

ACADEMIC SESSION 2023-24

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# REPORT OF JOINT ASSESSMENT COMMITTEE (NEW INSTITUTES - TECHNICAL & NON-TECHNICAL COURSES)

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Department of Higher Education, Government of NCT of Delhi  
and Guru Gobind Singh Indraprastha University, Delhi

**Committee Members:**

	NAME (BLOCK LETTERS)	SIGNATURE
Chairperson:		
Expert 1:		
Expert 2:		
Expert 3:		
Convenor:		

INSTITUTION: \_\_\_\_\_

DATE OF VISIT: \_\_\_\_\_

This report comprises of two parts.

**Part I** – Deals with parameters relating to physical infrastructure of an institute (carries no marks).

**Part II** – Evaluates several parameters that concern academic standards & infrastructure of an institute. Total of Max. Marks of Part II will depend upon the number of courses being run in an Institute.

**GGSIPI shall provide the Inspecting Teams, the proposals as submitted by the Institute and other relevant documents like concerned Guidelines of the Govt. of NCT of Delhi, Norms of the concerned Statutory Bodies (if applicable), etc.**

**Depending upon the marks obtained by the institute in Part II of the Assessment Report, it may be placed in one of the following categories:**

<b>Category 'A'</b>	75% marks or more
<b>Category 'B'</b>	65% marks or more but less than 75%
<b>Category 'C'</b>	50% marks or more but less than 65%
<b>Category 'D'</b>	Less than 50% marks and will be put in No Admission Category

## **General Guidelines for the JAC Members**

1. The inspection team should evaluate facilities available on the date of inspection and should not take into account promises made by the Society/ Trust Managing the College/ Institution.
2. Wherever required additional pages may be attached in the Report.
3. While calculating the requirement of space, norms for space mentioned in Policy Guidelines of Govt. of NCT of Delhi conveyed vide letter no. DHE-4(60)/Policy/GGSIPU/2014-15/5890-5904, dated 12.01.2016 & its amendment dated 03.02.2017 and norms of the concerned Statutory Body, if any, have to be referred.
4. All pages of the JAC Report must be signed by all Members of the Committee.
5. Any cuttings/ over writings should be avoided; if any such cutting is unavoidable the same may be authenticated only by countersignatures of the Chairman of the Committee.
6. The names in capital letters of all the members of the Committee should be indicated below their respective signatures at the end of Part I and at the last page of the Report.
7. The copy of the JAC Report will be sent through e-mail to the Institute after 07 days of date of Inspection.
8. JAC may obtain declaration by the authorized signatory of the Institute as per Clause 12 of the Govt. Policy Guidelines dated 12.01.2016, as per the format given by the Affiliation branch.
9. General Undertaking to be submitted by the Institute on Rs. 100/- Stamp paper at the time of inspection, as per the format given by the Affiliation branch.

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# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

A State University established by Govt. of NCT of Delhi

SECTOR-16C, DWARKA, NEW DELHI – 110078

## PARTICULARS OF THE INSTITUTE

1. Date and Time of Visit : \_\_\_\_\_

2. Name and Address of the : \_\_\_\_\_  
proposed/ affiliated institute \_\_\_\_\_

District : \_\_\_\_\_

Telephone : \_\_\_\_\_

Website Address : \_\_\_\_\_

E-mail : \_\_\_\_\_

3. Name and Address : \_\_\_\_\_  
of the Society/Trust/Company \_\_\_\_\_

Telephone : \_\_\_\_\_

Website Address : \_\_\_\_\_

E-mail : \_\_\_\_\_

4. Name and Address of Chairperson : \_\_\_\_\_  
of the Society/Trust/Company \_\_\_\_\_

Telephone : \_\_\_\_\_

E-mail : \_\_\_\_\_

5. Name and Address of : \_\_\_\_\_  
Director/Principal of the Institute \_\_\_\_\_

Telephone : \_\_\_\_\_

E-mail : \_\_\_\_\_

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Convener

( \_\_\_\_\_ )  
Chairman



## PART- I: (PHYSICAL INFRASTRUCTURE)

### Parameter 1A : Legality of ownership and possession of land, land use

Parameters	Yes	No
(1) The land and building owned by the Society/Trust/Company (acquisition by allotment/ procurement)		
(2) The land available as per norms in conforming area,		
(3) Land use certificate of institutional purpose.		

**P.S.:- Duly attested copies of relevant documents to be enclosed.**

### Parameter 1B: Availability of space and sanctioned building plan

Parameters	Yes	No
Sanctioned building plan as approved by DDA/ MCD/ Govt. Body <b>Name of the Sanctioning Authority: _____</b>		
Building Occupancy Certificate		
Availability of space as per the norms of Statutory Body/ University/ Govt. for proposed programme(s).		

