

CHAPTER-XXXVII
INSPECTION OF COLLEGES

1. Inspection of every affiliated college shall be held ordinarily once in every three years and at other times when in the opinion of the Academic Council special reasons exist in the case of any college for such inspection. The inspection will be directed primarily to the purpose of ascertaining if the conditions of affiliation prescribed by or under the Regulations are maintained or not and of seeing that adequate measures are taken to ensure efficiency as regards accommodation, sanitary arrangements, provision for residence, supervision and instruction of students, library, furniture, apparatus, registers and qualifications of and duties performed by members of the staff, and other similar matters. The Inspection Committee shall also ascertain if the regulations concerning the science practicals are being complied with and the laboratories are properly fitted with gas and water supply. The committee shall also see that requisite equipment is available in the laboratories of the colleges.

*In the case of non-government unaided/aided Education, Law, Physical Education and Management College, affiliated with the University, a person above the age of 60 years may, up to the age of 65 years, be appointed as Principal on contract basis : Provided that the management of the college concerned shall, seek prior approval for such an appointment.

* Syndicate dated 29.3.2007 (para 6).

Apart from bringing to the notice of College Management, the Principal shall be fully responsible for implementation of rules, regulations and guidelines framed by the University from time to time on the basis of its policies and programmes as well as directives of NCTE/UGC/BCI/State Government and/or other related State and Central Agencies. In case of failure to do so, his/her approval as Principal will be liable to be withdrawn by the University. However, if the college management is not willing or non-cooperative in this behalf, Principal shall report the matter to Dean, College Development Council.

2. In the beginning of each financial year, the Vice-Chancellor shall appoint inspection committees for the colleges to be inspected during that year.
3. One third of the total number of affiliated colleges shall be inspected each year.
4. An Inspection Committee shall ordinarily consist of two members and no person ordinarily shall be given more than two inspections. One of the members of the inspection committee in the case of a science college will ordinarily be a science man and in the case of Training/Professional colleges, shall belong to the particular profession in which the college is affiliated.
5. The report of Inspection Committee shall be submitted to the Academic Council in the form prescribed for the purpose.
6. If the report calls for any action by the Academic Council, the Academic Council shall specify the points in which it considers the college deficient and fix a time limit necessary to rectify the deficiencies.
7. There shall be greater association of Fellows (who are not Syndics) on the Inspection Committees. Preference shall be given to Principals, who are Fellows of the University.
8. A convener of the Inspection Committee shall be appointed by the Academic Council and he will be responsible for arranging the inspection.

9. (A) (i) Should a Society/Trust desire to found a College within the jurisdiction of Punjabi University and has got the required land on lease of 99 years, it may be permitted to found the same :
Provided that if the lease is prematurely cancelled and the students admitted to the College and the staff stand to lose, the entire responsibility shall be that of the Society/Trust.
- (ii) *For affiliation being granted to a college, applying to the University, the college concerned shall have to fulfil the land requirements as per specifications given below :
- (a) For an Arts/Science College situate within the limits of a Municipal Corporation/a Municipal Committee limits the minimum land required shall be 2 Acres and for such college situate out of the limits of Municipal Corporation/ Municipal Committee the land required shall not be less than 3 Acres.
- (b) For a College of Physical Education, whether situate within the Municipal limits or out of the limits the land required shall not be less than 5 Acres.
- (c) For an Education, Law, Information Technology and Management and Arts and Science Degree College the land requirements shall be as given below :
- (i) Within limits of a Municipal Corporation.
2 Acres.
- (ii) Within limits of a Municipal Committee.
3 Acres.

* Substituted wide Syndicate 375, Dated 29.3.2007.

(iii) Out of the limits of a

Municipal

Corporation/Committee 5 Acres

Infrastructure required for an *Education College shall conform to the norms of the University and NCTE and in respect of a Law College the infrastructure shall conform to the norms of the University and to those of Bar Council of India.

(iii) For single-faculty colleges (other than Professional courses) the minimum land required must be at least 2 acres and in such colleges number of students shall not exceed 180.

(iv) No College should be founded & housed in a rented building/hired land & must have land/a building of their own.

