

**ACADEMIC SESSION 2024-25**

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**REPORT OF JOINT  
ASSESSMENT COMMITTEE  
(EXISTING 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:		
Expert 4:		
Expert 5:		
Convenor:		

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

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

This report comprises of three 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.

**Part III** – Deals with the efforts made by the institute in complying with the terms and conditions of grant of NOC of the Government of NCT of Delhi, academic audit report and conditions of affiliation with GGSIPU during the previous year.

**GGSIPIU shall provide the Inspecting Teams, the proposals as submitted by the Institute along with copies of letter/s indicating the terms and conditions of NOC and affiliation along with the report of the last academic audit which were to be complied with by the institute, if any, 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 and Part III SEPARATELY 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. If the concerned department of the State Government or the University is of the opinion that NOC/ Provisional affiliation is not justified, the issuance of such NOC/provisional affiliation may be revoked after following proper procedure.
2. 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.
3. Wherever required additional pages may be attached in the Report.
4. 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.
5. All pages of the JAC Report must be signed by all Members of the Committee.
6. 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.
7. 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.
8. The copy of the JAC Report will be sent through e-mail to the Institute after 07 days of date of Inspection.
9. If the University has received any complaint with regard to Land / Infrastructure, safety issue, the same has to be verified.
10. 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.
11. 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 : \_\_\_\_\_

( \_\_\_\_\_ )  
Convenor

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

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

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Subject Expert

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Subject Expert

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

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

**6. Details of the Existing / Proposed Programmes**

**(i) Proposal for Revalidation of NOC / Continuation of Provisional Affiliation & Variation, if any, in Intake**

S. No.	Existing programmes	Detail of Intake & Actual Number of Students Admitted during the last two Academic Years				Intake applied for Academic Session 2024-25
		Academic Session 2022 – 2023		Academic Session 2023 – 2024		
		Intake	Admitted	Intake	Admitted	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**(ii) Proposal for Grant of NOC/ Grant of Provisional Affiliation for New/ Additional Programme(s).**

S.No.	Programme(s)	Duration (in years)	Intake

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

## PART- I: (PHYSICAL INFRASTRUCTURE)

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

Parameters		Yes	No
(1)(a) The land and building owned by the Society/Trust/Company (acquisition by allotment/ procurement)	a)		
(b) Rented building in conforming area	b)		
(2)(a) The land available as per norms in conforming area	a)		
(2)(b) Land use certificate of institutional area	b)		
(2)(c) The land available in non-conforming area and as per norms of relevant statutory bodies (like UGC, AICTE, NCTE, BCI etc.)	(c)		

**P.S.:- Duly attested copies of relevant documents to be enclosed. For existing Government colleges, a certificate from the competent authority/Head of Institution to be provided that the norms have been complied with.**

### 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(s) (wherever applicable).</b>	<b>Copy Attached: YES / NO</b>
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**Note:** All above details to be verified.

**Remarks, if any:**

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Convenor

( )  
Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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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><u>Note:</u></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>

**Note: Documents required if there is change in occupancy of the post from last inspection, when the above documents had been verified by the JAC team.**

Remarks, if any:

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter II B: Status of Teacher Student Ratio & Faculty Cadre Ratio**

**IIB(i): Teacher Student Ratio:**

*Note: The teacher student ratio shall be as per the ratio specified by the specific statutory/ regulatory body for the programme of study (if any) otherwise shall be 1:20.*

S. N.	Programme	Student Intake upto Academic Session 2024-25 (A)	Number of Teachers required (B)	Number of Teachers Available (C)	Teacher Student Ratio (TS=C:A)	Programme-wise MARKS (Max. Marks 100 per programme) (See Guideline) (D)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
Marks Awarded (Average of the Column D) out of 100:						

**NOTE:** Marks are to be awarded as per guidelines.

Remarks, if

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**IIB(ii): Faculty Cadre Ratio:**

*Note: The teachers appointed must be in the cadre of Professor, Associate Professor and Assistant Professor, in all programme of studies. The cadre ratio shall be as per the cadre ratio specified by the specific statutory / regulatory body for the programme of study, wherever applicable. Please see the guidelines for calculation of award of marks.*

S. N.	Programme of Study	Intake upto Academic Session 2024-25	Number of Teachers required				No. of Teachers in position		CRF (As per Guideline) $\frac{K - SF}{SF}$	Programme-wise MARKS (Max. Marks 100 per programme) – (to be awarded as per guidelines) (C)
			Total Faculty	Professor	Associate Professor	Assistant Professor	Professors + Associate Professor(s) (A)	Assistant Professor(s) (B)		
			(K)				(SF)			
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
Marks Awarded (Average of the Column C) out of 100:										

**NOTE:** Marks are to be awarded as per guidelines.

Remarks, if any:

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

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

Criteria	Parameters, wherever applicable	Maximum Marks	Marks Awarded
Number of computers/ configuration and the licensed software be evaluated as per requirement of course(s) conducted and strength of the students.  <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>	

**Remarks, if any:**

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IID: 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.	Total Titles/ Volumes (Existing)	60	
	Total Titles/ Volumes (New)		
<u>Books – U.G. Programme</u> (per prog.) - Titles:200; Volume:1600.	Number of journals (national/ international) (Existing)	60	
	Number of journals (national/ international) (New)		
<u>P.G. Programme</u> (per prog.) - Titles:200; Volume:800.	Number of magazines / newspapers	30	
	Computerization / online subscription	25	
Journals: For U.G./ P.G. Prog. - Indian–12; International– 03.	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:**

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman



**Parameter IIE(i) : Status of Labs./ Workshops, wherever applicable: (Max. Marks 100)**

Criteria	Parameters, wherever applicable	Maximum Marks	Marks Awarded
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) Minimum Technical Staff 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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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IIE(ii) : Practical Training : (Max. Marks 100)**  
**Applicable to all programmes except LLB**

Criteria	Parameters	Maximum Marks	Marks Awarded
The subject experts will assess on the basis of extent of participation of students and involvement of the institute in arranging such programmes (a report to this effect be submitted by the respective Institute).	Summer training programmes/ Project reports / Presentations/ orientation	50	
	Group discussions/ mock interviews/ home assignments/ case studies/ case analysis/ multimedia/ Programming/ Dissertation etc.	25	
	Participation of students in workshops, seminars and conferences as part of practical training organized by the Institute/ College.	25	
<b>Total Marks</b>		<b>100</b>	

Remarks, if any:

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IIE(iii): Applicable for 5 year integrated LLB programme: (Max. Marks 100)**

Criteria	Parameters	Maximum Marks	Marks Awarded
The subject experts will assess on the basis of extent of participation of students and involvement of the Institute in arranging such programmes (a report to this effect be submitted by the respective institute).	Moot Court, Pre-trial preparation, participation in trial proceedings etc.	40	
	Public interest lawyering/ Group discussions/ home assignments/ case studies/ case analysis/ Lok Adalats, etc.	20	
	Drafting, pleading, conveyancing and visits to the Courts.	20	
	Participation of students in workshops, seminars and conferences organized by the Institute/ College.	20	
<b>Total Marks</b>		<b>100</b>	

**Remarks, if any:**

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IIF: Ancillary and Other Essential Facilities: (Max. Marks 250)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification by the Committee	Medical/ First-Aid facility with Medical Room and availability of Doctors	20	
	Sports and games (indoor / outdoor)	20	
	Computer and Internet facility for the faculty members/ students/ staff	30	
	Facilities for differently abled :		
	(i) Lift	4	
	(ii) Ramp	4	
	(iii) Toilet	4	
	(iv) Railing	4	
	(v) Tactile pathways for visually impaired	4	
	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	15	
	Solar Energy utilization	10	
	Environmental Upgradation (Tree plantation, greenery etc.)	10	
	Building Maintenance	20	
	General Cleanliness & Hygiene	15	
	Rain Water Harvesting	10	
	Record Maintenance	10	
	Display of Boards & Signages	10	
<b>Total Marks</b>		<b>250</b>	

Remarks, if any:

