

PANJAB UNIVERSITY, CHANDIGARH

PROFORMA FOR INSPECTION REPORT OF THE COLLEGE FOR EXTENSION OF AFFILIATION IN ARTS/SCIENCE/COMMERCE SUBJECTS (UNDERGRADUATE & POSTGRADUATE)

It is mandatory for all Inspection Committees for extension of affiliation to submit the report on this proforma. The Chairman of the Committee will be provided the CD containing this proforma in intractable /fillable form:

Date of Inspection _____

Members of the Committee who visited:

- 1.
- 2.
- 3.
- 4.
- 5.

Members who could not visit:

- 1.
- 2.
- 3.

PART I

GENERAL:

- i) Name of the College :
- ii) Number of students in all Undergraduate and Postgraduate courses :

No. of Undergraduate students	No. of Postgraduate students

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iii) Courses/subjects already being taught at Undergraduate level and Postgraduate level:

Subjects at Undergraduate level	Subjects at Postgraduate level

iv) Subject-wise number of students (Undergraduate & Postgraduate):

Sr. No.	Subjects	Undergraduate	Postgraduate

v) Subject/s for which extension of affiliation is sought:

vi) Academic year from which extension of affiliation is sought:

vii) No. of students proposed to be admitted:

viii) Name and addresses of the Colleges in the towns/neighbouring towns where subject/s and level for which extension of affiliation is being sought, is already being taught:

MANAGEMENT

i) Constitution & Composition of the Governing body:

ii) Name and addresses of the Office Bearers:

- iii) Last date when election of representatives of teachers :
was held as required under Chapter VIII (E), Regulation 8.1,
P U Cal. Vol.I, 2007.

BUILDING

- i) Total number of class rooms:
- ii) Class room/s required to accommodate students of new subject/class:
- iii) Whether the college has the additional room/s?
- iv) Whether adequate and suitable furniture is available for additional students?

LIBRARY

- i) Is the library open access or restricted access? Open/Restricted
- ii) Is the library catalogue, Issue/return computerized? Yes/No
- iii) Is the library staff as per PU norms? Yes/No
- iv) Books available on the subject for which extension of affiliation :
is being sought (list of books with full particulars, i.e. name of
Author, title, name of publisher, year of publication, etc. is to be
supplied).
- v) Amount already spent on the above books :
- vi) Additional amount the college is required :
to spend for purchase of more books on the subject :

vii) Amount proposed to be spent by the College :

STAFF

i) Number of teachers in the college(list with qualifications, date & nature of appointment, teaching workload etc. to be supplied by the College is to be enclosed) :

ii) Is the number according to University norms(time-table, class-wise to be supplied by the College is to be enclosed) :

iii) Proposed time-table for the new subject (copy is to be supplied) :

iv) Number of teachers already available to undertake teaching the new subject/class. :

v) Number of teachers required for teaching the new subject/class :

vi) Number of teachers required to be appointed to meet teaching requirements of the new subject/class. :

vii) Does the already available staff in the College satisfy the requirement of Rule 4 & 5 at page 170 of P U Calendar Vol. III, 2005? :

(Only for Post-graduate courses/classes).

FINANCIAL RESOURCES

To meet the recurring and non-recurring expenditure on the proposed expansion:

(i) Year-wise proposed additional income from all resources :

(ii) Year-wise expected expenditure to meet requirements of :

building, furniture, equipment and on payment of salaries
to the additional staff.

(iii) How does the College propose to meet the deficit? :

MISCELLANEOUS:

Are there some enquiries/complaints pending against the College? :

Has the college implemented various decisions/instructions
given by the University? :

PART II

(ONLY FOR SCIENCE SUBJECTS TO BE SUBMITTED ALONG WITH PART I)

LABORATORIES

- i) The college has a gas plant? Yes/No
- If yes, does it meet the requirements of science subjects? Yes/No
- ii) The colleges has its own distilling plant for B.Sc. classes : Yes/No
- iii) Dimensions of the laboratories required as per norms laid down by the Syndicate:

a) PHYSICS:

- i) Number of Junior Laboratories :
- ii) Number of Senior Laboratories :
- iii) Workshop Yes/No
- iv) Dark Room : Yes/No
- v) Store Room : Yes/No
- vi) Are the college laboratories in Physics properly equipped for new course? : Yes/No

If No, what are the deficiencies?

b) CHEMISTRY:

- i) Number of Junior Laboratories :
- ii) Number of Senior Laboratories :
- iii) Balance Room : Yes/No
- iv) Preparation Room : Yes/No
- v) Store Room : Yes/No
- vi) Are the college laboratories in Chemistry properly equipped for new course? : Yes/No

If No, what are the deficiencies?

c) BOTANY

- i) Number of Junior Laboratories :
- ii) Number of Senior Laboratories :
- iii) Museum : Yes/No
- iv) Preparation Room : Yes/No
- v) Store Room : Yes/No
- vi) Botanical Gardens : Yes /No.
- vii) Are the college laboratories in Botany properly equipped for new course? : Yes/No

