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**Chaudhary Ranbir Singh University, Jind**

**Inspection Proforma for Continuation of Provisional Affiliation of B.A. B.Ed./ B.Sc. B.Ed. Programme**

**FOR THE SESSION..........................**

**PART-I (PRELIMINARY INFORMATION)**

**(To be filled by the College/ Institution concerned)**

1. Date of Inspection:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Composition of the Inspection Committee:-

1. Convener:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Member:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Member:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name of the College/Institution

(As per revised NCTE recognition order)

1. Complete Postal address

(As per revised NCTE recognition order)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b.)Mobile Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. E-mail Id:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Website Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Whether the present Physical Address/ Location of the college is as per latest NCTE approval & records (Yes/No)

 \_\_\_\_\_\_\_\_\_\_\_\_\_. If No, then when & how the location & address had been changed (Specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date & Year of Establishment of the College/ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Details of admitted Students:

B.A. B.Ed./B.Sc. B.Ed (Total:\_\_\_\_\_\_\_ Haryana Domicile:\_\_\_\_\_\_\_\_\_ From other States:\_\_\_\_\_\_\_\_\_\_)

7. Name of the President/ Chairman of the management:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Name of the Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Whether the Principal is approved by the CRS University (Yes/No):\_\_\_\_\_\_\_\_\_\_

10. Letter Number with a date of provisional affiliation given by CRSU, Jind for previous Academic session:

11. Letter No. & date of revised NCTE recognition(if any)

(as per revised NCTE recognition order)

1. (i)Whether the institution maintained& updated its website as per NCTE Regulations &displayed the following

 Mandatory disclosures on the website:

1. Copy of application form (Yes/No):\_\_\_\_\_\_\_\_\_\_\_
2. Land & Building Particulars (Yes/No):\_\_\_\_\_\_\_\_\_\_\_
3. Staff Profiles (Yes/No):\_\_\_\_\_\_\_\_\_\_\_
4. Recognition Order (Yes/No):\_\_\_\_\_\_\_\_\_\_\_
5. Information regarding fulfillment of Norms & Standards & other conditions for the programme (Yes/No):\_\_\_\_\_\_\_

 (ii) Date of last updation/upgradation of website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal)

Sign of the Principal

With stamp indicating the name

(President/ Secretary)

Sign of the President/ Secretary

With stamp indicating the name

1. Whether the Land of the college in the name of the society/ Trust(Yes/No)\_\_\_\_\_\_\_\_. If No, then the reason for not transferring the land in the name of the institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Whether the Institution / College has submitted/updated GIS information on NCTE website (Yes/No):\_\_\_\_\_\_\_\_\_\_\_. If Yes, then provide the detail & date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Whether the admission has been made by the institution in the last Academic session as per the size of the unit and intake mentioned in the recognition/ permission order of NCTE (Yes/No):\_\_\_\_\_\_\_\_\_\_\_
4. Whether NCTE or the University has at any time reduced or increased the size of intake (Yes/No)\_\_\_\_\_\_\_\_\_\_. If Yes, supply requisite information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Whether the NCTE has withdrawn the recognition partially or wholly of any programme recognized by it. If Yes, mention the order number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Present location of College/Institution with surroundings/ Landmark:

 North:

South: East: \_

West:

1. Whether the Institution/ College is running under SFS or Aided by Govt.:
2. Whether the Institution/ College is Co. Ed. or Only for Girls:
3. Whether the college is a Minority Institution. If Yes, mention the letter No. with date issued by the

Competent Authority:

1. Whether the college has required area of Land & Built Up Area as well as appointment of Requisite Teaching &

 Non- Teaching staff as per the provisions of NCTE Regulations,2014 (Yes/No):

1. Whether the college/institution is a composite institution as per the definition of NCTE in its Regulation, 2014(Yes/No):
2. Permanent Account Number (PAN)of the Society/Institution:\_
3. Whether Measures taken by the College for Anti Ragging (Yes/No): and

to stop Sexual Harassment (Yes/No):

26. Detail of Academic programmes being run in the college/institution recognized by NCTE:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Name of the programme recognized by NCTE | Number of Units/Student Strength | NCTE Recognition Order with Date | Name of Affiliating University/Board | Year of first session | Built-up Area (in Sqm.) | Open area for lawn, playfield etc. (in Sqm.) | Total Land Area in Sqm. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |