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IIG: Framework for Students' Grievance Redressal Mechanism:  
(Max. Marks 100)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification by the Committee	Availability of Students' Grievance Redressal Committee (SGRC)	10	
	Whether the Grievance Redressal Committee has elected students representative and complies with latest UGC Regulations and relevant Court Order	15	
	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	15	
	Availability of Psychiatrist, Psychologist and professional students' Counsellor	15	
	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	15	
	Whether students are satisfied with the effectiveness of the SGRC	10	
	Whether reports of the proceedings of SGRC are being sent to the University every semester	10	
	Whether the directions of the University w.r.t. redressal of students grievances are complied	10	
	<b>Total Marks</b>	<b>100</b>	

Remarks, if any:

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IIH: NAAC Accreditation for all Institutions and NBA Accreditation for  
AICTE approved Institutions: (Max. Marks 100)**

**(i) NAAC Accreditation**

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification of documents by the Committee	<b>Accreditation of NAAC</b> (Tick whichever is applicable)		
	1. A++ (50)	50	
	2. A+ (45)		
	3. A (40)		
	4. B++ (35)		
	5. B+ (30)		
	6. B (20)		
	7. C (10)		
	8. D (0)		
<b>Total Marks</b>		<b>50</b>	

**(ii) NBA Accreditation**

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification of documents by the Committee	<b>Accreditation of NBA (if not accredited, no marks are to be awarded)</b>	50	
<b>Total Marks</b>		<b>50</b>	

**Note: NBA Accreditation is not applicable to the Non-Technical Institutions and in such cases total marks will be given out of 50.**

**Remarks, if any:**

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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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(i) (Teacher Student Ratio)	100	
Parameter II B(ii) (Faculty Cadre Ratio)	100	
Parameter II C (Computer Centre)	100	
Parameter II D (Status of Library)	250	
Parameter IIE(i) (Status of Labs/ Workshops, wherever applicable)	100	
Parameter IIE(ii) (Practical Training)	100	
Parameter IIE(iii) (for 5 years integrated LLB Programme)	100	
Parameter II F (Ancillary and other Essential Facilities)	250	
Parameter II G (Framework for Students' Grievance Redressal Mechanism)	100	
Parameter II H (NAAC Accreditation for all Institutions and NBA Accreditation for AICTE approved Institutions)	100 / 50	
<b>TOTAL OF PART II</b>		

Percentage of Marks obtained in Part II  $\left\{ \frac{\text{Total of C} \times 100}{\text{Total of B}} \right\} =$

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Convenor

( )  
Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Part III: Status of Compliance with the terms and conditions of the Academic Audit and NOC for grant of affiliation (JAC/ NOC/ Conditions of Affiliation Order) during the previous Academic year (Marks 200).**

S. No.	Terms and conditions to be complied with by the Institute	Maximum Marks	Marks Obtained
A	Compliance of observations of last Academic Audit	100	
B	Compliance of observations of JAC/ NOC/ Conditions of Affiliation Order of previous Academic Year	100	
<b>Total Marks</b>		<b>200</b>	

**Note:** 100 Marks are to be awarded after assessment if all terms and conditions are met otherwise, as proportionate to terms and conditions met. Reasons for the award of marks to be recorded in writing:

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**PS:** For award of Category please refer the instructions on first page of the report.

Maximum marks in Part III

=

Marks obtained in Part III

=

Percentage obtained in Part III  $\left\{ \frac{\text{Marks Obtained} \times 100}{\text{Maximum Marks}} \right\} =$

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Convenor

( )  
Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

( )  
Subject Expert

( )  
Chairman



Recommendation regarding Programme(s) with justification on the basis of space factor (covered area) 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 (covered area) (in Sq. Mtrs.)	Space (covered area) 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 (covered area) required for all the programme/ intake recommended: _____						

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

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

Available Covered Area as per Sanctioned Building Plan (Sq. Mtrs./ Acres): \_\_\_\_\_

Permissible FAR: **225%**

FAR Achieved (should be within permissible FAR limit as per Sanctioned Building Plan) (in %): \_\_\_\_\_

- 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.

(\_\_\_\_\_)   
 Convenor

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 Subject Expert

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 Subject Expert

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 Subject Expert

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 Subject Expert

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 Subject Expert

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

## RECOMMENDATION REGARDING CATEGORY

1. Based on the Inspecting Team's finding in respect of Part II and Part III as detailed in the given tables, 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.
2. Subject to the fulfillment/ non-fulfillment of stated conditions for Cadre Ratio, the institute is

Placed / Not Placed under

*"provisional affiliation for the academic year 2024-25".*

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

( \_\_\_\_\_ )  
Convenor

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

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

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

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

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

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



# GUIDELINES FOR THE JAC MEMBERS

## PART ONE

**For calculating the marks to be awarded for Faculty Cadre Ratio (FCR):-**

SF = Senior Faculty (Professors + Associate Professors)  
JF = Junior Faculty (Assistant Professors)  
TS = Teachers Students Ratio as defined by the AICTE / other bodies  
S = Number of students per division  
N = No. of Divisions approved  
D = Duration of the programme  
t = Reciprocal of Teachers Students Ratio =  $1/TS$   
K = Total Teaching Faculty Required as per the Norm =  $\frac{S \times N \times D}{t}$   
f = Cadre Ratio Factor (CRF) =  $\frac{(K - \text{SF actually in position})}{\text{SF actually in position}}$

If the required FCR is 1:2 and the worst FCR acceptable is 1:7, the marks will be awarded as per following formula :-

$$\text{Awarded Marks} = 50 + 10(7-f)$$

**(Cap to 100)**

However, when the term within the parenthesis (7-f) becomes negative, the marks awarded will be zero. Therefore, an institute having Actual FCR 1:8, then CRF (f) becomes 8, the Marks Awarded will be '0' (Zero).

For more explanation, please see the example on next page.

## Example

**For any programme of 03 years duration with one division of 60 students, where Teachers Students Ratio is 1:20**

1. Total teaching faculty required  $K = (S \times N \times D) / (t) = (60 \times 1 \times 3) / (20) = 9$
2. Here, in Ideal Case, the requirement of SF & JF, CRF and Awarded Marks will be calculated as under:-
  - a) Requirement of SF =  $1 \times (K/3) = 1 \times (9/3) = 1 \times 3 = 3$  (if the value is in decimal, the value shall be considered in next whole number)
  - b) Requirement of JF =  $2 \times (K/3) = 2 \times (9/3) = 2 \times 3 = 6$  (if the value is in decimal, the value shall be considered in whole number only and value in decimal shall be ignored)
  - c) CRF (f) =  $(K - \text{SF actually in position}) / (\text{SF actually in position}) = (9 - 3) / 3 = 6 / 3 = 2$  (the value shall be considered 2, in case it is less than 2)
  - d) Awarded Marks =  $50 + 10(7 - f) = 50 + 10(7 - 2) = 50 + 10 \times 5 = 50 + 50 = 100$
3. Suppose, in above case any institute having 1 SF, then
  - a) CRF (f) =  $(K - \text{SF actually in position}) / \text{SF actually in position} = (9 - 1) / 1 = 8 / 1 = 8$
  - b) Awarded Marks will be  $50 + 10(7 - f) = 50 + 10(7 - 8)$ . As parenthesis (7-f) is -1, hence, the marks awarded will be '0'.