- (B) Two per cent of the interest paid on the Endowment fund placed with the University by non government colleges shall be paid to the University on account of service charges.
10. If members of the Inspection Committee for affiliated colleges have to inspect-more than one college a day, they shall be paid separate fees for each of the colleges.
Member of Inspection Committee shall be paid a prescribed fee per college and no D.A. shall be payable.
11. As far as possible, colleges in one town shall be inspected by the same Inspection Committee.
12. Periodical Inspection of the affiliated colleges shall be as per prescribed performa.

* Syndicate Dated 29.3.2007 (para 61.206). and notification No. F-49/2006/ NCTE (N&S) datged 21.7.2006 issued by NCTE refers.

13. *In case a Law College, Education College, Physical Education College, Management and Information & Technology fails to fulfil the norms laid down for the affiliation in that subject the University may impose a fine as shown against each of the violations i.e.:-
- a) Violation regarding land required for the college.

| | |
|--|-------------|
| | Rs. 5 Lakhs |
|--|-------------|
 - b) Failing to fulfil the norms regarding building requirements.

| | |
|--|-----------------------|
| | Rs. 1 Lakh to 5 Lakhs |
|--|-----------------------|
 - c) (i) Shortage of teaching staff

| | |
|-----------|-----------------|
| Principal | Rs. 50,000/- pm |
| Lecturer | Rs. 25,000/- pm |

 (ii) Shortage of non-teaching staff Rs. 25,000/- pm
 - d) Shortage of equipment for Laboratories

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|--|-------------------------------|
| | Rs. 25,000/- to 1,00,000/- pm |
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 - e) Shortage of books in Library

| | |
|--|-----------------|
| | Rs. 25,000/- to |
| | Rs. 50,000/- |
 - f) Failing to prepare website or giving wrong information through website

| | |
|--|------------------|
| | Upto Rs. 2 Lakhs |
|--|------------------|

After imposition of the fine the college shall be required to submit a report to the University after rectifying the deficiencies pointed out within a period of one month. After which a fresh inspection of the college shall be arranged. In case of the deficiencies continuing the University may stop new admission and even cancel the affiliation of the college.

* Syndicate Dated 29.3.2007 (para 61.203).

PROFORMA FOR PERIODICAL INSPECTION OF THE AFFILIATED COLLEGES

1. Name of the college
2. Place
Telephone No. (if any)
Telegraphic address
3. Date of inspection
4. Names of Inspectors

Management

1. Registered number with date of the Managing Committee/
Governing body/Trust under the Registration of Societies Act.
2. Number of Members of the Governing body. Does it comprise
of a maximum of twenty members ?
3. Names and addresses of the members of Governing body
(attach the list)
4. Is the Principal an *Ex-Officio* member of the Governing body,
and with the right to vote ?
5. Does the Governing Body have two elected representatives of
the teachers ? A copy of the proceedings of the last elections be
attached.
6. Does the Governing Body have a lady member ? (in case of
Co-educational Institutions) ? Her name & address.
7. A copy of the Constitution of the College be attached.
8. Are the meetings of Governing body held as per University
rules? Number of meetings held during the last year, with dates.
9. State whether notice of the meeting of Governing body, with a
copy of Agenda despatched to the University representatives ?
If yes, then a photostat copy each of the Postal receipts
pertaining to the last year proceedings may be attached. Also
state whether the Dean, College Development Council is also
informed about the meetings ?
10. State whether a copy of the proceedings of the meetings is
sent to the University within 15 days by registered letter ? If
yes, attach a photostat copy each of the postal receipts pertaining
to the last year proceedings.

Financial Aspect

1. Amount of the Endowment Fund of the College.
2. Details of the Amount of Endowment Fund such as N.S.C./ Debenture/F. D. (A photostat copy each of these be attached).
3. Whether National Savings Certificates/Debentures/F.D's.are in the name of Dean, College Development Council ?
4. Is the account pertaining to Deficit under 95% grant for covered posts maintained separately as per conditions of the grant ? If yes, then state the name of the person in whose name the account stands & the person operating the same.
5. State the date of the month by which the pay is disbursed to the staff and whether the University rules are observed in this case?
6. Source of 5% contribution by the Governing Body.
7. The amount of 5% contribution during the last two years (year-wise) and the amount contributed by the Governing body towards the pay of the staff.
8. Source from which the salaries of the uncovered posts are paid and total amount spent during the last two years (year-wise).
9. Whether salary of the staff is paid through crossed cheques ? (for Non-government Colleges only.)
10. State the month upto which the salary of the staff has been paid.
11. Total amount in the Provident Fund of the employees.
12. State the month up to which the salary of the employees has been paid as also the amount of Provident Fund credited to their accounts ?
13. Whether the advance from Provident Fund is made to the Employees with the sanction of the Dean, College Development Council, as per University rules ?
14. Is the Principal of College provided with rent-free residential accommodation ?