**P.S.:- Duly attested copies of relevant documents to be enclosed.**

### Parameter 1C: Safety Measures

Parameters	Yes	No
(1) Structural Safety Certificate of building of the Institute/College issued by Registered Architect/ Structural Engineer		
(2) Certificate indicating that the building is earthquake resistant		
(3) Availability of fire fighting devices at the Institute.		
(4) Fire Safety Certificate by Delhi Fire Service or concerned department of the State (NCR) where the Institute is located: Valid upto _____		
(5) Use of basement for other than approved purpose, if any in the Institute:		
(a) Use of Basement (approved)		
(b) Use of Basement other than approved purpose		

**P.S.:- Duly attested copies of relevant documents to be enclosed.**

<b>NOC from the concerned department of the concerned State Government, for relevant programme, wherever applicable</b>	<b>Copy Attached: YES / NO</b>
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**Note:** All above details to be verified.

Remarks, if any:

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Convener

( \_\_\_\_\_ )  
Chairman

## PART-II: (ACADEMIC STANDARDS & INFRASTRUCTURE)

### PART-II: Academic Standards

#### Parameter II A: Status of Director/Principal: (Max. Marks 100)

Criteria	Yes / No	Marks awarded out of 100
<p>Is the Director/Principal (in position), as per norms of Statutory Body (NMC, AYUSH, Homoeopathy Council, Dental Council etc.) UGC / University.</p> <p><b>(A) Private/ Self-Financing Institute has to provide all the documents as mentioned below:</b></p> <p>1. Following documents are to be submitted by the Institute for the Director/Principal in position during the last 2 years in reverse chronological order.</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• PAN No.</li> <li>• Copy of AADHAR Card</li> <li>• Attested Copies of Educational Qualifications.</li> <li>• Attested copy of Experience Certificate.</li> <li>• Copy of Advertisement.</li> <li>• Composition of the Selection Committee.</li> <li>• Minutes of the Selection committee.</li> <li>• Offer of Appointment.</li> <li>• Acceptance by the incumbent.</li> <li>• Proof of salary transfer in his/her bank account since joining.</li> </ul> <p><b>(B) In case of Govt. Institute/ College</b></p> <ul style="list-style-type: none"> <li>• Appointment Letter given by the Authority.</li> <li>• PAN No.</li> <li>• Copy of AADHAR Card</li> <li>• Self-certified copy of the experience in a tabular form</li> <li>• Self-certified certificate from the Head of the Institution that he fulfills the eligibility criterion as per the regulatory authority's regulations</li> <li>• Relieving letter/Joining letter in case the Head of Institution has joined since the last assessment</li> </ul>		<p style="text-align: center;"><b>Marks awarded out of 100</b></p> <hr style="border-top: 1px dashed black;"/> <p><b>Note:</b></p> <p>(i) Award 100 marks, if eligible and all documents are provided.</p> <p>(ii) Award zero marks, if the Director/Principal is not as per norms and non-submission of any of the desired certificates/ documents.</p>

Remarks, if any:

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Convener

( \_\_\_\_\_ )  
Chairman



**Parameter IIB: Computer Centre: (Max. Marks 100)**

<b>Criteria</b>	<b>Parameters, wherever applicable</b>	<b>Maximum Marks</b>	<b>Marks Awarded</b>
Number of computers/ configuration and the licensed software be evaluated as per requirement of course(s) conducted.  <b>Note:</b> Norms of Statutory Body be followed wherever applicable. For other programmes, the terminal student ratio may be as follows:  U.G. prog. – 1 : 6 P.G. prog. – 1 : 3	Number and configuration of Terminals	25	
	Availability of licensed software	25	
	Internet connectivity	25	
	Availability of peripherals such as printers, scanners, server of sufficient capacity etc.	25	
<b>Total Marks</b>		<b>100</b>	

**Note: The JAC should verify the purchases from the Invoices/ Bills.**

Remarks, if any:

( \_\_\_\_\_ )  
Subject Expert

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Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Convener

( \_\_\_\_\_ )  
Chairman

**Parameter IIC: Status of Library: (Max. Marks 250)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Number of titles and volumes may be in the ratio of 1:8 for U.G. prog. and 1:4 for P.G. prog. OR as approved by concerned statutory body.  <u>Books – U.G. Programme</u> (per prog.) - Titles:200; Volume:1600.  <u>P.G. Programme</u> (per prog.) - Titles:200; Volume:800.  Journals: For U.G./ P.G. Prog. - Indian–12; International– 03.	Total 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	
	Subscription of e-books	50	
<b>Total Marks</b>		<b>250</b>	