## **PART TWO**

### **FOR CALCULATING THE MARKS TO BE AWARDED FOR TEACHERS STUDENTS (TS) RATIO**

#### **Case One**

*(For BBA, BCA, B.A.-Economics, B.A.-English, B.Sc-Yoga Science, B.Com, BJMC, B.Tech, BHMCT, MCA & MBA)*

**Where the Required TS ratio is 1:20, the worst TS ratio acceptable will be 1:25**

And the Awarded Marks will be as per the formula given below:

**Awarded Marks for TS ratio =  $50 + 10(25-t)$**

(Cap to 100)

Where the **t = Reciprocal of Teachers Students Ratio.**

For example, for an institute having Actual TS ratio 1:20,  $t=20$ ,  
and the Awarded marks= $50+10(25-20)=50+50=100$

**For an institute having Actual TS Ratio 1:21,  $t=21$ ,**  
and the Awarded marks= $50+10(25-21)=50+40=90$ , and so on

**However, the moment the term within the parenthesis (25-t) becomes negative, the marks awarded will be zero, for example, for an institute having Actual TS ratio 1:26,  $t=26$ , the Marks Awarded WILL BE ZERO**

#### **Case Two**

*(For B.Arch & B.Plan)*

**Where the Required TS ratio is 1:16, the worst TS ratio acceptable will be 1:20**

And the Awarded Marks will be as per the formula given below:

**Awarded Marks for TS ratio =  $50 + 12.50(20-t)$**

(Cap to 100)

Where **t = Reciprocal of Teachers Students Ratio.**

For example, for an institute having Actual TS ratio 1:16,  $t=16$ ,  
and the Awarded marks= $50+12.50(20-16)=50+50=100$

**For an institute having actual TS ratio 1:17, then  $t=17$ ,**  
and the Awarded marks= $50+12.50(20-17)=50+37.50=87.50$  and so on

**But for an institute having Actual TS ratio beyond 1:20 i.e.  $t=21$ , the term within parenthesis (20-t) becomes negative and the Marks Awarded WILL BE ZERO, as explained earlier.**

### **Case Three**

***(For M.A.-Criminology, M.Sc-Forensic Science, MAHM & MCPHM)***

**Where the Required TS ratio is 1:15, the worst TS ratio acceptable will be 1:20**

And the Awarded Marks will be as per the formula given below:

**Awarded Marks for TS ratio =  $50 + 10(20-t)$**

(Cap to 100)

**But for an institute having Actual TS ratio beyond 1:20 i.e.  $t=21$ , the term within parenthesis  $(20-t)$  becomes negative and the Marks Awarded **WILL BE ZERO**, as explained earlier.**

### **Case Four**

***(For M.Tech & MHMCT)***

**Where the Required TS ratio is 1:12, the worst TS ratio acceptable will be 1:15**

And the Awarded Marks will be as per the formula given below:

**Awarded Marks for TS ratio =  $50 + 16.67(15-t)$**

(Cap to 100)

**But for an institute having Actual TS ratio beyond 1:15 i.e.  $t=16$ , the term within parenthesis  $(15-t)$  becomes negative and the Marks Awarded **WILL BE ZERO**, as explained earlier.**

### **Case Five**

***(Only for Law Programmes)***

**Where the Required TS ratio is 1:20, the worst TS ratio acceptable will be 1:40**

And the Awarded Marks will be as per the formula given below:

**Awarded Marks for TS ratio =  $50 + 2.5(40-t)$**

(Cap to 100)

**But for an institute having Actual TS ratio beyond 1:40 i.e.  $t=41$ , the term within parenthesis  $(40-t)$  becomes negative and the Marks Awarded **WILL BE ZERO**, as explained earlier.**

**Any institute not obtaining at least 75% for 'A' Category and 65 % for 'B' Category in Part III shall be placed in the immediate succeeding category.**

**VERY IMPORTANT NOTE:**

The above calculation has been done keeping in view the requirement of Teachers for the complete duration of the course. However, in cases where new programme has been started or to be started or for programmes where atleast one batch of students has not passed out, the requirement of teachers shall be calculated proportionately.



**ACADEMIC SESSION 2024-25**

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**REPORT OF JOINT  
ASSESSMENT COMMITTEE  
(MEDICAL COURSES –  
EXISTING & NEW INSTITUTES)**

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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:		
Expert 4:		
Expert 5:		
Convenor:		

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

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

This report comprises of three 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.

**Part III–** Deals with the efforts made by the institute in complying with the terms and conditions of grant of NOC of the Government of NCT of Delhi, academic audit report and conditions of affiliation with GGSIPU during the previous year.

**GGSIPU shall provide the Inspecting Teams, the proposals as submitted by the Institute along with copies of letter/s indicating the terms and conditions of NOC and affiliation along with the report of the last academic audit which were to be complied with by the institute, if any, 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 and Part III SEPARATELY 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. If the concerned department of the State Government or the University is of the opinion that NOC/ Provisional affiliation is not justified, the issuance of such NOC/provisional affiliation may be revoked after following proper procedure.
2. The inspection team should evaluate facilities available on the date of inspection and should not take into account just commitments made by the Society/ Trust Managing the College/ Institution.
3. Wherever required additional pages may be attached in the Report.
4. Norms for land 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/ or norms of the concerned Statutory Body, whichever is applicable, have to be referred (Not required in case of Government Institutes).
5. All pages of the JAC Report must be signed by all Members of the Committee.
6. 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.
7. 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.
8. The copy of the JAC Report will be sent through e-mail to the Institute after 07 days of date of Inspection.
9. If the University has received any complaint with regard to Land / Infrastructure, safety issue, the same has to be verified.
10. 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.
11. 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.
12. A debriefing meeting may be held with the college authorities to apprise them of the critical appraisal of the college by the JAC members without revealing the final report.

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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 : \_\_\_\_\_

( \_\_\_\_\_ )  
Convenor

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

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

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

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Subject Expert

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

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

## 6. Details of the Existing / Proposed Programmes

### (i) Proposal for Revalidation of NOC / Continuation of Provisional Affiliation

S. No.	Existing programmes	Detail's of Intake & Actual Number of Students Admitted during the last two Academic Years				Intake applied for Academic Session 2024-25
		Academic Session 2022 – 2023		Academic Session 2023 – 2024		
		Intake permitted	Actual admitted	Intake permitted	Actual admitted	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

### (ii) Proposal for Grant of NOC/Grant of Provisional Affiliation for New/Additional Programme(s).

S.No.	Programme(s)	Duration (in years)	Intake

**Note: If required, additional sheet(s) may be attached.**

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

## PART- I: (PHYSICAL INFRASTRUCTURE)

➤ The institute has to provide all the documents as mentioned below:

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

Parameters		Yes	No
(1)(a)	The land and building owned by the Society/Trust/Company (acquisition by allotment/ procurement)	a)	
(b)	Rented building in conforming area	b)	
(2) (a)	The land available as per norms in conforming area	a)	
(b)	Land use certificate of institutional area	b)	
(c)	The land available in non-conforming area and as per norms of relevant statutory bodies (like UGC, AICTE, NCTE, BCI etc.)	c)	

**Note:-** Duly attested copies of relevant documents to be enclosed. For existing Government colleges, a certificate from the competent authority/Head of Institution to be provided that the norms have been complied with.

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

Parameters	Yes	No
Sanctioned building plan as approved by DDA / MCD/ Govt. Body Name of the Sanctioning Authority: _____		
Building Occupancy Certificate		
Availability of space as per the norms of Statutory Body/ University/ Govt. <u>for proposed programme(s).</u>		
Number of plots on which the institution is built? Do they conform to the regulatory norms (number of plots/distance between the plots/travelling time between the plots)		

**Note:-** Duly attested copies of relevant documents to be enclosed. For Government institutions, the documents need to be provided at the time of Letter of Permission and establishment of a new college. In case of any addition of the infrastructure, the same may be provided and certified by the Head of Institutions/Government agency like PWD etc.

### Parameter 1C: Safety Measures

Parameters	Yes	No
(1) Structural Safety Certificate of building of the Institute/College issued by Registered Architect/ Structural Engineer /PWD		
(2) Certificate from the structural engineer indicating that the building is earthquake resistant and as per the regulatory norms.		
(3) Availability of fire fighting devices at the Institute certified that the equipment are up to date.		
(4) 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		

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

Please provide the purpose for which the basement is approved and for what purpose it is being used. Provide a certificate from the inspecting fire authorities that all equipment is charged, up to date and as per the certified norms of the fire department. However, the institute may certify that all equipments are in working condition.

( )                      ( )                      ( )                      ( )  
 Convenor              Subject Expert              Subject Expert              Subject Expert  
  
 ( )                      ( )                      ( )  
 Subject Expert              Subject Expert              Chairman

**Parameter 1D:** Other mandatory requirements (the following approvals are required). For Government Institutions, valid certificates may be provided/certified by the agency like PWD etc.