15. Is the Principal (Non-govt. Colleges) paid a special allowance as prescribed.
16. Is the financial position of the College satisfactory ? (copy of the balance sheet for the last year be attached).

Funds recovered from the students

1. State whether there is a distinct Bank account for these funds? (Distinct from the Bank account of Governing body.) If yes, then who operates this account ? Also mention the Bank account number ?
2. State whether the representatives of the students & college staff are consulted while spending these funds. ?
3. Whether any amount from these funds is transferred to the account of Governing body ? If yes, then also give year-wise details of amounts transferred during the last two years.
4. Give the year-wise detail of income & expenditure of the funds for the last two years. (Please attach the lists).
5. Details of amount spent during the last two years (year-wise) on the following items may please be stated :-
 - (a) Sports
 - (b) Library
 - (c) Youth festivals
 - (d) Co-curricular activities (Educational tours, Symposia, Lectures etc.)
6. A list of income credited and expenditure debited to the account during the last year be attached.
7. State whether all the funds pertaining to the youth welfare are regularly paid to the University ?

Building of the College

1. Total area of the Campus.
2. Details of administrative Block.
3. Number of class-rooms.
4. Number of Laboratories (Subject-wise).
5. Area under Library. Whether there are separate reading rooms for boys and girls ?
6. Area under Canteen. Does it provide with separate seating accommodation for members of staff, boys & girls students ?

7. Are the rooms, Library and Laboratories comodius and well ventilated ? (Attach a copy of the plan of building)
8. Is there a College Hall ?
9. Is the residence of the Principal situated on the Campus of the College ? If yes, then attach a copy of the plan of the residential building.
10. Has the College (in case of a co-educational college) got a separate room for girl students ?
11. Is the state of sanitation satisfactory ?
12. State whether the College building is suitable and sufficient in view of the number of students ?
13. Any addition made to the college building during the last year. Also state the expenditure incurred.
14. Details of the expenditure incurred on the repairs and maintenance of the College Building.

Hostel

1. Has the College a hostel of its own ? If yes, then attach a copy of its building plan.
2. Number of rooms in the hostel.
3. Number of students residing in the hostel.
4. Names of News-papers & Journals subscribed by the hostel.
5. Name of the Warden of the hostel and his status in the College.
6. Names of indoor games provided in the hostel.
7. Monthly hostel fee and boarding expenses.
8. Is there a common room in the hostel ? If yes, then state its measurements.
9. Sanitation condition of the hostel.

Library

1. Number of books in the Library.
2. Library hours.
3. Hours for issue/return of books.
4. List of journals being subscribed by the Library.
5. Number of News-papers being subscribed by the Library.
6. Measurement of reading rooms for boys & girls in the Library along with number of seats.

7. Year-wise number of books issued/returned during the last two years.
8. Year-wise expenditure incurred on the following items during the last two years :-
 - (a) Text books
 - (b) General Books
 - (c) Reference books
 - (d) Journals
 - (e) News-papers
9. Number of books purchased during the last two years and the expenditure incurred (year-wise).
10. Number of books lost, with their price, during the last two years. Give year-wise detail.
11. Name of the Librarian. State the Number & date of letter of the University approving his appointment.

Equipment

1. Is the College possessed of good equipment and furniture ?
2. Are the College Laboratories well equipped ? Does the provision of Gas & Water satisfactory ? Short coming if any, may be stated.
3. Does the College have a Gas-plant ? If yes, is it capable of meeting the requirements of Science-subjects ?
4. Is there special provision for water in the College ?
5. Does the college have a distilling plant for B.Sc. classes ?
6. Is the College enforcing rules prescribed in respect of science practicals ? Attach a year-wise list of Equipment and other articles purchased for different Science subjects for the last three years ?

