



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY,
MURTHAL, HARYANA (INDIA)-131039.
(ESTABLISHED BY STATE LEGISLATIVE ACT 29 OF 2006 &
APPROVED UNDER SECTION 2 (F) & 12 (B) OF UGC ACT, 1956)
ACCREDITED 'A' GRADE UNIVERSITY BY NAAC**

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REPORT OF INSPECTION TEAM

Academic Session 201....-.....

Name & Address of Institute:- _____

INSTRUCTIONS

Note: This report comprises four parts.

Part I deals with the requirement of lands in acres as per AICTE norms/ legality of ownership & possession of land/Institutional lands. It is mandatory as per AICTE norms. The concerned institute shall attach the relevant certificate.

Part II deals with evaluation of parameters relating to physical infrastructure of an institute and has been allocated 650 maximum marks.

Part III evaluates several parameters that concern academic infrastructure of an institute and has been allocated 1100 maximum marks.

Part III deals with the efforts made by the institute in complying with the terms and conditions imposed by previous committee regarding affiliation to DCRUST Murthal during the previous year. (A copy of the previous inspection committee will be provided by the office of DOC, DCRUST)

Depending upon marks obtained by an existing institute in each of these two Parts, it may be placed in one of the following categories.

Category A	Provisional affiliation for a period of THREE years may be granted. Condition: Institute should obtain at least 75% marks separately in each Part II and Part III of the assessment report and the institute exists in a permanent campus of its own in a conforming area.
Category B	Provisional affiliation for a period of TWO years may be granted. Condition: Institute should obtain at least 65% - 74% marks separately in each Part II and Part III of the assessment report and the institute exists in a permanent campus of its own in a conforming area
Category C	Provisional affiliation for a period of ONE year may be granted. Condition: Institute should obtain at least 50% - 64% marks separately in each Part II and Part III of the assessment report and the institute exists in a permanent campus of its own in a conforming area.
Category D	The institute shall be kept under ' No Admission Category '. If assessment marks are less than 875 (Less than 50%)

- If the admission in a particular course of B Tech/B Arch/ BBA/BCA is less than 10 % of the sanctioned strength for previous consecutive three years, the committee shall recommend for de-affiliation of that particular course or no admission category.
- If the admission in a particular course of M Tech/MBA/ M Arch/MCA is less than 20 % of the sanctioned strength for previous consecutive three years, the committee shall recommend for de-affiliation of that particular course or no admission category.

Particulars of the University visiting committee.

Sr. No.	Name and Designation	Postal Address with Pin-Code	Phone (Office & Res.) Fax, Mobile No. & Email
1.			
2.			
3.			
4.			

Date & time of visit _____

Agenda:

- To check the compliance of observations regarding deficiencies pointed out by the previous inspection committee with regard to grant of extension / continuation in provisional affiliation of existing courses for the session 201__ - 201__ .
- To verify the availability of requisite infrastructure facilities, labs, faculty and other support system to consider the matter for extension / continuation in provisional affiliation of following existing UG & PG courses for the session 201__ - 201__

iii. _____

Program/Course approved by AICTE with sanctioned intake for current academic year (please attached copy of approval letter)

Programme	Courses	Sanctioned intake	Year

Student Admission in last three (PG)/four years (UG): (Admitted/Sanctioned)

Sanctioned Seats/ Branch	A/S (201 - 201-)	A/S (201 - 201-)	A/S (201 - 201-)	A/S (201 - 201-)	Total sanctioned intake
B Tech (ME)					

M Tech (ME)					

PART-I (Mandatory)

Land Area

Area required (land in acres as per AICTE)	Total Area available (in acres)	Shortfall, if any

Ownership of land and building by the society (acquisition by allotment/procurement)	Attach relevant certificates
Availability of land as per norms in conforming area, i.e., the land use is Institutional.	

PART II Maximum marks 650

Built Up Area: Total Maximum Marks 300

Particulars	Required as per AICTE Norms	Available	Shortfall (if any)
	(m ²)	(m ²)	
Instructional area			
i. Class-rooms			
ii. Tutorial Rooms			
iii. Drawing Hall			
iv. Computer Centre			
v. Library			
vi. Laboratories			
vii. Workshops			
Administrative area			
Circulation area			
Any other			
Total			

Note: A certificate is to be submitted from an Architect (registered with COA) for the verification of built up area as per AICTE norms & standard (Refer approval hand book of AICTE).

Distribution of marks

Parameters	Marks Allotted	Marks Awarded
Sanctioned building plan as approved by concerned body	100	
Availability of built-up area as per the norms of AICTE for proposed/existing programme(s)	200	

Other Facilities: Total Marks: 350

S.No.	Other Facilities	Marks Allotted	Marks Awarded
1.	Language Laboratory	10	
2.	Water Supply and outlets for drinking water at strategic locations/Water coolers/RO facilities.	10	
3.	Electric Supply	10	
4.	Backup Electric Supply	10	
5.	Sewage Disposal	10	
6.	Telephone and FAX	10	
7.	First Aid Facility	10	
8.	Vehicle Parking	10	
9.	Institution website	10	
10.	Facilities for disabled and elderly persons	10	
11.	Structure Safety Certificate of building, earthquake resistant certificate, fire fighting devices and building ventilation	10	
12.	General Insurance against fire, Burglary and other calamities	10	
13.	All approach road	10	
14.	General notice Board and departmental Notice Boards.	10	
15.	Medical and counselling Facilities	10	
16.	Public announcement system at strategic locations	10	
17.	Enterprise Resource Planning (ERP) Software for Student-Institutions Parent interaction.	10	
18.	Transport facilities	10	
19.	Post-office, Bank facilities/ATM	10	
20.	CCTV Security System	10	
21.	LCD (or similar) projectors in classrooms	10	
22.	Group Insurance for the employees	10	
23.	Group Insurance for the Students	10	
24.	Staff quarters	10	
25.	Sports & Games	10	
26.	Student canteen	10	
27.	Anti Ragging Committee/Display of posters	10	
28.	Women Cell	10	
29.	SC/ST Cell	10	
30.	Internal Complaint Committee	10	
31.	T&P Cell with regular T & P Officer	10	
32.	Compliance of national academy depository (NAD) as per MHRD direction	10	
33.	Provision to watch MOOCS courses through SWAYAM	10	
34.	Implementation of Unnat Bharat Abhiyan	10	
35.	Appointment of student counselor	10	

