

**REPORT OF JOINT INSPECTION TEAM
DEPARTMENT OF HIGHER EDUCATION
(GOVERNMENT OF NCT OF DELHI/GGS IP UNIVERSITY)**

Academic Session 2009-10

Note: This report comprises three parts. Part I has been allocated 900 maximum marks. Part II carries 1100 maximum marks. Part III deals with the efforts made by the institute in complying with the terms and conditions of grant of NOC by the Government and affiliation by GGSIPU during the year 2008-09.

For this purpose GGSIPU shall provide to the Inspecting Teams copies of letter/s indicating the terms and conditions of NOC and affiliation which were to be complied with by the institute, if any, during 08-09.

Part I deals with evaluation of parameters relating to physical infrastructure of an institute.

Part II evaluates several parameters that concern academic infrastructure of an institute. **Depending upon marks obtained by an existing institute in each of these two Parts, it may be placed in one of the following categories:**

Category A	The institute may be granted, subject to favourable report of the inspecting team in respect of Part III , NOC/provisional affiliation for a period of three years only if it obtains at least 75% marks separately in each Part I and Part II of the assessment report and the institute exists in a permanent campus of its own in a conforming area.
Category B	The institute may be granted, subject to favourable report of the inspecting team in respect of Part III , NOC/provisional affiliation for a period of two years only if it obtains between 65%-74% marks in each Part I and Part II of the assessment report and the institute exists in permanent campus of its own in a conforming area.
Category C	The institute may be granted, subject to favourable report of the inspecting team in respect of Part III , NOC/provisional affiliation for a period of one year if it obtains between 50%-64% marks in each part of the assessment report.
Category D – Less than 1000 marks (less than 50%)	The institute shall be kept under ‘ No Admission Category ’.

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.

1. Date and Time of Visit : _____
2. Name and Address of the : _____
 proposed / affiliated institution : _____
 Telephone: _____
 E-Mail : _____
3. Name and Address of the Society & _____
 Chairman of the Society/Trust _____
 Telephone: _____
 E-Mail : _____
4. Name and Address of the _____
 Director/Principal of the Institute _____
 Telephone: _____
 E-Mail : _____
5. Details of the existing / proposed programmes

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

S.No.	Existing programmes	Intake / Duration
1.		
2.		

3.		
4.		
5.		
6.		
7.		

(ii) Proposed for Grant of NOC/Grant of Provisional Affiliation

New / Additional programme(s)		Variation in intake of existing programme		
Programme(s)	Intake / Duration	Programme(s)	Increase in Intake	Decrease in Intake

Part-I (Max. Marks 900)

Parameter 1A : Legality of ownership and possession of land 200 marks; land use 200 marks – Total Maximum Marks 400

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Criteria	Parameters	Marks Allotted	Marks Awarded
Application for extension of NOC by State Government and continuation of affiliation by University for session 2009-10 should be filled signed and attested as supporting document in case the ownership possession and land use certificates have already been submitted to the University and DHE/ DTTE/ DHFW otherwise supporting documents in respect of land ownership, possession and land use should be available for giving marks.	(1) (a) Ownership of land and building by the society (acquisition by allotment/ procurement) (b) Rented building in conforming areas	200 150	
	(2) (a) Availability of land as per norms in conforming area, i.e., the land use is institutional. (b) B.Ed. in Schools in Conforming area.	200 150	
	(c) Availability of land in non-conforming area as per norms NB. The institute would be given marks in only one of the above three categories depending upon where its land is situated.	100	

Parameter 1 B: Availability of built-up area and sanctioned building plan - Maximum Marks 300

Criteria	Parameters	Marks Allotted	Marks Awarded
Application for extension of NOC by State Government and continuation of	Sanctioned building plan as approved by DDA / MCD/ Govt. body.	100	