Number of students

1. Class-wise number of students.
2. If there are more than one sections in respect of different subjects, then state the Section-wise number.
3. Does the number of students in any class or section exceed the number prescribed under University rules ?
4. Total number of girls students.
5. Name and qualifications of the Lady Supervisor & Lady Teacher (It is essential for a college having more than fifty girls students on its roll to appoint one Lady Supervisor or Lady Teacher).
6. Is the Teacher-taught ratio as per rules prescribed ?

Academic activities

1. Does the number of teaching days conform to the University rules ? Please state the year-wise number of teaching days during the last two years.
2. Number of House-tests during the session.
3. Is the College observing conditions laid down by the University in respect of House tests ? If yes, then state the number & details of students found in-eligible (year-wise) for University examinations during the last two years.
4. Is the College observing conditions laid down by the University in respect of lectures ? If yes, then state the year-wise number & details of students found in-eligible for University examinations during the last two years.
5. Please give a year-wise & class-wise comparative table of University and College results for the last two years.
6. Anything special in academic field.

Sports

1. Has the College got suitable play-grounds ? (state the names of play grounds).
2. State the names of Directors of Physical Education. Also state the number & date of letter communicating the approval of their appointments by the University.
3. Details of teams pertaining to different games. State their year-wise position in inter-college competitions for the last two years.
4. Please state the year-wise positions gained by the College Athletic team in University meets during the last two years.
5. Please give a year-wise brief report of the Sports Competitions held at college level during the last two years.
6. Does the medical examination of the students conducted annually?
Dispensary Doctor/Lady Doctor First aid
7. Does the provision for indoor games exist in the College? If so, state the names of games for which the provision exists.
8. Any special achievement of the college in sports.

Co-Curricular activities

1. Names of Associations/Societies of the College, brief reports (year-wise) for the last two years.
2. Brief year-wise reports for the last two years in respect of the competitions organized at college level.
3. Names of the teams (year-wise) which participated in the Youth Festivals during the last two years and the positions gained by them.
4. A brief report in respect of tours organised by the College during the last two years.
5. Is there an N.S.S. Unit in the College ? If yes, then a year-wise report for the last two years may be added.
6. Is there an N.C.C. Unit in the College ? If yes, then a year-wise brief report for the last two years may be added.
7. Has the College established Youth Club ? If yes, then a year-wise report for the last two years may be added.
8. Any special achievement in the field of Co-curricular activities.

College Staff

A. Teaching Staff

1. Total number of Teachers.
2. Number of Lady Teachers.
3. Status of the Teaching Staff.
 - (a) Permanent teachers.
 - (b) Teachers on Probation.
 - (c) *Ad hoc* teachers.
 - (d) Part-time teachers.
4. Details of periods a teacher is expected to teach during a week (Teaching hours).
5. Is any teacher over-worked according to University norms ? If so, give details.
6. Is any teacher under-worked according to University norms ? If so, state the name of teacher & number of periods.
7. Teacher-taught ratio (If it is less than 1 : 25 then state the steps being taken to rectify it).

8. Subject-wise results of the classes taught by the teachers with University & School Board percentage for the last two years (year-wise).
9. Do all the teachers put in the number of teaching-days during the session, as per University rules ? Number of teaching days put in by the individual teachers during the last two years (year-wise).

B. Non-Teaching Staff

1. Number of employees.
2. Status of non-teaching employees.
 - (a) Number of permanent members.
 - (b) Number of members on probation.
 - (c) Number of ad hoc employees.
 - (d) Number of members employed on fixed pay.
 - (e) Number of members working on part-time basis.
3. A list containing the names of the members of staff and offices held by them may be attached.
4. Is the College adequately staffed in view of the number of students admitted and the division of work ? State if it is understaffed, also give reasons.
5. Pay-scales of the different categories of the staff.

Conditions imposed by the last Inspection Committee

1. Report in respect of compliance of the conditions imposed by that committee.
2. Have the conditions been fulfilled ? If not, give reasons.
3. Is the compliance satisfactory ?
4. Opinion of the present Inspecting Committee regarding compliance of the conditions.

