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**Chaudhary Ranbir Singh University, Jind**

**INSPECTION PROFORMA**

**FOR EXTENSION/CONTINUATION OF PROVISIONAL AFFILIATION OF B.ED. COURSE**

**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.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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(President/ Secretary)

Sign of the President/ Secretary

With stamp indicating the name

(Principal)

Sign of the Principal

With stamp indicating the name

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1. Whether the Land of the college in the name of the society/ Trust (Yes/No)\_\_\_\_\_\_\_\_\_\_\_\_. If Yes, 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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(Principal)

Sign of the Principal

With stamp indicating the name

(President/ Secretary)

Sign of the President/ Secretary

With stamp indicating the name

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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 Staff for 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 with in 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.**

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 **PART-II (ACADEMIC STANDARDS)**

 **Column No. 6 of Part-II & Part-III to be filled by the concerned College/ Institution**

**Column No. 7 of Part-II & Part-III to be filled by the Inspection Committee**

**Note:- Marks may be allotted only when the staff is approved or proceeding of the selection committee are approved by the**

 **University.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 ( Column No.6)** | **Marks Awarded****by the Inspection****Committee****(Column No.7)** |
| 1. | **Principal** | 1 | 50 | 50 |  |  |
| 2. | **Assistant Professors****Perspective in Education:4****Pedagogy Subjects: 8** | 12 | 20 | 240 |  |  |
| 3. | **Assistant Professors**(Health & Physical, FineArts, Performing Arts(Music/Dance/Theater) | 3 | 15 | 45 |  |  |
| 4. | **Administrative & Technical Staff****(a)** Librarian | 1 | 10 | 10 |  |  |
| **(b)** Office Manager | 1 | 10 | 10 |  |  |
| **(c )** Office-cum-Account Assistant | 1 | 05 | 05 |  |  |
| **(d)** Office Assistant–cum- Computer Operator | 1 | 05 | 05 |  |  |
| **(e)** Store Keeper | 1 | 05 | 05 |  |  |
| **(f)** Technical Assistant | 1 | 5 | 05 |  |  |
| **(g)** Lab Assistant | 1 | 5 | 05 |  |  |
| **(h)** Lab. Attendant | 1 | 2 | 02 |  |  |
| **(i)** Helpers/Support Staff | 1 | 2 | 02 |  |  |
| 5. | **Terms and Conditions of Service****Salary in Full Scale\*\*** |  |  |  |  |  |
| 1. Principal and Asst. Profs.
 | 1+15 | 4 | 64 |  |  |
| **(b)** Administrative & Technical Staff | 9 | 2 | 18 |  |  |
| **(c)** Salary through Bank with proof ofForm-16/26-AS\*\* |  |  | 25 |  |  |
| **(d)** Provident Fund |  |  | 10 |  |  |
| **(e)** Income Tax deductions at source |  |  | 09 |  |  |
| 6. | **Institutional support for Faculty Development** (Data of Faculty of one preceding year from the date of inspection will be considered |
| **(a )** No. of teachers attended Orientation/Refresher Courses in UGC- HRDC’S | 10 | Max marks :50 |  |  |
| **(b)** No. of teachers presented papers in International/ National/ Regional Conference, Seminar, Workshop  | 10/5/3 |  |  |
| **(c)** Organization of International/National/ RegionalConference, Seminar, Workshop in the college | 10/5/3 |  |  |
| 7. | **Status of Accreditation by NAAC(A/B/C) Grade\*\*\*:**(10 Marks for A Grade, 5 Marks for B Grade & NIL Marks for C Grade) | 10 |  |  |
| 8. | **Length of Teaching Experience of the Faculty in the College/ Institute \*\*\*\*** |  |  |  |
| Tenure | Marks to be awardedMarksNum | Number of Faculty | Total Marks | Max marks : 80 |  |  |
| Above 5 Years | 5 Marks |  |  |  |  |
| From 4 to less than 5 Years | 4 Marks |  |  |  |  |
| From 3 to less than 4 Years | 3 Marks |  |  |  |  |
| From 2 to less than 3 Years |  2 Marks |  |  |  |  |
| From 1 to less than 2 Years |  1 Marks |  |  |  |  |
| 9. | **Interaction with staff to assess their expressiveness & confidence** | 10 |  |  |
| 10. | **Observation of classroom teaching** | 10 |  |  |
| **Total of Part-II** | 670 |  |  |

(Principal) (Convener) (Member) (Member)

**\* The requirement shall increase proportionally to the number of units in all components other than Sr. No. 1, 4(a), 4(b)**

 **and Sr. No. 7.** *Please see Note at Annexure-1 before filling up the Proforma*

**\*\*If salary is not being paid in full scale then 50% marks for each employee will be given.**

**\*\*\*Within the validity period.**

**\*\*\*\*Maximum marks would be 80 (5 marks each for 16 teaching faculty and minimum would be 0 when None of the**

 **faculty in that college is having teaching experience less than a year).**

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**PART-III (INFRASTRUCTURE AND INSTITUTIONAL FACILITIES/AMENITIES)**