Parameters	Yes	No
(1) Fire Safety Clearance Certificate by Delhi Fire Service or concerned department of the State (NCR) where the Institute is located: Valid upto _____		
(2) Lift/ Ramps/ Toilet facility for Physically Challenged Student(s)/ Staff		
(3) Biomedical Waste Treatment Plant/ Biomedical Waste Management System		
(4) Certification from the Atomic Energy Radiation Board (AERB) for radiology equipments		
NOC from the concerned department of the State Government, for relevant programme(s). Essentiality Certificate/ equivalent certificate from the Government to be provided at the time of establishment of a new college or at the time of increase in seats or starting a new course	Copy Attached: YES / NO	

**Note:** All above details to be verified.

Remarks, if any:

( )  
Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

( )  
Chairman



## 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><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>

**Note:** Documents required if there is change in occupancy of the post from last inspection, when the above documents had been verified by the JAC team.

Remarks, if any:

( ) Convenor	( ) Subject Expert	( ) Subject Expert	( ) Subject Expert
( ) Subject Expert	( ) Subject Expert	( ) Chairman	

**Parameter II B: Status of Teacher Student Ratio & Faculty Cadre Ratio  
(As per norms of the concerned Statutory Body)**

**IIB(i): Teacher Student Ratio:**

*Note: The teacher student ratio shall be as per the ratio specified by the specific statutory/ regulatory body for the programme of study.*

S.N.	Programme	Student Intake upto Academic Session 2024-25 (A)	Number of Teachers required As per concerned Statutory Body Norms (B)	Number of Teachers Available Department-wise (Specialty-wise) (C)	Programme wise MARKS (Max. Marks 100 per programme) (D)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Marks Awarded (Average of the Column D) out of 100:					

**Note: Please refer to the norms of the regulatory body.**

**Remarks, if any:**

( ) Convenor      ( ) Subject Expert      ( ) Subject Expert      ( ) Subject Expert  
 ( ) Subject Expert      ( ) Subject Expert      ( ) Chairman

**IIB(ii): Faculty Cadre Ratio (As per norms of the concerned Statutory Body):**

*Note: The teachers appointed must be in the cadre of Professor, Associate Professor and Assistant Professor, in all programme of studies and fulfill the requirements as per the regulatory body. The cadre ratio shall be as per the cadre ratio specified by the specific statutory / regulatory body for the programme of study. The faculty requirement should be calculated taking into account the PG Complement and the number of units required as per the regulations of the regulatory body*

S. N.	Programme of Study	Intake upto Academic Session 2024-25	Number of Teachers required as per regulations				As per actuals			Faculty deficiency	Programme-wise MARKS (Max. Marks 100 per programme) (C)
			Professor	Associate Professor	Assistant Professor	Total Faculty Required for UG (+PG complement if applicable)	Professors + Associate Professor (A)	Assistant Professor (B)	Actual total Faculty Available for UG (+PG complement if applicable)		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
Marks Awarded (Average of the Column C) out of 100:											

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

Note: Please refer to the norms of the regulatory body.

- In case the college has provided staff in excess of the regulations (Aspirational 30% excess or Desirable 20% excess faculty as per regulations), then due credit may be given in the assessment.
- *If the Senior Faculty is more in number, then the senior faculty may compensate for a junior faculty till the level of an Assistant professor. However a senior faculty cannot compensate for deficiency of Tutor/Senior Resident. Deficiency has to be calculated taking into account the requirements in individual departments and the specific faculty position. Excess of faculty in one department cannot compensate for deficiency in another department.*
- *In case post graduation is being offered in any concerned subject, then the PG Complement needs to be added to the faculty requirement*

Remarks, if any:

( ) Convenor	( ) Subject Expert	( ) Subject Expert	( ) Subject Expert
( ) Subject Expert	( ) Subject Expert	( ) Chairman	

## INFRASTRUCTURE STANDARDS

**Parameter IIC(i): Computer Aided Learning Lab.: (Max. Marks 100)**  
**(As per norms of the concerned Statutory Body)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Number of computers/ configuration and the licensed software be evaluated as per requirement of course(s) conducted and strength of the students.  <b>Note:</b> Norms of Statutory Body be followed wherever applicable	Is a CAL Lab available as per regulations	20	
	Number and configuration of Terminals- Minimum required is 25	20	
	Availability of licensed software Yes/ No	20	
	Internet connectivity Yes/No	20	
	Availability of peripherals such as printers, scanners, server of sufficient capacity etc. Yes/No	20	
<b>Total Marks</b>		<b>100</b>	

**Remarks, if any:**

( )                      ( )                      ( )                      ( )  
 Convenor              Subject Expert              Subject Expert              Subject Expert  
 ( )                      ( )                      ( )  
 Subject Expert              Subject Expert              Chairman

**Parameter IIC(ii): Skill Lab.: (Max. Marks 100)**  
**(As per norms of the concerned Statutory Body)**

Criteria	Parameters	Available (Yes/No)	Maximum Marks	Marks Awarded
<b>Skill Lab.:</b>  <b>The skills laboratory shall be available at the time of inception/ LOP:</b> <ul style="list-style-type: none"> <li>➤ 600 sq.M for intake upto 150 MBBS students annually and 800 sq.M for intakes of 200 and 250 MBBS students annually.</li> <li>➤ 04 rooms (preferably 08) for examination of patients or standardized/ simulated patients</li> <li>➤ A room for demonstration of skills to small groups</li> <li>➤ Area for review or debriefing area</li> <li>➤ Rooms for faculty coordinator and support staff</li> <li>➤ Adequate space for storage of mannequins and/or other equipment</li> <li>➤ Facility for video recording and review of the interaction for teaching communication skills</li> <li>➤ Stations for practicing skills individually or in groups</li> <li>➤ Trainers or mannequins required to achieve skills outlined in the competency based undergraduate curriculum</li> <li>➤ A dedicated technical officer and adequate support staff.</li> <li>➤ The teaching areas of the skills lab shall have provision for audiovisual and internet facilities and shall be enabled for e-learning</li> </ul> <b>(Please see Annexure 1)</b>	Is a skill lab available?		10	
	Area available		5	
	No. of rooms available as per specs		5	
	Availability of mannequins & trainers		20	
	Availability of computer terminals and internet		20	
	Availability of adequate Audio-Visual aids including screens		20	
	Availability of adequate support staff		20	
<b>Total Marks</b>			<b>100</b>	

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IIC(iii) : Status of Student Labs: (Max. Marks 100)**  
**(As per norms of the concerned Statutory Body)**

Criteria	Parameters	Maximum Marks	Marks Awarded
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	25	
	Availability of Technical Lab staff	25	
	-Number of labs -Size/space availability of the Lab as per norms of the Statutory Body -Availability of small group teaching area in the lab -Availability of audiovisual and internet facilities -Other requirements of the lab as per regulatory agency	50	
<b>Total Marks</b>		<b>100</b>	

Remarks, if any:

( ) Convenor      ( ) Subject Expert      ( ) Subject Expert      ( ) Subject Expert  
 ( ) Subject Expert      ( ) Subject Expert      ( ) Chairman

**Parameter IIC(iv): Hostels.: (Max. Marks 100)**  
**(As per norms of the concerned Statutory Body)**

Criteria	Parameters	Available (Yes/No)	Maximum Marks	Marks Awarded
<p>The hostel should be in the same campus that houses the medical college</p> <p>The college should provide hostel for at least 75% of the intake of students and 75% interns, and also accommodation to all girl students who ask for it.</p> <p>Rooms should be single or double seater and provide for 9 Sq Mt. space for students</p> <p>It should aim at providing accommodation to 100% students and interns</p>	Is the hostel in the unitary campus? If not, is it on the 2 <sup>nd</sup> plot as per regulations		20	
	Does the hostel provide for atleast 75% of students		20	
	Does the hostel provide for atleast 75% of interns		20	
	Does the college provide for 100% of the students (Aspirational)		20	
	Do the hostels have mess facility, reading room, common room, guest room, recreational facilities		20	
<b>Total Marks</b>			<b>100</b>	

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**Parameter IIC(v): Status of Library: (Max. Marks 200)**  
**(As per norms of the concerned Statutory Body)**