Comments of the present Inspecting Team regarding the following items

- | | |
|---------------------|------------------------------|
| 1. Management | 7. Equipment |
| 2. Financial aspect | 8. Number of students |
| 3. Student Fund | 9. Academic activities |
| 4. College Building | 10. Sports |
| 5. Hostel | 11. Co-curricular activities |
| 6. Library | 12. College staff |

General impression of the Inspecting Committee regarding the working of the College & the reputation it enjoys.

Recommendations.

Signatures of the Members of the Committee with date.

Rules Relating to the Endowment Fund

- (i) Endowment Fund be invested in Fixed Deposits in the Scheduled Banks or in Government Securities, as at present, or in such other debentures as may be approved annually by the Syndicate.
- (ii) The debentures shall always be deposited with the University and in the case of Fixed Deposit Receipts, these should be in the name of the Dean, College Development Council. These Fixed Deposit receipts shall be deposited with the University.
- (iii) The Debentures will be sold only after permission of the University has been obtained.
- (iv) A governing body which is managing a number of colleges may not be required to keep Endowment Fund separately for each college. It may be kept by the parent body in consolidated form.

Statement of Endowment Fund

| Sr.No. | Number of Receipts or Cash Certificates/ Debentures | Amount | Date | Persons in whose name the investment is made | Bank/ Company |
|--------|---|--------|------|--|---------------|
|--------|---|--------|------|--|---------------|

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)
- (vii)
- (viii)
- (ix)
- (x)
- Total :

Statement showing the number of periods per week suggested for each subject of the Three-year B.A./B.Sc. Courses.

| Group | Subject | Teaching Periods/ Theory Per week | Composition Grammar/ Practical per week | Total |
|----------------------------------|---|---|--|-------|
| 1 | 2 | 3 | 4 | 5 |
| Three-Year B.A./ B.Sc. Course | English (Communication Skill) | 6 | — | 6 |
| | English (Literature) | | | |
| | Part-I | 6 | — | 6 |
| | Part-II | 6 | — | 6 |
| | Part-III | 6 | — | 6 |
| | English (Honours) | 6 (extra periods) | — | 6 |
| | History | 6 | — | 6 |
| | Persian | (as prescribed for Modern Indian Languages) | | |
| | German or French or Russian | 6 (including composition etc.) | | 6 |
| | Punjabi (Compulsory) For B.A. | 6 | — | 6 |
| | Punjabi (Communication Skill) for B.Sc. | 6 | — | 6 |

210

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|--|
| | Punjabi (Literature) | | | |
| | Part-I | 6 | — | 6 |
| | Part-II | 6 | — | 6 |
| | Part-III | 6 | — | 6 |
| | A Modern Indian Language (except Punjabi Literature) | | | |
| | I-year | 6 | — | 6 |
| | II-year | 6 | — | 6 |
| | III-year | 6 | — | 6 |
| | Honours Course | | | |
| | 2nd year | 6 | — | 6 |
| | 3rd year | 6 | — | 6 |
| | A Classical Language (Sanskrit, Arabic, Persian) | | | (same as prescribed for Modern Indian Languages) |
| | Political Science | | | |
| | Economics | 6 | — | 6 |
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| 1 | 2 | 3 | 4 | 5 |
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| | Fine Arts | 3 | 6 | 9 |
| | Mathematics | 10 | — | 10 |
| | Mathematics(Honours) | 6 | — | 6 |
| | Indian Culture | 6 | — | 6 |
| | Geography | 6 | 6 | 12 |
| | Home Science | 6 | 6 | 12 |
| | Psychology | 6 | 3 | 9 |
| | Public Administration | 6 | — | 6 |
| | Botany | | | |
| | Zoology | | | |
| | Chemistry | | | |
| | Geology | 6 | 6 | 12 |
| | Geography | | | |
| | Physics } | | | |

