

चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द
Chaudhary Ranbir Singh University, Jind

INSPECTION PROFORMA

FOR EXTENSION/CONTINUATION OF PROVISIONAL AFFILIATION OF M.ED. COURSE

FOR THE SESSION

1. Name of the College/Institute _____
(as per revised NCTE recognition order)
2. Complete Postal address _____
(as per revised NCTE recognition order)
(a) If the college is Minority Institution, please mention letter no. with date issued by Competent Authority: _____
3. Accreditation by NAAC (Y/N) (If Y, please mention Grade and Year):
4. Location of College/Institute with surroundings: _____
North: _____
South: _____
East: _____
West: _____
5. Letter No. & date of revised NCTE recognition (if any) _____
(as per revised NCTE recognition order)
6. Letter No with date for provisional affiliation given by CRSU for the session 2016-17:

7. Telephone Number (Landline) _____ Email _____
8. Website Address _____
9. Permanent Account Number (PAN) of the Society/Institution: _____
10. Name of Course being run with sanctioned intake:
B.Ed. _____ M.Ed. _____ Others _____
OR
Any other course run by society in the same premises e.g. D.Ed.
etc. _____
11. Profile of approved* Teaching Faculty for M.Ed. Course on prescribed Proforma (Annexure-)
12. Principal (approved*- Yes/No): _____ No. of Professors (approved*): _____ No. of Associate Professors (approved*): _____ No. of Assistant Professors (approved*): _____
13. Details of admitted students:
M.Ed. (Total: _____ Haryana Domicile: _____ From other States: _____)
14. Name of the President/Chairman _____ Mobile: _____
15. Name of the approved Principal _____ Mobile: _____
16. Measures taken by College for Anti Ragging and Anti Sexual Harassment (Yes/No): _____
17. Date of Inspection: _____ Time: _____

(Principal)

(Convener)

(Member)

(Member)

**Approval of proceedings of the Selection Committee (in case there is no individual approval) will be admitted as a temporary measure.*

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

Inspection Proforma for Self-Financing Two Years M.Ed. (Regular) Course

Name & Address of Institute/College: _____

Date of Inspection _____ Annual Intake of M.Ed. Course _____ Session _____

PART-A (Human Resources)

Sr. No.	Academic Faculty	Minimum requirement for an Intake of two basic units of 50 students	Marks for each	Max. Marks	Marks Claimed by the College/ Institution	Marks Awarded by the Inspection Committee
1.	Principal	1	50	50		
	Professors	2	40	80		
2.	Associate Professors	2	30	60		
3.	Assistant Professors	6	20	120		
4.	(a) Office Manager	1	10	10		
	(b) IT Executive / Maintenance Staff	1	05	05		
	(c) Library Assistant/ Resource Centre Coordinator	1	05	05		
	(d) Office Assistants	2	05	10		
	(e) Helpers	1	02	02		
5.	Terms and Conditions of Service Salary in full grade	1+10	05	55		
	(a) Academic Faculty (Principal and Asstt. Profs.)					
	(b) Administrative & Professional Staff	9	02	18		
6.	Other Conditions			15		
	(a) Salary Through Cheque/Bank with proof of Form-16/26-AS**					
	(b) Provident Fund			10		
	(c) Income Tax deductions at source			10		
7.	Academic Growth (Data of Faculty of one preceding year from the date of inspection will be considered)					
	(a) No. of teachers attended Orientation/Refresher Courses		10	Max marks : 50		
	(b) No. of teachers presented paper in International/ National/Regional Conference, Seminar, Workshop		10/5/3			
	(c) Organization of International/National/ Regional Conference, Seminar, Workshop in the college		10/5/3			
			Total Part-A	500		

(Principal)

(Convener)

(Member)

(Member)

* The requirement shall increase proportionally to the number of units.

➤ Please see Note at Annexure-1 before filling up the Proforma

➤ **If salary is not being paid in full grade and then half of the marks be given.

