

- 1 -

Himachal Pradesh University
"NAAC Accredited 'A' Grade University"
Academic Branch, Summer Hill, Shimla-5

APPLICATION-CUM-INSPECTION PROFORMA

FOR EXTENSION OF PROVISIONAL/TEMPORARY/PERMANENT
AFFILIATION/CONTINUATION OF PERMANENT AFFILIATION FOR THE _____
_____ COURSE FOR THE SESSION_____

1. Names of the members of Inspection Committee.
 - (i) Vice Chancellor Nominee _____
 - (ii) Subject Expert _____
 - (iii) Govt. Nominee _____
2. Name of College/Institute _____
3. Complete Postal Address _____

_____ Pin _____
4. Location of college/Institute with surroundings:

North _____
South _____
East: _____
West: _____
5. Letter No. & date of Regulatory body recognition order/NOC from state (photocopy enclosed) _____
6. Last letter No. & date of University Provisional/Temporary/Permanent affiliation/continuation of Permanent Affiliation granted _____
7. First Session _____ 2nd session _____ 3rd Session _____
8. Telephone Number _____ Fax _____ E mail _____
9. Website Address _____
10. Permanent Account Number (PAN/TEN) of Society/Trust/institution: _____
11. Type of institute: Government/Govt.Aided/Self-Financing: _____
12. Name of Course(s) being run: _____
13. Sanctioned intake of Course(s) _____
14. Name of President/Chairman of Society/Trust _____ Mobile _____
15. Name of the Principal _____
Mobile _____

16. Profile of Teaching Faculty

Sr. No.	Name of Principal/HOD/ Prof. Associate Prof. And Asstt. Prof.	Eligibility/ Qualification	Experience	Working since	Whether appointment through duly constituted selection committee or not?	Whether approved by University or not?	If approved mention letter No. & dated	Remarks
1.								
2.								
3.								
4.								
5.								
6.								
7.								

17. Detail of admitted students of previous/Current Session:

1. Subject: _____ (Total _____) Himachal Domicile: _____ From other States _____
2. Subject: _____ (Total _____) Himachal Domicile: _____ From other States _____
3. Subject: _____ (Total _____) Himachal Domicile: _____ From other States _____

17. Detail of Staff as per intake approved by the regulatory body/NOC and UGC Norms:

Sr. No.	Teaching Faculty	required	Available	Whether approved by the University or not?	Remarks
1.	Principal (Qualified and approved by the University)				
2.	Lecturers (Qualified and approved by the University)				
3.	Technical Supporting Staff (a) Librarian (b) Technical Asstt. (c) Teachers for Art Education: Health & Physical Education: work Experience and ICT				
4.	Administrative Staff (a) Office-Cum-Accounts Assittant (b) Office Assistant – cum-Typist (c) Store Keeper (d) Attendants/Helpers (e) others				

18. Terms and Conditions of Service

	In the pay scale granted by UGC/State Govt./University	Fixed	Daily wages	Remarks
a) Teaching Faculty (Principal and Lecturers)				
b) Technical Supporting Staff				
c) Administrative Staff				

19. Other Conditions.

d) Salary Through Cheque/Bank	Yes/No
e) Provident Fund	Yes/No
f) Gratuity	Yes/No
g) Income Tax deductions at source	Yes/No

20. (Physical & Academic Infrastructure and other Facilities/Amenities)

1.	Physical Infrastructure for B.Ed Course	Name of Course	Required	Available	Remarks
	a) Land.....Sq. Mts.				
	b) Building.....Sq. Mts.				
	c) For the Course.....Building.....Sq. Mts.				
	d) Principal's Room				
	e) Staff Room				
	f) Office Room				
	g) Play Ground				
2.	Academic Infrastructure				
	a) Class Rooms				
	b) Multipurpose Hall for 150 persons				
	c) Laboratories fully furnished and				

	equipped with apparatus.				
	d) Seminar/Tutorial Room				
	e) Resource Room for Handicapped				
	f) Easy access to sufficient number of recognised secondary schools for field work/Teaching Practice				
	g) Library equipped with following: i) Books=3000 (with addition of 200 titles annually) ii) Journals=5				
	iii) Photocopy Facility				
	iv) Computer with Internet				
	Amenities				
	a) Furniture				
	b) Separate Common Rooms for Boys/Girls/Staff				
	c) Safe Drinking water				
	d) Separate Toilets for Boys/Girls/Staff (male/female)				
	e) Canteen/Parking/Telephone Facility				
	f) Cleanliness of Campus				
	g) First-Aid Facility				
	h) Barrier free access for Physically Disadvantaged				
	i) Safeguard against fire				

21. Detail of Management Committee:-

22. Whether college submitted compliance report of previous inspection or not?

23. Any complaint received from student/staff give detail/undertaking from the Principal/President and Secretary:-

24. Whether the college submitted inspection fee/continuation of affiliation fee if due/pending give detail:-

Recommendation of the Inspection Committee:- (Separate sheet may be used if required)

- (i) Infrastructure: In terms of Classrooms, labs, library, hostels, playground, boy's & girl's common room, washrooms, indoor games facilities, fire extinguishers, proper railing, ramps facility for physical challenged students, Principal room/staff room etc.
- (ii) Staff: Teaching and non-teaching staff recruited through HPU/H.P. Govt./HPNRC/BCI norms, salary etc of the staff as per norms & through bank EPF/GIS scheme for staff.
- (iii) Library: Space, furniture, magazine or newspapers, journals, books, whether increased annually as per NCTE/INC/BCI/HPU norms and automation of the Library.
- (iv) Classrooms: Vantilation, lights, fans, smart classrooms,
- (v) Clean Drinking water and health facilities, first aid box.
- (vi) Interaction with students relating their problems.

-7-

- (vii) Financial condition of the colleges.
- (viii) Laboratory: Computers/make, Licensed Software, other lab equipments etc.
- (ix) Stock Register & other.
- (x) Do the college has management committee as per HPU norms & meetings held regularly.
- (xi) Outcome of interaction with students, faculty and supporting staff.
- (xii) Any other:

Recommendations (No. of Seats and session must be mentioned):-

Signature:
(Vice-Chancellor Nominee) (Subject Expert) (Govt. Nominee)