**THE MAXIMUM NUMBER OF PERIODS TO BE GIVEN TO
THE LECTURERS IN AFFILIATED COLLEGES**

| Class or Classes | No. of maximum periods per week for a |
|------------------|--|
|------------------|--|

| | |
|---|---|
| | teacher |
| 1. B.Sc. Pass Theory only | 20 |
| 2. B.Sc. Pass Practical only | 27 |
| 3. B.Sc. Pass Practical and Theory | 24 |
| 4. B.Sc. Honours Theory only | 16 |
| 5. B.Sc. Honours Practical only | 20 |
| 6. B.Sc. Honours Theory and Practical | 18 |
| 7. B.Sc. Pass and Honours | 18 |
| 8. B.Sc. Pass and Honours Practical only | 22 |
| 9. B.Sc. Pass and Honours Theory and Practical | 20 |
| 10. B.A. Pass | 24 |
| 11. B.A. Honours | 20 |
| 12. Honours School Course | 20 |
| 13. M.A. | 20 |
| 14. B.Com. | 24 |
| 15. B.Ed. | 24 (per week including Thesis, Tutorials, Seminars and Practical. Co- curricular activities would be exclusive of this work load) |
| 16. M.A. (Physical Education) | 20 -do- |
| 17. M.Ed. | 20 -do- |
| 1. This includes all type of work, tutorials etc. | |
| 2. (a) No teacher should be given more than 24 periods including those for Honours classes. Every Science Teacher should take at least 2 theory periods a day, if necessary by relaxing then strength of students assigned to a teacher. For Science Practicals a group of 20 students would be assigned to a teacher for the B.A./B.Sc. Part-I class and a teacher doing practicals for B.A./B.Sc. Part-II and III class would be assigned a batch of 15 students. | |

- (b) The number of students in each practical group for the subject of Music for the degree and Post-graduate classes shall be as under :
 - (i) Degree Classes in Vocal Music Practical–12 to 15 students in each group.
 - (ii) Degree Classes Instrumental Practical Music–10 to 12 students in each group.
 - (iii) M..A. Part-I and II Vocal and Instrumental Practical Music–8 to 10 students in each group.
- (c) The number of students in Practical Group in Psychology shall be 15.
- 3. For composition work in the subject of English, a teacher will not be allotted a group of more than 30 students.
- 4. In no case would a teacher be assigned more than 24 periods except when he is given practical work also, in that case the number of periods could be upto 30.
- 5. In the case of Arts and Science colleges, the Managing committees might assign teaching work to Principals of their colleges subject to a minimum of 6 and maximum of 10 periods a week irrespective of the number of students on rolls.

NORMS FOR THREE-YEAR DEGREE COURSE

Norms laid down by the Syndicate in regard to space for students, laboratories, library and expenditure to be incurred on the library books etc. for the Three-Year Degree Course in the affiliated colleges.

- I. Class-Room accommodation : 10 Sq.ft. per student
- II. Laboratory accommodation :
 - (i) Chemistry Laboratory 40 Sq.ft. per student
 - (ii) Physics Laboratory -do-
 - (iii) Botany Laboratory -do-
 - (iv) Zoology Laboratory -do-

The above space is to be exclusive of essential subsidiary rooms as noted below :

- Physics : A Dark Room and a Workshop.
- Chemistry : A Balance Room and a Preparation Room.

| | | | |
|--------------|---|--|---|
| Botany | : | A Preparation Room | |
| Zoology | : | A Preparation Room. | |
| III. Library | : | Art and Science Subjects | Rs. 15,000/- for library books in the first year and Rs. 1000/- in each subsequent year. |
| | | Only Arts Subjects | Rs.10,000/- for library books in the first year and Rs. 1000/- in each subsequent year. |
| | | Books and Periodicals etc. | Re. 1/- p.m. to be spent, per student. |
| | | For Furniture and subordinates library staff | Re. 0.50/- p.m. to be spent, per student. |
| | | Library space | The minimum requirement will be : One Reading Room, 50'x20' properly equipped One Periodicals Room 30'x20' One Study Room for staff 15'x20' properly furnished. |