Criteria	Parameters	Available (Yes/No)	Max Marks	Marks Awarded
<p>- There shall be an air conditioned central library with good lighting and adequate space for stocking the books and journals 1000 sq.M for annual intake upto 150 MBBS students and 1500 sq.M for annual intakes of 200 and 250 MBBS students).</p> <p>-There shall be provision for:</p> <ul style="list-style-type: none"> <li>➤ Rooms for the Librarian and other staff.</li> <li>➤ Reading rooms with adequate seating for twice the number of annual intake of UG student distributed over 2 areas.</li> <li>➤ Reprographic facilities</li> <li>➤ Reading room for faculty</li> <li>➤ Room for stocking old books, journals, etc.</li> <li>➤ A computer room with computer nodes with internet facilities for atleast 25% of the annual intake of students.</li> </ul> <p><b>-Books:</b> There shall be atleast 30 (Thirty) books per annual intake of students comprising all subjects with atleast 5 copies of each of the text books for the various subjects in MBBS curriculum.</p> <p><b>Desirable:</b> Postgraduate level books in the subjects of MBBS curriculum.</p> <p><b>Aspirational:</b> Reference and post-graduate level books in all specialties of medicine.</p> <p><b>Journals:</b> The minimum number of journals for various annual intake of MBBS students shall be atleast 1 percent of the minimum books prescribed.</p> <p>The journals shall be either in print or electronic form, provided that there shall be atleast 1(one) print journal of each major specialty departments for MBBS training.</p> <p>Provided that only journals that are indexed in the following databases i.e. Medline, Pubmed Central, Science Citation index, Science Citation Index Expanded, Embase, Scopus, Directory of Open access journals (DoAJ) will be considered.</p> <p>There shall be evidence for a full annual subscription for all these journals.</p> <p><b>Please refer to the Annexure 2</b></p>	Area of library (Rooms as per Regulatory Authority)		25	
	Are reading rooms available for students? What are the timings of the -Library - Reading rooms		25	
	Total Titles/ Volumes of books (Existing)		20	
	Total Titles/ Volumes added since last assessment		20	
	Number of journals (national/ international) (Existing)		20	
	Number of journals (national/ international) added since last assessment		20	
	Number of magazines / newspapers		20	
	Subscription of e-books / e-journals		20	
	Computerization: -No of nodes -Internet Yes/No -Reprographic facilities		30	
	<b>Total Marks</b>		<b>200</b>	

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

**Remarks, if any:**

( ) Convenor      ( ) Subject Expert      ( ) Subject Expert      ( ) Subject Expert  
 ( ) Subject Expert      ( ) Subject Expert      ( ) Chairman

**Parameter IIC(vi): Ancillary and Other Essential Facilities: (Max. Marks 300)**  
**(As per norms of the concerned Statutory Body)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification by the Committee	Sports and games (indoor / outdoor)	20	
	Computer and Internet facility for the faculty members/ students/ staff	10	
	Facilities for Differently Abled / Physically Challenged Accessibility :		
	(i) Lift	6	
	(ii) Ramp	6	
	(iii) Toilet	6	
	(iv) Railing	6	
	(v) Tactile pathways for visually impaired	6	
	Separate common rooms for boys and girls with wash room facility (separate/ attached).	10	
	Students canteen	15	
	Availability of Power Backup	15	
	Potable/filtered water and water coolers	10	
	Solar Energy utilization	15	
	Environmental Upgradation (Tree plantation, greenery etc.)	15	
	Building Maintenance	10	
	General Cleanliness & Hygiene	15	
	Rain Water Harvesting	20	
	Record Maintenance	10	
	Display of Boards & Signage	10	
	Biomedical Waste Treatment Plant/ Biomedical Waste Management System	30	
	Child Care Centre	20	
	Gymnasium	10	
	100 MBPS internet line	20	
	<b><u>Optional/desirable Facilities:</u></b>		
	Swimming Pool	15	
<b>Total Marks</b>		<b>300</b>	

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**Parameter IIC (vii) Facilities w.r.t. infrastructure required at the stage of assessment:  
(Max. Marks :350)**

Parameters	Facility Available as per regulatory norms (Yes/No)	Maximum Marks	Marks Awarded
Lecture Theatres		10	
Small group teaching areas as per regulations		10	
Museums as per regulations with seating space, audiovisual and internet facilities		10	
Availability of Medical Education Unit as per regulations. Is the faculty available as per norms		10	
Faculty cubicles & offices		10	
Aadhaar Enabled Biometric Attendance System (AEBAS)		10	
CCTV's as per NMC norms/ concerned statutory body norms		10	
Has the college got adequate Junior and Senior Residents as per regulations (1 SR per unit and 2 JR's per unit)		10	
No. of Beds in the hospital –are they as per regulations		10	
Is the unit distribution as per regulations		10	
Department of Emergency Medicine as per regulations		10	
Department of Physical Medicine & Rehabilitation as per regulations		10	
Availability of Anti Retroviral Treatment (ART) Centre		10	
Operation Theatres as per regulations		10	
Intensive Care Units as per regulations		10	
Radiodiagnosis Department as per regulations		10	
Availability of Licenced Blood Bank as per regulations		10	
Availability of BSL2 Virology lab		10	
Availability of PSA technology Oxygen supply		10	
Rural Health & Training center as per regulations		05	
Urban Health & Training center as per regulations		05	

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Parameters	Facility Available as per regulatory norms (Yes/No)	Maximum Marks	Marks Awarded
Atomic Energy Regulatory Board (AERB) compliance		10	
College Council Committee room		10	
100 MBPS Broad band internet line		10	
Website as per regulations		10	
CCTV: minimum 25 nos required/ As per statutory norms		10	
<b><u>DESIRABLE</u></b>			
Auditorium		15	
Separate Examination Hall		10	
Are all class rooms smart classrooms		15	
Downdraft tables in Anatomy Dissection hall		15	
3 d Virtual dissector for Anatomy		15	
Research Lab – Common/ separate for each department		15	
Has the college provided for excess of faculty than the regulations taking into consideration the clinical load		15	
<b>Total Marks</b>		<b>350</b>	

Remarks, if any:

( ) Convenor      ( ) Subject Expert      ( ) Subject Expert      ( ) Subject Expert  
 ( ) Subject Expert      ( ) Subject Expert      ( ) Chairman

**Parameter IID : Practical Training : (Max. Marks 100)**  
**(As per norms of the concerned Statutory Body)**

Criteria	Parameters	Maximum Marks	Marks Awarded
The subject experts will assess on the basis of extent of participation of students and involvement of the institute in arranging such programmes (a report to this effect be submitted by the respective Institute).	Summer training programmes/ Project reports / Presentations/ orientation/ outreach programmes	50	
	Participation of students in workshops, seminars and conferences as part of practical training organized by the Institute/ College.	50	
<b>Total Marks</b>		<b>100</b>	

**Remarks, if any:**

( ) Convenor ( ) Subject Expert ( ) Subject Expert ( ) Subject Expert  
 ( ) Subject Expert ( ) Subject Expert ( ) Chairman

**Parameter IIE: Framework for Student/ Faculty Grievance Redressal Mechanism:  
(Max. Marks 100)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification by the committee	Availability of Students' Grievance Redressal Committee (SGRC)	10	
	Whether the Grievance Redressal Committee has elected students representative and complies with latest UGC Regulations and relevant Court Order	10	
	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	10	
	Availability of Psychiatrist, Psychologist and professional students councilors	10	
	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	10	
	Whether students are satisfied with the effectiveness of the SGRC	10	
	Whether reports of the proceedings of SGRC are being sent to the University every semester	10	
	Whether the directions of the University w.r.t. redressal of students grievances are complied	10	
	Whether the college have an Anti ragging measures in place including a committee	10	
	Whether the college have measures in place including a committee to deal with gender harassment	10	
<b>Total Marks</b>		<b>100</b>	

Remarks, if any:

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**Parameter IIF: NAAC Accreditation for all Institutions: (Max. Marks 50)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification of documents by the Committee	<b>Accreditation of NAAC</b> (Tick whichever is applicable)		
	1. A++ (50)	50	
	2. A+ (45)		
	3. A (40)		
	4. B++ (35)		
	5. B+ (30)		
	6. B (20)		
	7. C (10)		
	8. D (0)		
<b>Total Marks</b>		<b>50</b>	