 **Column No. 6 of Part-II & Part-III to be filled by the concerned College/ Institution**

**Column No. 7 of Part-II & Part-III to be filled by the Inspection Committee**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.****No.** | **Infrastructure & Instructional facilities/ amenities\*** | **Minimum****requirement for an Intake of two basic units of 50 students** | **Marks** | **Max.****Marks** | **Marks Claimed by the College/ Institution****(Column No. 6)** | **Marks****Awarded by the****Inspection****Committee (Column No. 7)** |
| 1. | One Classroom for every 50 students | 04(10 marks each) |  | 40 |  |  |
| 2. | Multipurpose Hall with minimum seating capacity of 200 and a dias (2000 sq. ft.) | 01 |  | 10 |  |  |
| 3. | Status of Library-cum-Reading Room(i) Books = 3000 minimum with addition of 100 titles annually with Not more than three volumes/copies of one title per program per unit of intake |  |  | 10 |  |  |
|  | (ii) Journals (5 refereed journals onEducation and 5 in related disciplines) | 5+5 | 1 markeach | 10 |  |  |
|  | (iii) Photocopy Facility in the Library |  |  | 05 |  |  |
|  | (iv) Computer with Internet |  |  | 05 |  |  |
|  | (v) Book Bank Facility |  |  | 05 |  |  |
| 4. | ICT Resource Centre\*\* | 1 |  | 05 |  |  |
| 5. | Curriculum laboratory | 1 |  | 05 |  |  |
| 6. | Art & Craft Resource Centre | 1 |  | 05 |  |  |
| 7. | Health & Physical Education ResourceCentre (including yoga education) | 1 |  | 05 |  |  |
| 8. | Principal’s Office with attached Toilet | 1 |  | 05 |  |  |
| 9. | Staff Room with attached Toilet | 1 |  | 05 |  |  |
| 10. | Administration Office | 1 |  | 05 |  |  |
| 11. | Visitor’s Room/ Reception | 1 |  | 05 |  |  |
| 12. | Separate Common Room for male &female students | 1+1 | 5 markseach | 10 |  |  |
| 13. | Seminar Room | 1 |  | 05 |  |  |
| 14. | Canteen (Functional) | 1 |  | 05 |  |  |
| 15. | Separate Toilet facility for male and femalestudents for staff and for PWD | 1+1+1+1 | 2.5marks each | 10 |  |  |
| 16. | Parking Space |  |  | 05 |  |  |
| 17. | Store Rooms (two) | 2 | 2.5 marks each | 05 |  |  |
| 18. | Multipurpose Playfield |  |  | 10 |  |  |
| 19. | Furniture with good condition only |  |  | 15 |  |  |
| 20. | Safe Drinking Water |  |  | 05 |  |  |
| 21. | Cleanliness of Campus |  |  | 05 |  |  |
| 22. | First-Aid Room |  |  | 05 |  |  |
| 23. | Safeguard against Fire (Fire Extinguishers)without expiry period | 5 | 1 markeach | 05 |  |  |
| 24. | Student present on the day of Inspection | 100% | 1 mark for 10% | 10 |  |  |
| 25. | Disabled friendly infrastructure i.e. Ramps, Toilet & Safe Drinking Water etc. |  |  | 10 |  |  |
|  **Total of Part-III** | 230 |  |  |

(Principal) (Convener) (Member) (Member)

**\* The requirement shall increase proportionally to the number of units in all components other than Sr. No. 8, 9, 10, 11 and 14.**

**\*\* The Number of PCs shall be at least one computer for 4 students.**

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**PART-IV(OVERALL OBSERVATIONS AND RECOMMENDATIONS)**

**(To be filled by Inspection Committee)**

1. **Total Marks Secured by the College/ Institution (Part-II +Part-III):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Out of 900)**

1. **Grade on the basis of marks obtained by the college/ institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Overall Observations and Recommendations of the Inspection Committee:**

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

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

(Convener) (Member) (Member)

Note:- May add additional sheet/s, if required.

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NOTE

1. Concealment and misinformation of facts may lead to disaffiliation of the college/ institution by the University.
2. On the basis of marks obtained in the inspection by the college, the college concerned will be graded as following:-
3. A-Grade:- 75% & Above
4. B-Grade:-50% to below 75%
5. C-Grade:-Below 50%
6. College receiving C-Grade will be required to upgrade next year failing which the college may be disaffiliated or debarred to admit students for one year or up to the period upgrade itself.

ii.) The college receiving C-Grade should have to submit compliance of deficiencies within 45 days of

 receipt of report from the University which shall be physically verified by the a committee, in case

 of non-compliance, the process of disaffiliation will be initiated immediately.

iii.) It is necessary to obtain 50% marks in Part-II failing which the college will be placed in C-Grade

iv.) It is essential for the College to remove the deficiencies on or before the next inspection conducted

 by the University. Non-compliance of removal of deficiencies will put the college in Zero or No

 admission category.

3. 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

meter (one thousand five hundred square meters) shall be the built up area and the remaining

space for lawns, playfields, etc. for and additional intake of fifty students, it shall possess additional land of 500 sq meter. (Five hundred square meters), for an annual intake beyond two hundred and up-to three hundred, it shall possess land of 3500 sq meter (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 sq meter (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 with minimum intake as per NCTE Norms shall be as under:

|  |  |  |
| --- | --- | --- |
| Course (s) | Build up Area (in sqm) | Land Area in (sqm) |
| B.Ed./ education component of 4 year integrated B.A.- B.Ed./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 |

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 bank only.

6. The Inspection Committee will see sufficient proof of salary, salary paid through cheque/bank, deduction of PF and Income Tax deduced 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.

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