adequacy to be judged by the experts</i> | 5 | | | |
| 10 | Group and medical insurance | 5 | | | |
| | TOTAL | 100 | | | |

| Sr. | Description | Weight age | Required | Available | Score |
|----------|--|------------|----------|-----------|-------|
| D | BOOKS, FURNITURE, EQUIPMENT, COMPUTERS | | | | |
| 1 | Titles | 20 | | | |
| 2 | Volumes | 10 | | | |
| 3 | Journals national | 10 | | | |
| 4 | Journals international | 10 | | | |
| 5 | e-library | 5 | | | |
| 6 | Workstations & Lockers in studio (Table space for Board + model) <i>Adequacy to be judged by the experts</i> | 5 | | | |
| 7 | Workstations & Lockers in faculty room <i>Adequacy to be judged by the experts</i> | 5 | | | |
| 8 | Workshop and Lab equipment - Surveying, climatology, materials testing, services, models, <i>Adequacy to be judged by the experts</i> | 10 | | | |
| 9 | Samples in Material museum <i>Adequacy to be judged by the experts</i> | 5 | | | |
| 10 | Number of computers less than 3 years | 10 | | | |

| | | | | | |
|-----|--|------------|-------|---------|--|
| 11 | Digital Aids, Printing and scanning equipment <i>Adequacy to be judged by the experts</i> | 10 | | | |
| | TOTAL | 100 | | | |
| | | | | | |
| Sr. | Description | Weight age | Score | Remarks | |
| E | QUALITATIVE ASSESSMENT OF ACADEMIC WORK | | | | |
| a. | Students work | | | | |
| 1 | Design (Arch. Design, Basic Design, Urban Design, Project, Graphics, etc.) | 25 | | | |
| 2 | Technology (Construction, Structures, Services, Specifications, etc.) | 20 | | | |
| 3 | Humanities & Environment (History, Humanities, Landscape, etc.) | 15 | | | |
| 4 | Professional , Town planning, etc. | 10 | | | |
| b. | Faculty and other | | | | |
| 5 | Papers / Books authored by the faculty and published. | 5 | | | |
| 6 | Seminars / Workshops organized. | 5 | | | |
| 7 | Initiative to address societal concerns | 5 | | | |
| 8 | Study tours | 5 | | | |
| 9 | Participation of faculty in QIPs / TTPs (Sponsored by the institute) | 5 | | | |
| 10 | Participation in NASA and NIASA Thesis awards program. | 5 | | | |
| | TOTAL | 100 | | | |

Master Sheet

| Sr. No. | Category | Infrastructure | | | | Human Resources | | | | Quality of Students work and Research | | Final Score out Of 100 |
|---------|---|-----------------|---------------------------|--|---------------------------|-----------------|--------------|----------------------------------|---------------------------|---------------------------------------|-----|------------------------|
| | | Activity Spaces | | Furniture, Books, Equipment, computers | | Teaching | Non Teaching | Total of Teaching & Non-teaching | | | | |
| | | Max | Min score reqd to qualify | Max | Min score reqd to qualify | Max | Max | Max | Min score reqd to qualify | Max | Min | |
| 1 | New Proposal | 50 | 30 | 30 | 20 | 15 | 5 | 20 | 15 | -- | -- | |
| 2 | Continuation of Approval in existing schools | 25 | 20 | 15 | 10 | 25 | 5 | 30 | 20 | 30 | -- | |
| 3 | Addition of Intake (Computation for existing batches) | 15 | 15 | 15 | 12 | 25 | 5 | 30 | 25 | 40 | -- | |

Note:

1. Independent formats are developed for every component on 100 point scale. The same has to be transferred on proportionate basis in the Master Sheet.
2. Minimum score required in each sub section of every category is as mentioned above.
3. For Sr. No. 3, marks to be allotted for the existing batches in addition to the format for new proposal

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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 Central Body/COA (COA: Council of Architecture) 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 fulfil 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 Central Body/COA courses including schools and courses of Technical Education. The college shall be on the same land & building on which Central Body/COA has granted them recognition. Intake (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by Central Body/COA.
3. The books purchased in the library should be as per the requirement given by the rules of Central Body/COA for technical education. Library resources will include e-journals published and recommended by Central Body/COA. 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

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 facilities as mentioned in the **Master Sheet** (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 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.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' |