

PANJAB UNIVERSITY, CHANDIGARH

*PROFORMA FOR INSPECTION REPORT OF THE COLLEGE FOR TEMPORARY EXTENSION OF AFFILIATION IN **B.Ed. /M.Ed. COURSES.***

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

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

Number of Undergraduate students	Number of Post-graduate students.

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

Subjects at Undergraduate level	Subjects at Postgraduate level

- (iii) Subject wise number of students (Undergraduate & Postgraduate):

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

- (iv) course/s for which temporary extension of affiliation is sought:
- (v) Academic year from which temporary extension of affiliation is sought:
- (vi) No. of students proposed to be admitted:
- (vii) 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

A. Teaching Staff :		
(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 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 University rules? (Appendix III, copy is attached herewith for ready reference).	
(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)**

For an additional intake of one unit, the faculty position shall be increased in the proportion of Reader/ Associate Professor-one, Lecturers/ Assistant Professors-Two

(For detail please see the NCTE Regulation regarding B.Ed. and M.Ed. Course appended as Appendix -I and I/A)

Service and Conduct Rules for teachers

(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?	
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.		
(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?	

Non-teaching Staff :		
(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? (copies are attached herewith for ready reference)	
(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

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

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?

General Report /Requirement about Laboratories:

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

PART-II

(FOR B.ED. /M.ED. COURSE SUBJECT TO BE SUBMITTED ALONGWITH PART -I)

1. STAFF FOR B.ED. COURSE (100 SEATS, 2 UNIT AS PER NCTE NORMS)

(I) ACADEMIC/TEACHING

1.	<i>Whether the College has appointed one full-time Principal /Head on regular basis as per NCTE/UGC/PU norms duly approved by the University?</i> <i>If yes, attach the photocopy of the approval letter</i>	<i>Yes/No</i>
(i)	If no, does the College function through officiating Principal. If yes, since how long?	<i>Yes/No</i>
(ii)	Has the necessary permission been sought from the University?	<i>Yes/No</i>

	(iii) Has the University accorded permission, if yes, attach the proof.	Yes/No
2.	Whether the College has appointed full-time Six Lecturers/Asst. Professors on regular basis as per NCTE/UGC/PU norms approved by the University? <i>(If yes, attach the photocopies of their approval letters).</i>	Yes/No
	<i>(If no, the number of additional teachers the college is required to appoint as per NCTE/PU norms.)</i>	
3.	Whether the College has appointed one Lecturers in Art Education on Part Time/basis	Yes/No
4.	Whether the College has appointed one Director of Physical(D.P.E) - Education on Part Time/basis	Yes/No

Note:-

- (i) **For additional intake will be in the multiple of one hundred and the number of full time teacher educators shall be increased by six for each increase in the basic unit.** However, on each occasion additional intake of one basic unit shall be considered. Also, maximum intake capacity of a teacher training institution taking all teacher education courses together shall **not exceed three hundred.**
- (ii) Appointment of teachers shall be such as to ensure the availability of expertise of teaching all foundation and methodology courses.

(II) TECHNICAL STAFF:

Whether the College has **appointed a regular Librarian** as per NCTE/UGC/PU norms. Yes/No

(If yes, attach an attested photocopy of the approval letter)

(III) SUPPORTING STAFF

- | | | |
|----|---|--------|
| 1. | Whether the College has appointed one full-time and regular Office-cum-Account Assistant? | Yes/No |
| 2. | Whether the College has appointed one full-time and regular Office Assistant-cum - computer operator? | Yes/No |
| 3. | Whether the College has appointed one full-time and regular Store-Keeper? | Yes/No |

- | | |
|--|---------|
| 4. Whether the College has appointed one full-time and regular Technical Assistant / computer assistant? | Yes/No |
| 5. Whether the College has appointed one Lab Attendants/Helpers/Support | Yes/No |
| | Yes /No |

Whether the supporting staff is being paid as per the UGC/State Govt./Central Govt. Pay Structure?(if yes, **attach an attested documentary proof of the same.**) Yes/No

2. INFRASTRUCTURE

- | | |
|---|--------|
| (i) whether the institution possesses 2500 sq mts (two thousand five hundred square meters) of exclusive well demarcated land for the initial intake of one hundred students 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 |
|---|--------|

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- | | |
|--|--------|
| (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 |
|--|--------|

(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. Total intake capacity of an institution taking into account all the teacher education courses together must not exceed three hundred students. Separate land and built up area is required for physical teacher education courses).

Whether the College possesses Built up Area 2000 Sq.Mts. and Land Area 3000 Sq.Mts. for running M.Ed. in combination with B.Ed programme ? Yes /No

(Additional intake of one unit of B.Ed will require additional built up area of 500 sqm. (five hundred square meters)

3. FACILITIES (whether institute have the following facilities)

- | | |
|--|--------|
| (a) Two classrooms (for Basic unit of 100 seats) | Yes/No |
| (b) Multipurpose Hall with seating capacity of 200 and a dias (2000 sq. ft), | Yes/No |
| (c) Library –cum-Reading Room | Yes/No |
| (d) ICT Resource Centre | Yes/No |

(e) Psychology Resource Centre	Yes/No
(f) Art and Craft Resource Centre	Yes/No
(g) Health and Physical Education Resource Centre	Yes/No
(h) Science and Mathematics Resource Centre	Yes/No
(i) Principal's Office	Yes/No
(j) Staff Room	Yes/No
(k) Administrative Office	Yes/No
(l) Visitors Room	Yes/No
(m) Girl's Common Room	Yes/No
(n) Seminar Room	Yes/No
(o) Canteen	Yes/No
(p) Separate Toilet facility for Boys and Girls	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

(M.ED.) DEGREE

ACADEMIC STAFF FOR M.ED. COURSE (35 SEATS, 1 UNIT)

- | | |
|---|---------|
| 1. <i>Whether the College has appointed one full time Reader/Associate Professor as per NCTE/UGC /PU norms.(if yes, attach the photocopy of the University approval letter.</i> | Yes /No |
| 2. <i>Whether the College has appointed three full time Lecturers/Assistant Professors as per NCTE/UGC /PU norms. (If yes, attach the photocopy of their approval letter).</i> | Yes /No |
| 3. Whether the College has appointed Technical and Administrative Staff? | Yes /No |

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

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. Teacher’s workload as approved by the University:
4. List of books/copy of syllabus in the relevant subject:
5. Details of enquiries/complaints pending against the college and instructions given by the University:

**Signature
Principal with Stamp**