(President/ Secretary)

Sign of the President/ Secretary

With stamp indicating the name

(Principal)

Sign of the Principal

With stamp indicating the name

27. Detail of Academic programmes being run in the college/institution recognized by an authority other than NCTE:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Name of the Course | Number of Units/Student Strength | Recognition order number by the body concerned with date | Name of Affiliating University/Board | Year of first session | Built-up Area (in Sqm.) | Open area for lawn, playfield etc. (in Sqm.) | Total Land Area in Sqm. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

 28. Whether the profile of approved Teaching Faculty &Non Teaching Stafff or B.A. B.Ed./ B.Sc. B.Ed. Programmes has been attached to Prescribed Proforma at Annexure-I (Yes/No):

29. Whether, the college/institution has required number of recognized secondary schools within reachable distance for

 field work and practice teaching(Yes/No):

 Not more than ten student teachers shall be attached with a school having pupil strength up to 1000( one

 thousand and twenty student teachers with a pupil of strength 2000(two thousand).**\***

30. Whether the college has deposited the Inspection, Continuation & programme Extension fee during the last three

 Academic sessions(Yes/No): , If Yes provide the details:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Academic Session | University/Bank receipt Detail | Total Amount Deposited | Date of Deposition |
| 1. | 2016-17 |  |  |  |
| 2. | 2017-18 |  |  |  |
| 3. | 2018-19 |  |  |  |

31. Whether the College has removed the deficiencies indicated/ reported by the previous inspection committee

 (Yes/No): . If Yes, provide detail with supporting documents

 i.)

 ii.)

 iii.)

32. Future development plans of the College for next three years:

 i.)

 ii.)

 iii.)

33. Detail of Infrastructures & Instructional resources shared by the institution with other programme in the case of

 composite institution.

 a. Infrastructure:-

 i.)

 ii.)

 iii.)

 b. Instructional resources:-

 i.)

 ii.)

 iii.)

(Principal)

Sign of the Principal

With stamp indicating the name

(President/ Secretary)

Sign of the Principal/ President

With stamp indicating the name

**\* Detail of the Schools with permission from the concerned Head Master/ Principal.**

**PART-II (ACADEMIC STANDARDS)**

**Note 1**. Columns No. 4, 5 and 6 of part II are to be filled by the Institution concerned and to attach proof of the same in the file and the same have to be verified by the Inspection Team, along with other aspects.

**Note 2**. When assessing the teaching faculty, marks are to be allotted only if the proceedings of the Selection Committee are approved by the University.

1. **Staff/Teaching Faculty**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Academic Faculty | Faculty Position | Marks for Each | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 1.1  | Principal/HOD | 1 | 40 | 40 |  |  |
| 1.2  | Assistant Professor(Perspective in Edu.) | 4 | 20 | 80 |  |  |
| 1.3 | Assistant Professor(Pedagogy Subjects) | 8 | 20 | 160 |  |  |
| 1.4 | Health & P. Edu. | 1 | 15 | 15 |  |  |
| 1.5 | Fine Arts  | 1 | 15 | 15 |  |  |
| 1.6 | Performing Arts | 1 | 15 | 15 |  |  |
| **Total of Column 1** | **325** |  |  |

1. **Administrative/Professional Staff.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Details of Administrative/ Professional Staff. | Faculty Position | Marks for Each | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 2.1 | Librarian B.Lib. with 55% marks | 1 | 10 | 10 |  |  |
| 2.2 | Office Manager | 1 | 5 | 5 |  |  |
| 2.3 | Office Assistant Cum Data Entry Operator | 1 | 3 | 3 |  |  |
| 2.4 | Curriculum Lab. Coordinator | 1 | 5 | 5 |  |  |
| 2.5 | Computer Lab Assistant (BCA with 55% Marks) | 1 | 4 | 4 |  |  |
| 2.6 | Library Assistant (B.Lib.) | 1 | 3 | 3 |  |  |
| 2.7 | Account Assistant  | 1 | 3 | 3 |  |  |
| 2.8 | Helper/Attendant  | 1 | 2 | 2 |  |  |
| **Total of Column 2** | **35** |  |  |