<p>affiliation by University for session 2009-10 should be filled, signed and attested as supporting document in case the sanctioned building plan / other relevant papers have already been submitted to the University and DHE/ DTTE/ DHFW otherwise supporting documents in respect of sanctioned building plan and existing built-up area should be available for giving marks.</p>	<p>Availability of built-up area as per the norms of statutory body/ University/ Govt. for proposed / existing programme(s). (If the actual built up area upto 150 FAR is less than the total built-up area required as per norms for that course and number of seats, then marks would be deducted to the extent of proportionate shortfall in built-up area)</p>	200	
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Parameter 1C: Safety Measures - Maximum Marks 200

Criteria	Parameters	Marks Allotted	Marks Awarded
<p>Application for extension of NOC by State Government and continuation of affiliation by University for session 2009-10 should be filled, signed and attested as supporting document in case the sanctioned building plan / other relevant papers have already been submitted to the University and DHE/ DTTE/ DHFW otherwise supporting documents in respect of safety measures should be available for giving marks.</p>	<p>Structure Safety Certificate of building of the Institute/College</p>	75	
	<p>Certificate indicating that the building is earthquake resistant</p>	50	
	<p>Availability of fire fighting devices at the institute</p>	50	
	<p>Building is adequately ventilated</p>	25	

Total Maximum marks for Part I – 900

Marks obtained (1A+1B+1C) = -----

Percentage obtained $\left\{ \frac{(\text{Marks obtained X 100})}{\text{Total maximum marks}} \right\} =$

Part-II (Max. Marks 1100)**Parameter II A : Status of Director: (Max. Marks 100)**

Criteria	Parameters	Marks allotted	Marks awarded
Director should be posted as per norms of Statutory Bodies/University.	Director – In position	25	
	Director – As per norms	75	

Parameter II B : Status of Faculty: (Max. Marks 250)

Criteria	Parameters	Marks allotted	Marks awarded
Subject experts will follow Norms as per policy guidelines of the University and also their observations in case of specialized programmes.	Cadre Ratio	50	
	Edusat/ Conferencing Facility	25	
	Teacher Student Ratio	75	
	Quality of Faculty (Strength of M.Phil/ Ph.D. holders besides participation of faculty in development programmes/ workshops / seminars / conferences be taken into consideration).	50	
	Publications / Consultancy work undertaken by the faculty and institutes on publication/ journal / newsletters	50	

Parameter II C : Computer Centre : (Max. Marks 200)

Criteria	Parameters	Marks allotted	Marks awarded
Number of computers/ configuration and the licensed software be evaluated as per requirement of course(s) conducted. General	Number and configuration of Terminals	50	

standard could be 60% for Hardware and 40% for Software. Note: Norms of statutory body be followed wherever applicable. For other programmes the terminal student ratio may be as follows: U.G. prog. – 1:6 PG prog. – 1:3 However, for specialized programmes the subject expert may decide.	Availability of software	50	
	Internet connectivity	50	
	Availability of peripherals such as printers, scanners, CD-writer, server of sufficient capacity etc.	50	

Parameter II D : Status of Library: (Max. Marks 200)

Criteria	Parameters	Marks allotted	Marks awarded
Number of titles and volumes may be in the ratio of 1:4 for UG prog. and 1:8 for PG prog. except the prog. approved by statutory body where norms stipulated by concerned body will be followed. <u>Books - UG Programme (per prog.)</u> Titles:400; Volume:1600 <u>PG Programme (per prog.) - Titles:200; Volume:1600</u> Journals: For UG/PG Prog. - Indian-12; .International- 03 For specialized prog., the subject experts may assess as per prog. requirement. N.B.: Assessment of parameters be done programme-wise and marks allotted in totality.	Prog.-wise titles/volumes	60	
	Number of journals (national / international)	60	
	Number of magazines / newspapers	30	
	Computerization / online subscription	25	
	Reading Room and Reprographic facilities (photocopier and book binding)	25	

Parameter II E: Status of Labs / Workshops : (Max. Marks 200)

Applicable for programmes which have specific labs / workshops as part of their course curriculum (all programmes except BBA, BCA, MBA, MCA, LLB.)