Remarks, if any:

( ) Convenor      ( ) Subject Expert      ( ) Subject Expert      ( ) Subject Expert  
 ( ) Subject Expert      ( ) Subject Expert      ( ) Chairman

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

A	B	C
Unit	Maximum Marks	Marks Awarded
<b>Part II:-</b>		
Parameter IIA (Status of Director/ Principal)	100	
Parameter IIB(i) (Teacher Student Ratio)	100	
Parameter IIB(ii) (Faculty Cadre Ratio)	100	
Parameter IIC(i) (Computer Aided Learning Lab.)	100	
Parameter IIC(ii) (Skill Lab.)	100	
Parameter IIC(iii) (Status of Student Labs.)	100	
Parameter IIC(iv) (Hostels)	100	
Parameter IIC(v) (Status of Library)	200	
Parameter IIC(vi) (Ancillary and Other Essential Facilities)	300	
Parameter IIC(vii) (Facilities w.r.t. infrastructure required at the stage of assessment)	350	
Parameter IID (Practical Training)	100	
Parameter IIE (Framework for Student/ Faculty Grievance Redressal Mechanism)	100	
Parameter IIF: NAAC Accreditation for all Institutions	50	
<b>TOTAL OF PART II</b>		

Percentage of Marks obtained in Part II  $\left\{ \frac{\text{Total of C} \times 100}{\text{Total of B}} \right\} =$

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**Part III: Status of Compliance with the terms and conditions of the Academic Audit and NOC for grant of affiliation (JAC/ NOC/ Conditions of Affiliation Order) during the previous Academic year (Marks 200)**

S. No.	Terms and conditions to be complied with by the Institute	Maximum Marks	Marks Obtained
A	Compliance of observations of last Academic Audit	100	
B	Compliance of observations of JAC/ NOC/ Conditions of Affiliation Order of previous Academic Year	100	
<b>Total Marks</b>		<b>200</b>	

**Note:** 100 Marks are to be awarded after assessment if all terms and conditions are met otherwise, as proportionate to terms and conditions met. Reasons for the award of marks to be recorded in writing:

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**PS:** For award of Category please refer the instructions on first page of the report.

Maximum marks in Part III =  
 Marks obtained in Part III =

Percentage obtained in Part III  $\left\{ \frac{\text{Marks Obtained} \times 100}{\text{Maximum Marks}} \right\} =$

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 Subject Expert Subject Expert Chairman

**Recommendation regarding Programme(s) as stipulated by the concerned Statutory Body**

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

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

Permissible FAR: **225%**

FAR Achieved (should be within permissible FAR limit as per Sanctioned Building Plan) (in %): \_\_\_\_\_

**Note:** If not recommended, proper justification is required, additional sheet(s) may be added.

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 Chairman

## RECOMMENDATION REGARDING CATEGORY

Based on the Inspecting Team's finding in respect of Part II and Part III as detailed in the given tables, 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 under**

**"provisional affiliation for the academic year 2024-25".**

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

( _____ ) Convenor	( _____ ) Subject Expert	( _____ ) Subject Expert	( _____ ) Subject Expert
( _____ ) Subject Expert	( _____ ) Subject Expert	( _____ ) Chairman	

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( ) Convenor      ( ) Subject Expert      ( ) Subject Expert      ( ) Subject Expert  
( ) Subject Expert      ( ) Subject Expert      ( ) Chairman

**ACADEMIC SESSION 2024-25**

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

---

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.

**GGSIPIU 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.
10. If new institutions are not recommended for grant of provisional affiliation, no category may be awarded.

## INDEX

S.No.	PARTICULARS	MAXIMUM MARKS	PAGE NO.
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2.	Details of Proposed Programmes	--	05
3.	<b>Part – I (Physical Infrastructure)</b>	--	06
4.	<b>Part – II (Academic Standards &amp; Infrastructure )</b>	--	07
5.	Parameter – IIA: Status of Director/ Principal	100	07
6.	Parameter – IIB: Computer Centre	100	08
7.	Parameter – IIC: Status of Library	250	09
8.	Parameter – IID: Status of Labs./ Workshops, wherever applicable	100	10
9.	Parameter – IIE: Ancillary and Other Essential Facilities	200	11
10.	Summary of Marks of Part II	--	12
11.	Recommendation regarding Programme(s) with justification on the basis of space factor (covered area) as stipulated by the concerned Statutory Body / University/ Policy Guidelines of GNCTD	--	13
12.	Recommendation regarding Category	--	14
13.	Remarks/ Observation(s)	--	15





# 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 : \_\_\_\_\_

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Chairman

6. Details of proposed programmes

S.No.	Programme(s)	Duration (in years)	Intake

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## 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 Name of the Sanctioning Authority: _____		
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:**

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## 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><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:**

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

Criteria	Parameters, wherever applicable	Maximum Marks	Marks Awarded
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:**

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**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 (per prog.) - Titles:200; Volume:1600.</u>  <u>P.G. Programme (per prog.) - Titles:200; Volume:800.</u>  <u>Journals: For U.G./ P.G. Prog. - Indian-12; International- 03.</u>	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:**

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**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)**

Criteria	Parameters	Maximum Marks	Marks Awarded
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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**Parameter IIE: Ancillary and Other Essential Facilities: (Max. Marks 200)**

Criteria	Parameters	Maximum Marks	Marks Awarded
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 :		
	(i) Lift	4	
	(ii) Ramp	4	
	(iii) Toilet	4	
	(iv) Railing	4	
	(v) Tactile pathways for visually impaired	4	
	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	8	
	General Cleanliness & Hygiene	8	
	Rain Water Harvesting	8	
	Record Maintenance	8	
	Display of Boards & Signages	8	
<b>Total Marks</b>		<b>200</b>	

**Remarks, if any:**

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Subject Expert

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Subject Expert

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Subject Expert

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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 = \_\_\_\_\_**

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

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Subject Expert

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Subject Expert

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Convener

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Chairman

Recommendation regarding Programme(s) with justification on the basis of space factor (covered area) 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 (covered area) (in Sq. Mtrs.)	Space (covered area) 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 (covered area) required for all the programme/ intake recommended: _____						

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

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

Available Covered Area as per Sanctioned Building Plan (Sq. Mtrs./ Acres): \_\_\_\_\_

Permissible FAR: **225%**

FAR Achieved (should be within permissible FAR limit as per Sanctioned Building Plan) (in %): \_\_\_\_\_

- 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

## 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 under**

**"provisional affiliation for the academic year 2024-25".**

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

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

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

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

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

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

10.  $\frac{1}{2} \log_2 16 = 2$

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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

**ACADEMIC SESSION 2024-25**

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**REPORT OF JOINT ASSESSMENT  
COMMITTEE  
(PARAMEDICAL COURSES –  
EXISTING AND NEW INSTITUTES)**

---

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:		
Expert 4:		
Expert 5:		
Convenor:		

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

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

This report comprises of three 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.

**Part III –** Deals with the efforts made by the institute in complying with the terms and conditions of grant of NOC of the Government of NCT of Delhi, academic audit report and conditions of affiliation with GGSIPU during the previous year.

**GGSIPU shall provide the Inspecting Teams, the proposals as submitted by the Institute along with copies of letter/s indicating the terms and conditions of NOC and affiliation along with the report of the last academic audit which were to be complied with by the institute, if any, 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 and Part III SEPARATELY 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. If the concerned department of the State Government or the University is of the opinion that NOC/ Provisional affiliation is not justified, the issuance of such NOC/provisional affiliation may be revoked after following proper procedure.
2. 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.
3. Wherever required additional pages may be attached in the Report.
4. Norms for land 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/ or norms of the concerned Statutory Body, whichever is applicable, have to be referred (Not required in case of Government Institutes). Space requirement may be verified as per norms of the concerned Statutory Body.
5. All pages of the JAC Report must be signed by all Members of the Committee.
6. 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.
7. 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.
8. If the University has received any complaint with regard to Land / Infrastructure, safety issue, the same has to be verified.
9. The copy of the JAC Report will be sent through e-mail to the Institute after 07 days of date of Inspection.
10. 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.
11. 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 : \_\_\_\_\_

( \_\_\_\_\_ )  
Convenor

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

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

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Subject Expert

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Subject Expert

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Subject Expert

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

## 6. Details of the Existing / Proposed Programmes

### (i) Proposal for Revalidation of NOC / Continuation of Provisional Affiliation

S. No.	Existing programmes	Detail of Intake & Actual Number of Students Admitted during the last two Academic Years				Intake applied for Academic Session 2024-25
		Academic Session 2022 – 2023		Academic Session 2023 – 2024		
		Intake	Admitted	Intake	Admitted	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

### (ii) Proposal for Grant of NOC/ Grant of Provisional Affiliation for New/ Additional Programme(s).

S.No.	Programme(s)	Duration (in years)	Intake

**Note: If required, additional sheet(s) may be attached.**

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

## PART- I: (PHYSICAL INFRASTRUCTURE)

**IN CASE OF GOVT. INSTITUTE/ COLLEGE, ONLY A CERTIFICATE FROM THE PRINCIPAL IS REQUIRED ON THE FOLLOWING PARAMETERS AT 1A, 1B & 1C**

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

Parameters		Yes	No
(1)(a) The land and building owned by the Society/Trust/Company (acquisition by allotment/ procurement)	a)		
(b) Rented building in conforming area	b)		
(2) (a) The land available as per norms in conforming area	a)		
(b) Land use certificate of institutional area	b)		
(c) The land available in non-conforming area and as per norms of relevant statutory bodies (like UGC, AICTE, NCTE, BCI etc.)	c)		

**Note:-** Duly attested copies of relevant documents to be enclosed. For existing Government colleges, a certificate from the competent authority/Head of Institution to be provided that the norms have been complied with.

### 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) 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.

### Parameter 1D: Other Essential Measures (the following approvals are required)

Parameters	Yes	No
(1) Fire Safety Certificate by Delhi Fire Service or concerned department of the State (NCR) where the Institute is located: Valid upto _____		
(2) Lift/ Ramps/ Toilet facility for Physically Challenged Student(s)/ Staff		
(3) Biomedical Waste Treatment Plant/ Biomedical Waste Management System		
(4) Certification from the Atomic Energy Radiation Board (AERB) wherever required		

**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(s), wherever applicable.</b>	<b>Copy Attached: YES / NO</b>
---	--------------------------------

**Note:** All above details to be verified.

Remarks, if any:

( )                      ( )                      ( )                      ( )  
 Convenor              Subject Expert              Subject Expert              Subject Expert  
 ( )                      ( )                      ( )  
 Subject Expert              Subject Expert              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><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>

**Note:** Documents required if there is change in occupancy of the post from last inspection, when the above documents had been verified by the JAC team.

**Remarks, if any:**

( ) Convenor	( ) Subject Expert	( ) Subject Expert	( ) Subject Expert
( ) Subject Expert	( ) Subject Expert	( ) Chairman	

**Parameter II B: Status of Teacher Student Ratio & Faculty Cadre Ratio**  
(As per norms of the concerned Statutory Body)

**IIB(i): Teacher Student Ratio:**

*Note: The teacher student ratio shall be as per the ratio specified by the specific statutory/ regulatory body for the programme of study (if any) otherwise shall be 1:20.*

S. N.	Programme	Student Intake upto Academic Session 2024-25 (A)	Number of Teachers required As per concerned Statutory Body Norms (B)	Number of Teachers Available Department-wise (Speciality-wise) (C)	Programmewise MARKS (Max. Marks 100 per programme) (D)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Marks Awarded (Average of the Column D) out of 100:					

Remarks, if any:

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**IIB(ii): Faculty Cadre Ratio (As per norms of the concerned Statutory Body):**

**Note:** The teachers appointed must be in the cadre of Professor, Associate Professor and Assistant Professor, in all programme of studies. The cadre ratio shall be as per the cadre ratio specified by the specific statutory / regulatory body for the programme of study, wherever applicable, has to be calculated department-wise/ speciality-wise:

S. N.	Programme of Study	Intake upto Academic Session 2024-25	Number of Teachers required				As per actuals		Programme-wise MARKS (Max. Marks 100 per programme) (C)
			Total Faculty	Professor	Associate Professor	Assistant Professor	Professors + Associate Professor (A)	Assistant Professor (B)	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Marks Awarded (Average of the Column C) out of 100:									

**Note:** If the Senior Faculty is more in number, then availability of Junior Faculty is not necessary.

Remarks, if any:

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IIC: Computer Centre: (Max. Marks 100)**  
**(As per norms of the concerned Statutory Body)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Number of computers/ configuration and the licensed software be evaluated as per requirement of course(s) conducted and strength of the students.  <b>Note:</b> Norms of Statutory Body be followed wherever applicable.	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>	

Remarks, if any:

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IID: Status of Library: (Max. Marks 200)**  
**(As per norms of the concerned Statutory Body)**

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.	Total Titles/ Volumes (Existing)	50	
	Total Titles/ Volumes (New)		
<u>Books – U.G. Programme</u> (per prog.) - Titles:200; Volume:1600.	Number of journals (national/ international) (Existing)	50	
	Number of journals (national/ international) (New)		
<u>P.G. Programme</u> (per prog.) - Titles:200; Volume:800.	Number of magazines / newspapers	30	
Journals: For U.G./ P.G. Prog. - Indian-12; International- 03.	Subscription of e-books	20	
	Computerization / online subscription <b>(annual subscription is must)</b>	25	
	Reading Room and Reprographic facilities (photocopier and book binding)	25	
<b>Total Marks</b>		<b>200</b>	

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

**Remarks, if any:**

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman



**Parameter IIE(i) : Status of Labs and/ or Workshops : (Max. Marks 100)**  
**As per norms of the concerned Statutory Body)**

Criteria	Parameters	Maximum Marks	Marks Awarded
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) Minimum Technical Staff 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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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IIE(ii) : Practical Training : (Max. Marks 100)**  
**(As per norms of the concerned Statutory Body)**

Criteria	Parameters	Maximum Marks	Marks Awarded
The subject experts will assess on the basis of extent of participation of students and involvement of the institute in arranging such programmes (a report to this effect be submitted by the respective Institute).	Summer training programmes/ Project reports / Presentations/ orientation/ Outreach Prog.	50	
	Case Community discussions/ home assignments/ case studies/ case analysis/ Dissertation etc.	25	
	Participation of students in workshops, seminars and conferences as part of practical training organized by the Institute/ College.	25	
<b>Total Marks</b>		<b>100</b>	

Remarks, if any:

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IIF: Ancillary and Other Essential Facilities: (Max. Marks 250)**  
**as per norms of the concerned Statutory Body)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification by the Committee	Medical/ First-Aid facility with Medical Room and availability of Doctors (where the institute is not attached with hospital)	10	
	Sports and games (indoor / outdoor)	10	
	Computer and Internet facility for the faculty members/ students/ staff	30	
	Facilities for Differently Abled:		
	(i) Lift	4	
	(ii) Ramp	4	
	(iii) Toilet	4	
	(iv) Railing	4	
	(v) Tactile pathways for visually impaired	4	
	Separate common rooms for boys and girls with wash room facility (separate/ attached)	20	
	Students canteen	20	
	Availability of Power Backup	15	
	Portable water and water coolers for summer season	10	
	Faculty cubicles	10	
	Solar Energy utilization	15	
	Environmental Upgradation (Tree plantation, greenery etc.)	15	
	Building Maintenance	10	
	General Cleanliness & Hygiene	10	
	Rain Water Harvesting	15	
	Record Maintenance	10	
	Display of Boards & Signages	10	
	Biomedical Waste Treatment Plant/ Biomedical Waste Management System	20	
<b>Total Marks</b>		<b>250</b>	

**Remarks, if any:**

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman

**Parameter IIG: Framework for Students' Grievance Redressal Mechanism:  
(Max. Marks 100)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification by the committee	Availability of Students' Grievance Redressal Committee (SGRC)	10	
	Whether the Grievance Redressal Committee has elected students representative and complies with latest UGC Regulations and relevant Court Order	15	
	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	15	
	Availability of Psychiatrist, Psychologist and professional students counsellor	15	
	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	15	
	Whether students are satisfied with the effectiveness of the SGRC	10	
	Whether reports of the proceedings of SGRC are being sent to the University every semester	10	
	Whether the directions of the University w.r.t. redressal of students grievances are complied	10	
<b>Total Marks</b>		<b>100</b>	

**Remarks, if any:**

( )  
Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

( )  
Chairman

**Parameter IIH: NAAC Accreditation for all Institutions: (Max. Marks 50)**

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification of documents by the Committee	<b>Accreditation of NAAC</b> (Tick whichever is applicable)		
	1. A++ (50)	50	
	2. A+ (45)		
	3. A (40)		
	4. B++ (35)		
	5. B+ (30)		
	6. B (20)		
	7. C (10)		
	8. D (0)		
<b>Total Marks</b>		<b>50</b>	

Remarks, if any:

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Convenor

( )  
Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

( )  
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(i) (Teacher Student Ratio)	100	
Parameter II B(ii) (Faculty Cadre Ratio)	100	
Parameter II C (Computer Centre)	100	
Parameter II D (Status of Library)	200	
Parameter IIE(i) (Status of Labs/ Workshops)	100	
Parameter IIE(ii) (Practical Training)	100	
Parameter II F (Ancillary and other Essential Facilities)	250	
Parameter II G (Framework for Students; Grievance Redressal Mechanism)	100	
Parameter II H (NAAC Accreditation for all Institutions)	50	
<b>TOTAL OF PART II</b>		

**Percentage of Marks obtained in Part II**

$$\left\{ \frac{\text{Total of C} \times 100}{\text{Total of B}} \right\} =$$

( )  
Convenor

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Subject Expert

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Chairman

**Part III: Status of Compliance with the terms and conditions of the Academic Audit and NOC for grant of affiliation (JAC/ NOC/ Conditions of Affiliation Order) during the previous Academic year (Marks 200).**

S. No.	Terms and conditions to be complied with by the Institute	Maximum Marks	Marks Obtained
A	Compliance of observations of last Academic Audit	100	
B	Compliance of observations of JAC/ NOC/ Conditions of Affiliation Order of previous Academic Year	100	
<b>Total Marks</b>		<b>200</b>	

**Note:** 100 Marks are to be awarded after assessment if all terms and conditions are met otherwise, as proportionate to terms and conditions met. Reasons for the award of marks to be recorded in writing:

**PS:** For award of Category please refer the instructions on first page of the report.

Maximum marks in Part III =  
 Marks obtained in Part III =

Percentage obtained in Part III  $\left\{ \frac{\text{Marks Obtained} \times 100}{\text{Maximum Marks}} \right\} =$

( ) Convenor ( ) Subject Expert ( ) Subject Expert ( ) Subject Expert  
 ( ) Subject Expert ( ) Subject Expert ( ) Chairman

Recommendation regarding Programme(s) with justification on the basis of space factor (covered area) 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 (covered area) (in Sq. Mtrs.)	Space (covered area) 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 (covered area) required for all the programme/ intake recommended: _____						

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

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

Available Covered Area as per Sanctioned Building Plan (Sq. Mtrs./ Acres): \_\_\_\_\_

Permissible FAR: **225%**

FAR Achieved (should be within permissible FAR limit as per Sanctioned Building Plan) (in %): \_\_\_\_\_

- 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.

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## RECOMMENDATION REGARDING CATEGORY

Based on the Inspecting Team's finding in respect of Part II and Part III as detailed in the given tables, 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 under**

**"provisional affiliation for the academic year 2024-25".**

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

( \_\_\_\_\_ )  
Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Chairman



# GUIDELINES FOR THE JAC MEMBERS

## PART ONE

**For calculating the marks to be awarded for Faculty Cadre Ratio (FCR):-**

SF = Senior Faculty (Professors + Associate Professors)

JF = Junior Faculty (Assistant Professors)

TS = Teachers Students Ratio as defined by the AICTE / other bodies

S = Number of students per division

N = No. of Divisions approved

D = Duration of the programme

t = Reciprocal of Teachers Students Ratio =  $1/TS$

K = Total Teaching Faculty Required as per the Norm =  $\frac{(S \times N \times D)}{t}$

f = Cadre Ratio Factor (CRF) =  $\frac{(K - \text{SF actually in position})}{\text{SF actually in position}}$

If the required FCR is 1:2 and the worst FCR acceptable is 1:7, the marks will be awarded as per following formula :-

$$\text{Awarded Marks} = 50 + 10(7-f) \\ (\text{Cap to } 100)$$

However, when the term within the parenthesis (7-f) becomes negative, the marks awarded will be zero. Therefore, an institute having Actual FCR 1:8, then CRF (f) becomes 8, the Marks Awarded will be '0' (Zero).

For more explanation, please see the example on next page.

## EXAMPLE

**For any programme of 03 years duration with one division of 60 students, where Teachers Students Ratio is 1:20**

1. Total teaching faculty required  $K = (S \times N \times D) / (t) = (60 \times 1 \times 3) / (20) = 9$
2. Here, in Ideal Case, the requirement of SF & JF, CRF and Awarded Marks will be calculated as under:-
  - a) Requirement of SF =  $1 \times (K/3) = 1 \times (9/3) = 1 \times 3 = 3$  (if the value is in decimal, the value shall be considered in next whole number)
  - b) Requirement of JF =  $2 \times (K/3) = 2 \times (9/3) = 2 \times 3 = 6$  (if the value is in decimal, the value shall be considered in whole number only and value in decimal shall be ignored)
  - c) CRF (f) =  $(K - \text{SF actually in position}) / (\text{SF actually in position}) = (9 - 3) / 3 = 6 / 3 = 2$  (the value shall be considered 2, in case it is less than 2)
  - d) Awarded Marks =  $50 + 10(7 - f) = 50 + 10(7 - 2) = 50 + 10 \times 5 = 50 + 50 = 100$
3. Suppose, in above case any institute having 1 SF, then
  - a) CRF (f) =  $(K - \text{SF actually in position}) / \text{SF actually in position} = (9 - 1) / 1 = 8 / 1 = 8$
  - b) Awarded Marks will be  $50 + 10(7 - f) = 50 + 10(7 - 8)$ . As parenthesis (7-f) is -1, hence, the marks awarded will be '0'.

## **PART TWO**

### **FOR CALCULATING THE MARKS TO BE AWARDED FOR TEACHERS STUDENTS (TS) RATIO**

#### **CASE ONE** ***(For B.Pharma)***

**Where the Required TS ratio is 1:15, the worst TS ratio acceptable will be 1:20**

And the Awarded Marks will be as per the formula given below:

$$\text{Awarded Marks for TS ratio} = 50 + 10(20-t)$$

(Cap to 100)

**But for an institute having Actual TS ratio beyond 1:20 i.e.  $t=21$ , the term within parenthesis (20-t) becomes negative and the Marks Awarded **WILL BE ZERO**, as explained earlier.**

#### **CASE TWO** ***(For B.Sc.-Nursing & M.Sc.-Nursing)***

**Where the Required TS ratio is 1:10, the worst TS ratio acceptable will be 1:12**

And the Awarded Marks will be as per the formula given below:

$$\text{Awarded Marks for TS ratio} = 50 + 25(12-t)$$

(Cap to 100)

**But for an institute having Actual TS ratio beyond 1:12 i.e.  $t=13$ , the term within parenthesis (12-t) becomes negative and the Marks Awarded **WILL BE ZERO**, as explained earlier.**

**Any institute not obtaining at least 75% for 'A' Category and 65 % for 'B' Category in Part III shall be placed in the immediate succeeding category.**

#### **VERY IMPORTANT NOTE:**

The above calculation has been done keeping in view the requirement of Teachers for the complete duration of the course. However, in cases where new programme has been started or to be started or for programmes where atleast one batch of students has not passed out, the requirement of teachers shall be calculated proportionately.