FORM OF NEW COLLEGE INSPECTION REPORT

1. Name of the proposed college
2. Date of Inspection
3.
 - (i) Faculties for which affiliation is sought.
 - (ii) Classes for which affiliation is sought.
 - (iii) Subjects in which affiliation is sought.
 - (iv) Session/year from which affiliation is sought for.
4. Management :
 - (i) Is the Managing Body a Registered one ?
 - (ii) Attach (a) a list of the Members of Managing Body,
(b) a copy of the Constitution,
(c) a copy of the Registration Certificate.
 - (iii) Is the Principal an *ex-officio* member of the Managing Committee ?
5. Tenure of Services and Grades :
 - (i) 'A' are there any service rules ? (a copy be attached).
'B'. if any rules for security of tenure of service.
Provision against arbitrary dismissal and other safeguard for the protection of the staff against the persecution or high handedness of the Managing Committee.
 - (ii) Are the service rules reasonable ?
 - (iii) What are the proposed scales of pay and grades? Do you consider the same as adequate ?
 - (iv) Is any Dearness Allowance paid ? What is the scale ?
 - (v) Is there any Provident Fund scheme ? What is the rate ?
 - (vi) Is Provident Fund registered ?
6. Finances :
 - (i) Does the College possess the required amount of Endowment Fund ? Please quote the number and the amount of the Fixed Deposit Receipts and the name of the Bank.
 - (ii) Is the Receipt in the joint name of the Registrar and the President/Secretary of the college ?
 - (iii) What are the sources of income of the college ?

- (a) Income from investments and property.
- (b) Income from fixed donations.
- (c) Expected annual income from fees. How has it been worked out ?
- (d) Any other source.
- (iv) Annual total expenditure of the college.
- (v) Do the income and expenditure balance ? If not, how do they propose to balance it ?
- 7. (a) The Colleges should not be opened in rented Buildings/on rented land and College should have its own land/Building.
- (b) Building (A plan duly certified by a qualified Engineer be attached)
 - (i) Does the management possess college building of their own ?
 - (ii) Is the building suitable ?
 - (iii) Are the buildings acquired on a long lease ? If yes, a copy of the lease be attached ?
 - (iv) Are the lecture rooms commodious and well-ventilated ? Are sanitary conditions satisfactory ?
 - (v) Is there a hall or big room for holding meetings of the whole college ?
 - (vi) What is the maximum number of classes being held at the same time ? What is the maximum strength of a section ?
 - (vii) Are the surroundings satisfactory ?
 - (viii) Are the buildings fitted with electric light ?
 - (ix) Is the Principal provided with residential quarters near the college ?
- 8. Hostel :
 - (i) What provision has been made for the residence of students?
 - (ii) What is the maximum number of boarders who can be lodged in the hostel ?
 - (iii) What is the number of day scholars ?

- (iv) Is there a properly fitted Common room with indoor games and with journals and periodicals subscribed ?
 - (v) What is the arrangement for medical aid ?
 - (vi) Are sanitary conditions satisfactory ?
 - (vii) Qualifications of the Superintendent or the Warden. Does he reside near the hostel ?
9. Play-grounds :
- (i) For what games has the college made provision ?
 - (ii) Does it possess play-grounds for the purpose ?
 - (iii) Are the play-grounds near the college and the hostel ?
 - (iv) Name and qualifications of the Director, Physical Education.
 - (v) What is the arrangement for the physico-medical examination of the students ?
 - (vi) Have they put up a gymnasium and made provision for athletics ?
10. Library :
- (i) What amount do they propose to invest for the purchase of Library books including books of reference ?
 - (ii) What journals and papers do they propose to subscribe ?
 - (iii) Name and qualifications of the Librarian.
 - (iv) How many students can study in the Reading Room ? Is it properly furnished ?
11. Furniture and equipment :
- (i) What amount do they propose to spend upon the furniture of the college in the first year ?
 - (ii) Is there a properly equipped staff room ?
12. Laboratories :
- (i) What accommodation is there in the laboratories for each Science subject applied for ?
 - (ii) Are laboratories properly equipped ?
 - (iii) What money has been provided for apparatus for the different science subjects ?

13. Staff :
 - (i) Please attach (a) list of the staff, if appointed, and (b) a list of the staff they propose to appoint.
 - (ii) Is the staff qualified and adequate ?
14. Tuition Fee :
 - (i) What is the scale of tuition fees fixed by the college ?
 - (ii) What is the amount of games and union fund fees fixed by the college?
15. Does the committee recommend affiliation ? If so, what is the maximum number of students for which affiliation be granted?
16. Summary of recommendations.

Signatures of the
Members of the Committee

(1)

(2)

Date :

**FORM FOR INSPECTION REPORT OF THE
COLLEGE
FOR EXTENSION OF AFFILIATION IN
SCIENCE SUBJECTS**

1. Name of the College
2. Date of inspection
3. Names of the Inspectors visiting the College :
 - (i)
 - (ii)
 - (iii)
 - (iv)
4. *Endowment Fund :
 - (i) Does the College possess the required amount of Endowment Fund for extension of affiliation ?
 - (ii) Is the Endowment Fund in the joint name of the Registrar, Punjabi University and the President/Secretary of the Managing Committee ?