Name & Address of Institute/College: _____

PART-B (INFRASTRUCTURE AND OTHER FACILITIES/AMENITIES)

Sr. No.		Minimum requirement for an Intake of two basic units of 50 students	Marks	Max. Marks	Marks Claimed by the College/ Institution	Marks Awarded by the Inspection Committee
(a)	One Classroom for every 50 students	02 (10 marks each)		20		
(b)	Multipurpose Hall with seating capacity of 200 and a dias	01		10		
(c)	Library-cum-Reading Room (i) Books = 1000 (with addition of 100 titles annually)			10		
	(ii) Journals (5 refereed journals on Education and 5 other in related disciplines)	5+5	1 mark each	10		
	(iii) Photocopy Facility in the Library			05		
	(iv) Computer with Internet			05		
(d)	ICT Resource Centre	1		05		
(e)	Curriculum laboratory	1		05		
(f)	Art & Craft Resource Centre	1		05		
(g)	Health & Physical Education Resource Centre (including yoga education)	1		05		
(h)	Principal's Office with attached Toilet	1		05		
(i)	Staff Room with attached Toilet	1		05		
(j)	Administrative Office	1		05		
(k)	Visitor's Room/ Reception	1		05		
(l)	Separate Common Room for male & female students	1+1	5 marks each	10		
(m)	Seminar Room	1		05		
(n)	Canteen (Functional)	1		02		
(o)	Separate Toilet facility for male and female students, for staff and for PWD	1+1+1+1	2.5 marks each	10		
(p)	Parking Space					
(q)	Store Rooms (two)	2	2.5 marks each	05		
(r)	Multipurpose Playfield			10		
(s)	Land 3000 Sq. Mts. and Building 2000 Sq. Mts.			10		
(t)	Furniture with good condition only			10		
(u)	Safe Drinking Water			05		
(v)	Cleanliness of Campus			03		
(w)	First-Aid Room			03		
(x)	Safeguard against Fire (Fire Extinguishers) without expiry period	5	1 mark each	05		
(y)	Student present on the day of Inspection	100%	1 mark for 10%	10		
			Total Part-B	200		
Grand Total (Part A+B)						

(Principal)

(Convener)

(Member)

(Member)

NOTE

1. Land area and build-up area for running courses in combination shall be as under:
 - i. The institutions shall possess 2500sq mts (two thousand five hundred square meters) of exclusive well demarcated land for the initial intake of fifty 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. for an additional intake of fifty students, it shall possess additional land of 500 sqm. (Five hundred square meters), for an annual intake beyond two hundred and up-to three hundred, it shall possess land of 3500 sqm. (Three thousand five hundred square meters). For the institutions established prior to this Regulation, for an additional intake of one hundred students, build up area is to be increased by 500 sqm (five hundred square meters) and the requirement of additional land may not apply to them.
 - ii. Build up area for running other teacher education programmes in combination with B.Ed. programme shall be as under:

Course (s)	Build up Area (in sqm)	Land Area in (sqm)
B.Ed./Education Component of B.A./B.Sc., B.Ed.	1500	2500
D.E.C. plus B.Ed.	2500	3000
D.El.Ed. plus B.Ed.	3000	3000
B.Ed. plus M.Ed.	2000	3000
D.E.C.Ed plus plus M.Ed.	3000	3500
D.El.Ed. plus B.Ed. plus M.Ed.	3500	3500
D.El.Ed. plus D.E.C. Ed. Plus B.Ed. plus M.Ed.	4000	4000

2. If the college is running some other course(s) in addition to B.Ed. course in the same building, the Inspection Committee should exclude the facilities required and earmarked for such course while allotting the marks to the B.Ed. Course. However, some of the facilities such as Playground, Multipurpose Hall, Library and Laboratory (with proportionate addition of books and equipments) and instructional space can be shared by the students of all the courses provided no inconvenience is caused to the students.
3. Full credit to faculty will be given to the institutions only if the teacher was on rolls of the institution at least four months prior to the date of inspection. 75% credit will be given if teacher is appointed three months prior to the date of inspection, 50% credit if the teacher is appointed two months prior to the date of inspection and 25% credit will be given if teacher is appointed one month prior to the date of inspection.
4. The score for the faculty staff shall only be awarded if appointment letter issued to them and they have joined the institute.
5. Salary to teaching and non-teaching staff should to given through cheque/bank only.
6. The Inspection Committee will see sufficient proof of salary, salary paid through cheque/bank, deduction of PF and Income Tax deducted at source.
7. The Inspection Committee will see a list of available working teaching faculty including Principal and non-teaching staff in the prescribed proforma as: