

**PANJAB UNIVERSITY, CHANDIGARH**

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

**Important instructions for the Principal of the concerned College:-**

1. All the columns in all the pages of the Proforma must be filled in by the College concerned.
2. It is mandatory for all the Colleges for temporary extension of affiliation to submit the information on this Proforma.
3. The College is required to supply complete information with all the supporting documents- duly certified for the information to be provided in the proforma)

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

**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?  
**If yes, attach the photocopy of the approval letter** | Yes /No
- (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 students **in** all Graduate and Post-Graduate Classes **in:-**

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 for the year:**

(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:

### **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	<b>Yes/No</b>							

	employees?	
<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?

**The college is required to supply the following information alongwith supporting documents:-**

1.	List of teachers (Category –wise i.e. permanent, temporary /adhoc etc. & subject-wise).
2.	Audited Balance Sheet for the year 2018-19.
3.	Proof of Provident Fund deposited.
4.	Salary statement for last six months with proof of disbursement.
5.	Time Table (with teaching work load for each faculty).
6.	Condition of temporary extension of affiliation suggested by the Inspection Committee (Attach Report) of 2019-20.
7.	Condition of temporary extension of affiliation suggested by University in addition to above (if any).
8.	Steps taken by the college about the above said conditions.
9.	In case , extension of affiliation is required for an additional class(e.g. extension of affiliation is given only for M.Sc.-I(Last year) and for 2020-21, extension of affiliation is required for M.Sc.-II also). Steps being taken by the College for teaching workload.

**The information to be supplied to by the Principal of the College:**

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:
  7. (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:

**Signature**  
**Principal with Stamp**