If No, what are the deficiencies?

d) Zoology

- i) Number of Junior Laboratories :
- ii) Number of Senior Laboratories :
- iii) Museum : Yes/No
- iv) Preparation Room : Yes/No
- v) Store Room : Yes/No
- vi) Are the college laboratories in Zoology properly equipped for new course? : Yes/No

If No, what are the deficiencies?

e) Geology

- i) Number of Junior Laboratories :
- ii) Number of Senior Laboratories :
- iii) Museum : Yes/No
- iv) Preparation Room : Yes/No
- v) Store Room : Yes/No
- vii) Are the college laboratories in Geology properly equipped for new course? : Yes/No

If No, what are the deficiencies?

f) Home Science :

- | | | | |
|------|---|---|--------|
| i) | Foods Laboratory | : | Yes/No |
| ii) | Home Management Laboratory | : | Yes/No |
| iii) | Clothing & Laundry Laboratory | : | Yes/No |
| iv) | Are the college laboratories in Home Science properly equipped for new courses? | : | Yes/No |

If No, what are the deficiencies?

g) Biotechnology/Bioinformatics:

- | | | | |
|------|--|---|--------|
| i) | Laboratories | : | Yes/No |
| ii) | Laminar Flow (Two) - One for First Year
- One for Second Year | : | Yes/No |
| iii) | UV – Transilluminator | : | Yes/No |
| iv) | PCR – Machine | : | Yes/No |
| v) | Spectrophotometer | : | Yes/No |
| vi) | Photo microscopes | : | Yes/No |
| vii) | Compound Microscopes | : | Yes/No |

- viii) Gel Doc System : Yes/No
- ix) Shaker Incubator : Yes/No
- x) CO₂ Incubator : Yes/No
- xi) Cryogenic Freezer : Yes/No
- xii) Autoclave : Yes/No
- xiii) Minor Equipments - : Yes/No
Electronic Balance etc.
- xiv) Are the college laboratories in Biotechnology/
Bioinformatics properly equipped for new course? : Yes/No
If No, what are the deficiencies?

h) Computer Science:

- i. Number of computer Labs. :
- ii. Total number of computers in Labs. :
- iii. Total number of Printers in Labs. :
- iv. Total number of Servers and specification :
- v. Networking(Networking details) :
- vi. Internet Speed/access :
- vii. Licensed software available :
- viii. Are the college laboratories in Computer Science properly equipped for new course/Unit? : Yes/No

If No, what are the deficiencies?

General Report/Requirement about Laboratories:

- i) Has the college purchased apparatus, Chemicals etc. :
in the science subjects as per lists approved by the
University?

- ii) How much amount the college has spent on purchase :
of apparatus for different science, subjects during the
last 3 years (year-wise, subject-wise information be
provided)?

- iii) Additional amount the college is required to spend :
for introduction of the new subject

- iv) Amount the college proposes to spend yearly :

OBSERVATIONS OF THE INSPECTION COMMITTEE/DEFICIENCIES IDENTIFIED:

1. Is adequate number of books available for starting the new subject/course? Yes/No

If No:

i) The approximate amount required to be spent on books _____
(Recommended/suggested list of books to be enclosed): _____

ii) **%age deficiency in terms of books:**

2. Is adequate staff available for starting the new course? Yes/No

i) **%age deficiency in terms of staff:** _____

ii) Scale of salary to be paid with break-up DA/DP etc. _____

iii) Additional posts the college is required to fill up before starting the course: _____

3. Is infrastructure available in terms of class rooms/laboratories/equipments sufficient? Yes/No

If No:

i) **%age deficiency in terms of infrastructure:** _____

ii) Additional infrastructure required to be added before starting the new course: _____

Recommendations of the Committee (Either 1, 2 or 3; Strike out whichever is not applicable):

i) The proposed extension of affiliation be granted for _____ with maximum number of students the College is allowed to admit _____.

Or

ii) The Proposed extension of affiliation of extension in _____ be not granted.

Or

iii) The Proposed extension of affiliation in _____ be granted only if the college fulfilled the following conditions/requirements by _____ (date) and submit the proof of having fulfilled the requirement:

Whether re-visit of Inspection Committee is needed (Justify):

Yes/No

Name & Signature of the Committee Members:

Name

Signature

1.

2.

3.

4.

5.

The information to be supplied to the Chairman of the Committee by the College authorities:

1. Details of Funds (Endowment, others, as approved by the University):
2. Dimensions of Laboratories as approved by the University:
3. List of equipment, chemicals, etc:
4. Teacher-taught ratio in:
 - i) Science
 - ii) Arts
5. Teacher's workload as approved by the University:
6. List of books/copy of syllabus in the relevant subject:

7. Details of enquiries/complaints pending against the college and instructions given by the University: