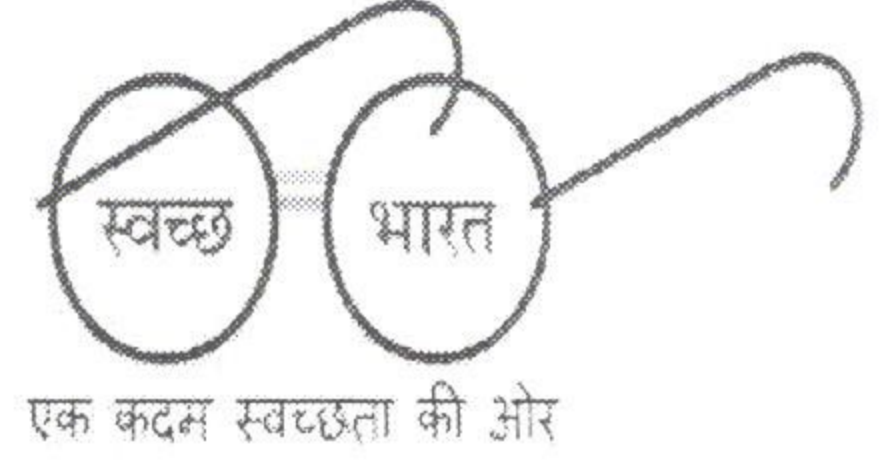




चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द  
Chaudhary Ranbir Singh University, Jind  
(Established by the State Legislature Act 28 of 2014)



Prof. S.K. Sinha  
Dean of Colleges

No. CRSU/CB/2017/3701

Ph. No. 01681- 241030

E-mail: [deancolleges@crsu.ac.in](mailto:deancolleges@crsu.ac.in)

Dated 26/10/17

To  
The Principals/ Chairpersons of all the  
Education Colleges Affiliated to CRSU, Jind.

**Sub: Inspection of Education Colleges for considering grant of Extension of Provisional affiliation for the academic year 2017-18- Reg.**

Sir/Madam,

With reference to the subject cited above, I am desired to inform you that the University has decided to conduct inspection of the Education Colleges offering various Courses and the Inspection Committee will be visiting the Colleges in the month of October-November, 2017 for considering grant of extension of Provisional affiliation for the academic year 2017-18. The Inspection proforma for grant of extension of provisional affiliation for the year 2017-18 can be downloaded from University website i.e. [www.crsu.ac.in/](http://www.crsu.ac.in/). The exact schedule of Inspection is to be fixed with Convenor of the Inspection Committee, for which the letters will be sent individually to the concerned colleges.

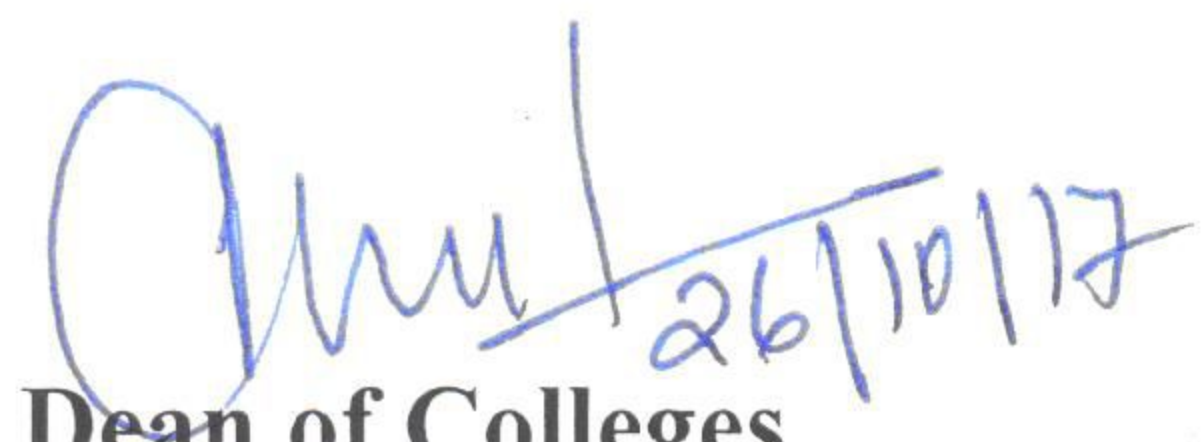
You are therefore, requested to keep ready the following records, in original, ready along with one set of Xerox copies for verification by the Inspection Committee. Further, you are required to keep ready the enclosed proforma ready, duly filled in, along with the evidence wherever required.