**Note: The JAC should verify the purchases from the Invoices/ Bills.**

**Remarks, if any:**

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Convener

( \_\_\_\_\_ )  
Chairman

**Parameter IID: Status of Labs./ Workshops, wherever applicable:**

**Applicable for programmes which have specific labs. / workshops as part of their course curriculum (Max. Marks 100)**

<b>Criteria</b>	<b>Parameters</b>	<b>Maximum Marks</b>	<b>Marks Awarded</b>
Norms of Statutory Body will be followed for their concerned programmes. For other programmes, the subject experts will assess as per the requirement of experiment recommended in the syllabus for the programme.	Availability of equipments / instruments, work table / work stations shall be as per the requirement	50	
	(1) Minimum Technical Lab staff shall be:- One Lab Assistant & One Lab Attendant (for each lab)  <b>AND/ OR</b>  (2) For Workshop:- One Workshop Superintendent One Senior Technician One Junior Technician	30	
	Size of the Lab as per norms of the Statutory Body	20	
<b>Total Marks</b>		<b>100</b>	

**Remarks, if any:**

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Subject Expert

( )  
Subject Expert

( )  
Subject Expert

( )  
Convener

( )  
Chairman

**Parameter IIE: Ancillary and Other Essential Facilities: (Max. Marks 200)**

<b>Criteria</b>	<b>Parameters</b>	<b>Maximum Marks</b>	<b>Marks Awarded</b>
Physical verification by the Committee	Medical/ First-Aid facility with Medical Room and availability of Doctors	10	
	Sports and games (indoor / outdoor)	10	
	Computer and Internet facility for the faculty members/ students/ staff	30	
	Facilities for differently abled	10	
	Separate common rooms for boys and girls with wash room facility (separate/ attached)	20	
	Students canteen	20	
	Availability of Power Backup	10	
	Potable water and water coolers for summer season	10	
	Faculty cubicles	10	
	Solar Energy utilization	10	
	Environmental Upgradation (Tree plantation, greenery etc.)	10	
	Building Maintenance	10	
	General Cleanliness & Hygiene	10	
	Rain Water Harvesting	10	
	Record Maintenance	10	
Display of Boards & Signages	10		
<b>Total Marks</b>		<b>200</b>	

Remarks, if any:

( )  
Subject Expert

( )  
Subject Expert

( )  
Subject Expert

( )  
Convener

( )  
Chairman

## **SUMMARY OF MARKS OF PART II**

A	B	C
Unit	Maximum Marks	Marks Awarded
<b>Part II:-</b>		
Parameter II A (Status of Director/ Principal)	100	
Parameter II B (Computer Centre)	100	
Parameter II C (Status of Library)	250	
Parameter II D (Status of Labs./ Workshops, wherever applicable)	100	
Parameter II E (Ancillary and other Essential Facilities)	200	
<b>Total of Part II</b>		

Percentage Marks Awarded in Part II = Total of Marks awarded in Column (C) Divided by total of Marks in Column (B) x 100 = \_\_\_\_\_

### **RECOMMENDATION REGARDING CATEGORY**

Based on the Inspecting Team's finding in respect of Part II as detailed in the above table, the Inspecting Team recommends the Institute to be 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. These recommendations will be valid only if the conditions of Part I are met by the Institute.

**Placed / Not Placed**

In the Category of **"provisional affiliation for the academic year 2023-24"**.

Date of Visit: \_\_\_\_\_

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Subject Expert

( \_\_\_\_\_ )  
Convener

( \_\_\_\_\_ )  
Chairman

**Recommendation regarding Programme(s) with justification on the basis of space factor as stipulated by the concerned Statutory Body / University/ Policy Guidelines of GNCTD.**

S. N.	Programme	Recommended (YES or NO)	Intake Recommended / duration of programme	Space factor (in Sq. Mtrs.)	Space required per programme (in Sq.Mtrs.)	If not recommended reasons thereof
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Total of Space required for all the programme/ intake recommended: \_\_\_\_\_

Total plot area (Sq. Mtrs./Acres) \_\_\_\_\_

Total covered area for recommended intake (Sq. Mtrs./ Acres): \_\_\_\_\_

Permissible FAR: \_\_\_\_\_

FAR Achieved (should be within permissible FAR limit): \_\_\_\_\_

- Note:** (i) Programmes/ intake should be recommended subject to the availability of space required.  
(ii) If the actual covered area as per permissible FAR (presently 225) is less than the total area required as per norms for that programme and number of seats, then seats would be reduced to the extent of proportionate shortfall in space.  
(iii) In case of Institutions which are conducting any P.G. Diploma Programme, the total space should be mentioned excluding the area required for any P.G. Diploma Programme.  
(iv) While calculating the requirement of space, norms for space mentioned in Policy Guidelines of Govt. of NCT of Delhi conveyed vide letter no. DHE-4(60)/Policy/GGSIPU/2014-15/5890-5904, dated 12.01.2016 & its amendment dated 03.02.2017 and norms of the concerned Statutory Body, if any, have to be referred.

(\_\_\_\_\_) Subject Expert

(\_\_\_\_\_) Subject Expert

(\_\_\_\_\_) Subject Expert

(\_\_\_\_\_) Convener

(\_\_\_\_\_) Chairman