1. **Terms and Conditions of Service**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | - | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 3.1 | Salary as per State Government Policy/University Scale | 12 |  |  |
| 3.2 | Salary through Bank Account Transfer  | 10 |  |  |
| 3.3 | Provident Fund Deduction | 5 |  |  |
| 3.4 | Income Tax Deduction at source (TDS) | 5 |  |  |
| **Total of column 3** | **32** |  |  |

 (Principal) (Convener) (Member 1) (Member 2)

1. **Institutional support for faculty development (**data of faculty of one preceding year of the date of inspection will be considered for awarding marks)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | - | - | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 4.1 | No. of teachers who attended orientation/refresher courses, sponsored by UGC/HRDC’s  | 1 marks per Teacher | 16 |  |  |
| 4.2 | No. of teachers who presented papers in International /National / Regional Conferences/ Seminars/workshops. (4 Marks for International, 2 Marks for National and 1 Marks for Regional Conferences/ Seminars/Workshops)  | 421 | 64 |  |  |
| 4.3 | Organized International / National /Regional Conference, Seminar / Workshops in the College.(10 Marks for International, 4 Marks for National and 2 Marks for Regional Conferences/ Seminars/Workshops) | 1042 | 16 |  |  |
| **Total of Column 4** | **96** |  |  |

1. **Status of Accreditation by NAAC (A/B/C Grade)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | - | Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 5. | **Status of Accreditation by NAAC (A/B/C Grade)**  | 20 for A Grade10 for B Grade5 for C Grade |  |  |
| **Total of Column 5** | **20** |  |  |

1. **Marks for Teaching experience of the faculty in the same College**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Tenure | Marks/ Member | No. of Faculty | Total Marks  | Marks claimed by the College/ Institution | Marks Awarded by the Inspection Committee |
| 6.1 | 1 marks per teacher/faculty member will be given to institution provided the teacher concerned has served that institution continuously for one year and for the next year inspection also this criteria will be applicable meaning thereby the same faculty member is still serving/working in the concerned institution  | 16 Marks |  |  |  |  |
| **Total of column 6** | **16 Marks**  |  |  |

 (Principal) (Convener) (Member 1) (Member 2)

1. **Interaction with the faculty for their verification of ID, Expressiveness and confidence related to subject**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. |  | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 7.1 | Interaction with the faculty for their verification of ID, expressiveness and confidence related to subject | 10 |  |  |
| **Total of column 7** | **10** |  |  |

1. **Observation of classroom and teaching (mode of curriculum transaction): Marks to be given on the basis of the use of latest pedagogical interventions /Teaching Methods including Reflective Teaching/ use of ICT.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | - | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 8.1 | Observation of classroom and teaching and interaction with students | 20 |  |  |
| **Total of column 8** | **20** |  |  |

**PART-III**

**(DEDICATED INFRASTRUCTURE- INSTRUCTIONAL, INFRASTRUCTURAL, AND OTHER FACILITIES)**

1. **Instructional Facilities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No. |  | Number | Marks for Each | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 9.1 | Class Rooms | 4-5 | 2 | 10 |  |  |
| 9.2 | Curriculum Lab | 1 | 5 | 5 |  |  |
| 9.3 | Science Lab | 1 | 5 | 5 |  |  |
| 9.4 | Resource Centre | 1 | 5 | 5 |  |  |
| 9.5 | Workshop/Activities Room | 1 | 5 | 5 |  |  |
| 9.6 | Computer Lab along with Internet facilities  | 1 | 15 | 15 |  |  |
| 9.7 | Well equipped Library  | 1 | 15 | 15 |  |  |
| 9.8 | Well equipped Sports Room | 1 | 5 | 5 |  |  |
| **Total of column 9** | **65** |  |  |

 (Principal) (Convener) (Member 1) (Member 2)