1. Latest compliance report, if any.
2. Inspection Proforma (course wise).
3. Undertaking from the college in the prescribed format.
4. Statement of Pay Scales (Teaching & Non-Teaching) in the prescribed format.
5. Undertaking from the individual staff (presently working) in the prescribed format.
6. List of teaching and non-teaching staff in the prescribed format.
7. Copy of approval of meeting of selection committee for appointment of Teaching/Non-Teaching staff obtained from the University.
8. Minority Status Certificate/Letter, if any.
9. Affiliation Orders of the CRS University, Jind for the previous year & revised NCTE recognition orders.
10. Details of required infrastructure (Course wise) in terms of classrooms-floor wise and details of actually allocated infrastructure course wise/ floor wise).
11. Staff Attendance Register & Teaching Diaries.
12. Form-16 of Staff (Teaching/ Non-Teaching)

13. Student Attendance Register.
14. Duly attested copies of the Time-Table (theory and practical/Internship/teaching practice) clearly indicating the Class.
15. Library Accession Register with details of books/Journals added during the last academic year 2016-17.
16. Library/Book issue Register.
17. Minutes of the Meetings of the Governing Body.
18. Bills/payment receipts/Bank Statement for the purchase of Library Books and Journals and other purchase including equipment, Computers etc during the academic year.
19. Statement of Consolidated attendance which is supposed to be used for the purpose to ensure the student eligible for examination during the last academic year/semester.
20. Bank Pass Book/Bank Statement of the financial transactions.
21. The Report of Anti-Ragging Committee and Anti-Sexual harassment and measures taken by the College.
22. Display the College name prominently stating that the College is affiliated to CRSU, Jind and also enclose photograph of the College Building.
23. You are also required to arrange a videographer on the day of Inspection so that the CD/ DVD of visit (Max 30 Minutes duration) can be handed over to Inspection Committee.

You are further requested to ensure that all the teaching and non-teaching staff members of your College be present on the day of inspection, failing which their names will not be considered on the rolls of the College.

Yours faithfully,

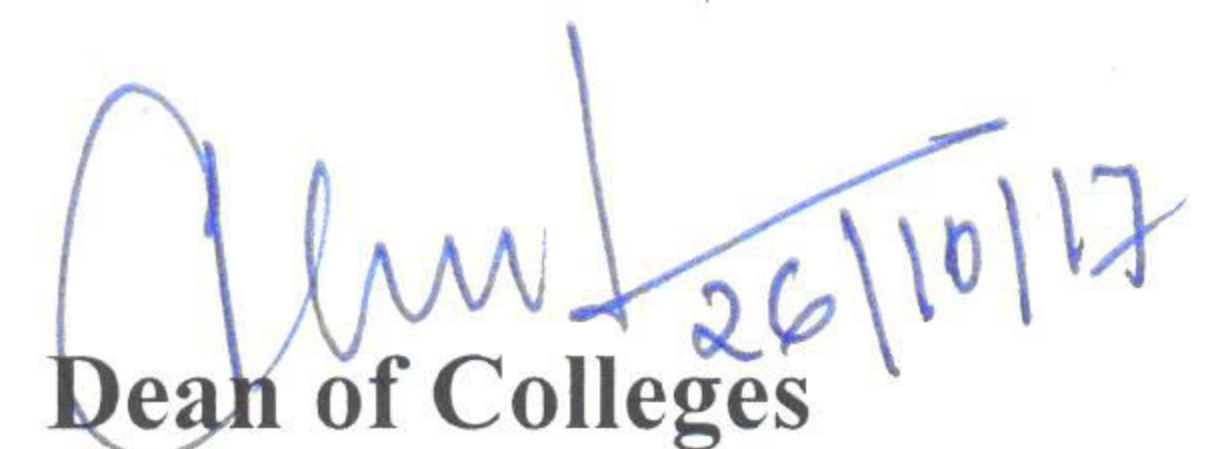
  
Dean of Colleges

Dated 26/10/17

Endst. No CRSU/CB/2017/3702-06

A copy of above is forwarded to following for kind information:

1. The Dean/ Chairperson, Faculty of Education, CRSU, Jind.
2. The Dean/ Chairperson, Faculty of Physical Education, CRSU, Jind.
3. PA to VC (for kind information of Vice Chancellor), CRSU Jind.
4. PA to Registrar (for kind information of Registrar), CRSU Jind.
5. System Analyst to upload on the University website.

  
Dean of Colleges