Criteria	Parameters	Marks allotted	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 the course.	Availability of equipments / instruments	100	
	Availability of technical lab staff	30	
	Availability of worktables / workstations as per requirement	30	

	Size of the lab as per norms of statutory body	40	
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OR

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

Criteria	Parameters	Marks allotted	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	75	
	Group discussions / mock interviews / home assignments / case studies / case analysis/ multimedia / Programming/ Dissertation etc.	75	
	Participation of students in workshops, seminars and conferences as part of practical training organized by the institute/ college.	50	

OR

Applicable for 5 year integrated LLB programme where specific labs are not part of course curriculum but other methods are devised for practical training.

Criteria	Parameters	Marks allotted	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.	75	
	Public interest lawyering/Group discussions/home assignments/case studies/case analysis/ Lok Adalats, etc.	50	
	Drafting, pleading, conveyancing and visits to the courts.	25	

	Participation of students in workshops, seminars and conferences organized by the institute / college.	50	
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Parameter II F : Conferencing / Instructional Facilities: (Max. Marks 50)

Criteria	Parameters	Marks allotted	Marks awarded
To be assessed by the members of the committee	Availability of Video multimedia / LCD / Overhead Projector with screens and black / white / marker boards	50	

Parameter II G : Ancillary and Other Essential Facilities: (Max. Marks 100)

Criteria	Parameters	Marks allotted	Marks awarded
To be assessed by the members of the committee	Medical / First –Aid facility	20	
	Sports and games (indoor / outdoor)	20	
	Computer and Internet facility for the faculty members	10	
	Facilities for physically handicapped	10	
	Separate common rooms for boys and girls	10	
	Students canteen	10	
	Availability of generator	10	
	Potable water and water coolers for summer season	10	

Total Maximum Marks for Part II = 1100

Marks obtained (IIA +II B + II C +II D +II E +II F+ II G) =

Name of the Institute _____

FINAL RECOMMENDATION

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

(_____)
Chairman

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Convener

Date of Visit: _____

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

SUMMARY OF THE REPORT
Academic session 2009-10

1. Name of the Institute : _____

2. Justification for allocating marks as per Assessment Proforma (Part I & II)

(i) Legality of Ownership/ possession of land and land use –

(ii) Availability of built-up area and sanctioned building plan -

(iii) Safety Certificate –

(iv) Status of Faculty –

(v) Computer Centre –

(vi) Library -

(vii) Status of Lab / Workshops -

(viii) Instructional Facilities/ Teaching Aids –

(ix) Ancillary and Other Essential Facilities –

3. Suggestions for Improvement of Institute: _____

4. Any other Annotations: _____

5. Recommendations:

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

6. Justification on the basis of space factor (in terms of built-up area) as stipulated by the concerned Statutory Body / University. Kindly refer Annexure – X appended herewith.

S. No.	Programme recommended	Intake Recommended / duration of programme	Space factor (in Sq. Mtrs.)	Space required per programme (in Sq.Mtrs.)
1				
2				
3				
4				
5				
6				
7				

Total of Space required for all the programme/ intake recommended

Total built up space available at the site for conduct of existing/ proposed programmes and their recommended intake (Sq. Mtrs / Acres) _____

Total plot area (Sq. Mtrs./Acres) _____ -

Note: (i) Programmes/ intake should be recommended subject to the availability of built-up space.

(ii) In case of Institutions which are conducting PGDBM Programme, the total built-up area should be mentioned excluding the area required for PGDBM programme

(iii) While calculating the requirement of built-up area, Norms for Space mentioned in para – 4 of the “General Guidelines for Space and Academic Facilities” has to be referred.

(_____)
Chairman

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Convener

Date of Visit: _____

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