ACADEMIC

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PROFORMA – II

Report of the Local Inquiry Committee on the grant of *Renewal/Extension/Permanent affiliation/ Continuation of Permanent affiliation* to_____

_____

_____for the period _____

Date of Inspection:

Ref: 1. University Notification No:

I. **THE COMMITTEE**

1)   Chairman

2)   Member

3)   Convener

Address of the Chairman with Telephone number & E-mail

II. THE COLLEGE

1	Name & Address of the College in full	
2	Year of Establishment	
3	Aided/Unaided/Government	
4	College Website	
5	Whether the College is accredited by NAAC *If Yes* **Year :** **Grade :**	**Yes : ___ No :___**
6	Name of the Management b) Whether it is run by SC/ST Minority? c) Particulars of Governing Council	
7	Name of the Principal with qualification & Telephone No., Fax & E-mail	

III. PARTICULARS OF COURSES

1	Existing Courses	
2	Courses for which Renewal/Extension/Permanent/Renewal of Permanent affiliation is sought	

IV. STAFF PARTICULARS

4.1 TEACHING

1	No. of Permanent teachers (Department wise- Professors/Readers/Sr. Lecturers/ Lecturers with particular like age. Qualifications, experience etc.)	Name	Designation	Date of Appointment	Salary (Scale of Pay)
2	No. of SC/ST teachers				
3	Whether University expert has been associated for recruitment of Teachers?				
4	Whether Govt. representative has been associated for recruitment of teachers?				
5	Students and teachers ratio				
6	Salary- Whether State/UGC/Consolidated?				
7	No. of temporary/part-time/visiting teachers and age of such teachers				
8	Methods of recruitment				
9	Requirement and adequacies of the teaching Staff/ qualification in accordance with the Requirement of courses (State the deficiencies)				
10	Whether any of your teaching faculty is Ph.D holder? If so are they guide? Give details.				

1.2. NON-TEACHING

1	No. of Ministerial Staff	Name	Designation	Date of Appointment	Salary (Scale of Pay)
2	Method of recruitment				
3	Salary				
4	Whether Service Registers are opened both teaching and non-teaching?				
5	No. of SC/ST in Ministerial Staff				
6	Retirement benefit for both teaching and Non-teaching staff.				
7	Fulfillment of reservation/roaster system-teaching and Non-teaching staff.				

V.   ADEQUACY OF FACILITIES

1	Building Map (owned/rented /leased)	
2	Does the college have a playground of its own with the required dimensions?	
3	Are Library facilities in conformity with the requirements?	
4	Are the computer laboratory facilities adequate?	
5	a) Has the college provided separate Hostel facilities for boys and girls? b) Are the hostel buildings owned/rented?	
6	Is the Principal provided with quarters?	

7	Does the college have staff room with toilets?	
8	Is there any ladies room with toilets?	
9	Whether the College is having separate Moot Court Hall.	
10	State the additional facilities, if any	
11	NSS.Room	

VI. LIBRARY :

1	Name of the Librarian, Age & Qualification	
2	No. of Books purchased in the last three years and the amount spent.	
3	No. of Library books on stock	
4	No. of Journals, subscriptions (furnish details)	
5	Equipment provided	
6	Availability of reading room	
7	Whether Library is having Computers and Internet facilities?	

VII. CURRENT FINANCIAL POSITION

1	Is the financial position of the College is sound?	
2	Sources of income	
3	Furnish particulars of Tuition Fees, Sports Union and Reading room fees, etc, collected.	
4	Have the accounts of previous five years been duly audited?	

VIII. MAINTANANCE OF REGISTERS

1	Service Register	
2	Acquaintance Register	
3	Attendance Register	
4	Scholarship Disbursement Register	
5	Audit Report	
6	Budget	

IX. FULFILLMENT OF THE CONDITIONS IMPOSED BY THE PREVIOUS L.I.C

X. ACHEVIMENTS OF THE COLLEGE:

1	Results	
2	Sports	
3	Achievement of the staff	
4	Any other	

XI. ANY OTHER OBSERVATIONS :

XII. CONDITIONS OF THE L.I.C :

XIII. RECOMMENDATION (Mention clearly the year and Intake)

Signature of the Members of the Committee:

1.

2.

3.

ACADEMIC
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PROFORMA – 1

Report of the Local Inquiry Committee for the grant of **Fresh Affiliation**

to_____College/Management

_____for the Law Course _____ for the year

_____

Date of Inspection:

Ref: 1. University Notification No……………….. Date:

I. THE COMMITTEE

1.   Chairperson

2.   Member

3.   Member

4.   Convener

Address of the Chairman with Telephone Number & E-mail

II. THE COLLEGE:

1	Name & address of the College	
2	Name of the Management	
3	Whether it is run by SC/ST/Minority?	
4	List of the Governing Council	
5	Name of the Principal with qualification and phone number	

III. COURSE PARTICULARS:

Course	Intake

IV. NEED AND FEASIBILITY FOR STARTING THE COLLEGE:

1	Proposed Area of the College	
2	The No. of Institution/Colleges offering similar courses in the vicinity	
3	The No. of feeder Institutions in the University	
4	Availability of transport and	

	Communication facilities in the locality	
5	Any other facilities/observations	

V. ADEQUACY OF FACILITIES AVAILABLE IN TERMS OF:

1	Total. Extent and suitability of land	
2	Buildings- Specify own or rented	
3	Floor Area	
4	No. of Class rooms	
5	Computer Laboratory	
6	Library	
7	Principal room	
8	Office room	
9	Staff room	
10	Ladies room	
11	Toilets	
12	Water and power supply	
13	Sports facilities	
14	Hostel	
15	Moot Court Hall	

VI. OTHER DETAILS:

1	Approval from concerned professional Statutory bodies (BCI)	
2	Availability of relevant facilities such as Hospital, Hostel etc	
3	Fulfillment of prescribed norms	

VII. ASSETS OF THE TRUST/SOCIETY PROPOSING THE COLLEGE: (Enclose Documents)

Immovable	
Movable	
Deposits, Security	

VIII. REQUIREMENTS TO BE FULFILLED

IX. OBSERVATIONS

X. CONDITIONS

XI. <u>**RECOMMENDATIONS (Mention clearly whether committee recommends or not):**</u>

Signatures of the Chairman and Members of the Committee:

1.

2.

3.