PART-III**Maximum Marks: 1100****Status of Director: Max. Marks 50**

Criteria	Parameters	Marks Allotted	Marks Awarded
Director should be posted at as per norms of AICTE (At least on roll for the past one year: award proportionately with time)	In position/As per norms	50	

Details of Faculty- Department Wise: Total Marks 300

S. No.	Name	Designation	Qualification with (Name of University for UG/PG Degree)	Date of Joining the institute	Total experience	Pay Scale and Basic Pay	Total Salary	No. of Paper Published	No. of Ph.D. Guided

Distribution of Marks**Faculty strength shall be calculated on the basis of sanctioned seat of students.**

Parameters	Marks Allotted	Marks Awarded
Cadre Ratio (1:2:6) for UG and 1:1:1 for PG - (Maximum awards for Professor-15, Associate Professor-15, Assistant Professor-20)	50	
Conferencing Facility	25	
Teacher student ratio (1:15) for UG & (1:12) for PG	75	
Quality of faculty (Ph.D holder, participation in FDP, Conferences be taken into consideration)	50	
Publications/Consultancy work	50	
Salary as per VI pay commission, Provision of CAS for teachers	50	

Computing & other related Facility: 200 Marks**All calculation shall be done on the basis of sanctioned seat of students.**

Particulars	Requirements as per AICTE Norms	Total available	Shortfall, if any
No. of Computer terminal (Terminal-student ratio) UG Programme - 1:6 PG Programme - 1:3			
No. of Terminals on LAN/WAN			
Name of Relevant Licensed Software			
Peripherals/Printers			
Internet Connectivity			

Distribution of Marks

Parameters	Marks Allotted	Marks Awarded
Number and configuration of terminals	50	
Availability of software	50	
Internet Connectivity	50	
Availability of peripherals (Printer, Scanner etc.)	50	

Library: total marks: 200

Particulars	Total requirements of the courses as per AICTE Norms	Available	Shortfall, if any
Number of title of the Books UG Programme 1:4 Total Titles 400 per course PG Programme 1:8 Total Titles 200 per course			
Number of Volumes of Books Total volumes 600 per course			
No of Journals (Please attached the detailed list) Indian - 12, International 03 Per course			

Distribution of marks

Parameters	Marks Allotted	Marks Awarded
Prog.-wise titles/volumes	60	
Number of journals(national / international)	60	
Number of magazines /newspapers	30	
Computerization /online subscription	25	
Reading Room and Reprographic facilities (photocopier and book-binding)	25	

Status of labs / Workshops and supporting staff: Max. Marks 350

The committee shall verify the availability of equipments (programme wise) as per the list provided by the office of Dean of Colleges. The committee will also verify the availability of technical lab staff & other staff required in labs, workshop, computer centre and library.

Distribution of marks

Parameters	Marks Allotted	Marks Awarded
Availability of equipments/instruments	250	
availability of technical lab staff & other staff required in labs, workshop, computer centre and library	100	

OR

Applicable for programmes like MBA, BBA etc where specific labs are not part of course curriculum but other methods are devised for practical training.

Parameters	Marks allotted	Marks Awarded
Summer training programmes /Project reports / Presentations /orientation	75	
Group discussion /mock interview/ home assignment/ case study/dissertation etc	75	
Participation of students in workshop / seminar etc	50	
Labs Facilities as per Syllabus	50	
availability of technical lab staff & other staff required in labs, workshop, computer centre and library	100	

PART IV

Compliance with the terms and conditions imposed by the previous inspection committee

The inspecting team must list the terms and conditions that were to be met by the Institute and indicate whether the Institute has complied with them or not in the following table. Please tick mark the appropriate box. (Add separate sheet if necessary)

S. No.	Terms and conditions to be complied with by the Institute	Complied with	Substantially complied with	Not complied with

Finding in respect of Part III (Overall subjective assessment): _____(Write either Favourable or Unfavourable)

SUMMARY OF THE REPORT

Academic session -----

1. Name of the Institute : _____
2. Justification for allocating marks as per Assessment Proforma (Part II & III)
 - (i) Legality of Ownership/ possession of land and land use –
 - (ii) Availability of built-up area and sanctioned building plan –
 - (iii) Other Facilities
 - (iv) Status of department-wise Faculty –
 - (v) Computing & other related facilities –
 - (vi) Library –
 - (vii) Status of Lab / Workshops and supporting staff
 - (viii) Instructional Facilities/ Teaching Aids –
 - (ix) Compliance of conditions imposed by previous inspection committee –
3. Suggestions for Improvement of Institute:

Recommendations:

Programme(s)	Intake / Duration	Remarks, if recommended	Remarks, if not recommended

FINAL RECOMMENDATION

Based on the Inspecting Team's finding in respect of Part I, Part II part III and Part IV as detailed in the above tables, the Inspecting Team places the Institute in Category ____ (Write Category A or Category B or Category C or Category D) keeping in view the benchmarks given in the first page of the format.

Chairman Member Member Member Member Member

Date of Visit

Note: The names in capital letters of all the members of the Committee be indicated below their respective signatures.