1. **Infrastructural Facilities-Administrative Area**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No. |  | Number | Marks for Each | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 10.1 | Principal’s Office with attached washroom | 1 | 5 | 5 |  |  |
| 10.2 | Faculty Room with cupboards for teachers | 1 | 2 | 2 |  |  |
| 10.3 | Central Office  | 1 | 2 | 2 |  |  |
| 10.4 | Conference Room | 1 | 2 | 2 |  |  |
| 10.5 | Record Room | 1 | 2 | 2 |  |  |
| 10.6 | Reception Lounge | 1 | 2 | 2 |  |  |
| 10.7 | Stores | 2 | 1 | 2 |  |  |
| **Total of column 10** | **17** |  |  |

1. **Infrastructural Facilities (For Students)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | - | Number | Marks for Each | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 11.1 | Students’ Common Rooms (For both Boys and Girls) | 1+1 | 3 | 6 |  |  |
| 11.2 | Multipurpose Hall | 1 | 4 | 4 |  |  |
| 11.3 | Sports/Recreation Room | 1 | 4 | 4 |  |  |
| 11.4 | Cooperative Store (Functional)  | 1 | 2 | 2 |  |  |
| 11.5 | Dispensary | 1 | 2 | 2 |  |  |
| 11.6 | Toilets, Separately for Boys and Girls:For Male and Female Staff and for Differently abled students  | 1 | 6 | 6 |  |  |
| **Total of column 11** | **24** |  |  |

(Principal) (Convener) (Member 1) (Member 2)

1. **Other facilities/Amenities (common)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | - | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 12.1 | Space for Parking of Vehicles | 5 |  |  |
| 12.2 | Access to Safe Drinking Water | 5 |  |  |
| 12.3 | General ambience, including sunlight, ventilation, parks, foliage, cleanliness of campus etc | 5 |  |  |
| 12.4 | Well maintained Play grounds (For Sports/Games) | 5 |  |  |
| 12.5 | Indoor games facilities | 5 |  |  |
| 12.6 | Functional and Proper/adequate furniture | 5 |  |  |
| 12.7 | Canteen (Functional) | 5 |  |  |
| **Total of column 12** | **35** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | - | Max. Marks | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| 13 | **Composition of Managing Committee as per Norms** Comprising representatives of the Society, Educationists and Teachers Educators | 5 |  |  |
| **Total of column 13** | **5** |  |  |

\*If the Managing Committee is not constituted as per Norms, **the same may be shown in the deficiency list and no marks may be given for the column**

|  |  |  |
| --- | --- | --- |
| **Grand Total** | Marks claimed by the College/Institution | Marks Awarded by the Inspection Committee |
| **700** |  |  |

Note 3. Instructional Materials and Activities

**The Curriculum Lab** shall be for conducting hands on activities. The lab will contain materials for doing practical courses in the areas of Arts and Crafts, core mathematics, core science, languages, Social Science, Material development; such as apparatus, chemicals, kits, maps, globes, instruments and tool like hammers, pliers, scissors and wires. There shall be work tables for small group activities. The furniture should be movable to allow for work on floor as well.

**The resource centre** will serve the purpose of laboratory cum Department Library. It will have a store and access to books curriculum materials, children’s literature, text books, sports and documents, audio visual equipment: CD Projector, DVD player, Camera, Films on Education etc.

1 to 3 in the case of a composite institution, the **Science lab** shall be shared with the B.A. B.Ed/ B.Sc.B.Ed. Students and the faculty. Otherwise the college will have its own Science Lab.

The **workshop** for conducting practicum activities, such as theatre workshops, craft, music and physical education workshops (including **Yoga Education**).

Library, well equipped with required no. of books, reference books, encyclopedia, journal of Education, and other necessary facilities as per University norms like digitalization, Rack for news papers etc.

(Principal) (Convener) (Member 1) (Member 2)

Grade

Grade A+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 75% and above

Grade A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 60% to below 75%

Grade B \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 50% to below 60%

Grade C \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 45% to below 50%

Grade D \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Less than 45%

(Principal) (Convener) (Member 1) (Member 2)

1. **Overall Observations and Recommendations of the Inspection Committee:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. Recommendation by the Inspection Committee (Recommended/ Not Recommended for Provisional Affiliation/ Continuation of Provisional affiliation for Academic session ):

(Principal) (Convener) (Member 1) (Member 2)

Note:- Additional sheets can be added, if required.