* There shall be a separate Endowment Fund that cannot be alienated so long as the College continues to exist. The amount of Endowment Fund required by the College seeking affiliation with the Punjabi University shall be as under :

| | | |
|----|--|-------------|
| 1. | Arts/Science/Commerce etc. (for Boys) | Rs. 10 lacs |
| 2. | Arts/Science/Commerce etc. (for girls) | Rs. 5 lacs |
| 3. | Physical Education College | |
| | (i) For one unit of 50 students | 3 lacs |
| | (ii) For two units of 50 students each | 4 lacs |
| | (iii) For three units of 50 students each | 5 lacs |
| | (iv) For four units of 50 students each | 5.50/- lacs |
| | (v) To start Diploma in Physical Education | 1 lac |
| 4. | Guaranteed annual income | |
| | 1. Arts college for Boys | 50,000/- |
| | 2. Science College | 75,000/- |
| | 3. Women College(Teaching Arts Subject (s) only) | 50,000/- |
| | 4. Women College(Teaching Arts & Science) | 50,000/- |

5. Management :
Is the managing body a registered one ? Authenticated copy of its constitution be collected and enclosed.
6. Courses for which college is already affiliated.
Arts.....
Science.....
7. (i) Science subjects/Courses for which extension of affiliation is sought.
(ii) Session/Year from which affiliation is sought for.
8. Enrolment of the College in Science subjects :
Three-Year B.Sc. Course (a) Physics
(b) Chemistry
(c) Botany
(d) Zoology
(e) Geology
9. Laboratories :
(i) Are the college laboratories in Science subjects properly equipped ?
(ii) Are the lecture rooms commodious and well-ventilated?
Are sanitary conditions satisfactory ?
(iii) Has the college a gas plant ? If so, does it meet the requirements of practicals in Science subjects ?
(iv) Is there ample provision for water-supply ?
(v) Does the college possess its own distilling Plant for B.Sc. classes ?
(vi) Are the buildings fitted with electric light ?
(vii) Does the college possess adequate and suitable furniture?
(viii) Dimensions of the present laboratories and additional laboratories required according to the norms laid down by the Syndicate.

- Present/More Proposed
- (a) Physics
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Work Shop
 - (iv) Dark Room
 - (v) Store Room
 - (b) Chemistry
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Balance Room
 - (iv) Preparation Room
 - (v) Store Room
 - (c) Botany
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Museum
 - (iv) Preparation Room
 - (v) Store Room
 - (vi) Botanical Garden
 - (d) Zoology
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Museum
 - (iv) Preparation Room
 - (v) Store Room
 - (e) Geology
 - (i) Junior Laboratory
 - (ii) Senior Laboratory
 - (iii) Museum
 - (iv) Preparation Room
 - (v) Store Room

(Plans of the buildings of laboratories and Lecture Rooms be collected and enclosed.)

10. Equipment

- | | | | | |
|-------|---|--|------|------|
| (i) | Has the college Purchased apparatus and chemicals, etc., in the Science subjects according to the lists approved by the University ? | Year | Year | Year |
| (ii) | How much money Has been spent on the purchase of apparatus for the different Science subjects during last 3 years ? | Physics Rs. Chemistry Botany Rs. Zoology Rs. Geology Rs. | Rs. | |
| (iii) | How much additional amount of money is the college required to spend on the purchase of different Science subjects ? | Physics Rs. Chemistry Botany Rs. Zoology Rs. Geology Rs. | Rs. | |

11. Library

- | | | | | |
|------|---|--|--|--|
| (i) | Has the college purchased Library books in Science subjects according to the standard lists ? | | | |
| (ii) | Number of books at present in the library of the college. | Physics Chemistry Botany Zoology Geology | | |

- | | | | |
|-------|--|---|-----|
| (iii) | How much amount has been spent on the purchase of Science Books ? | Physics Rs. Chemistry Botany Rs. Zoology Rs. GeologyRs. | Rs. |
| (iv) | How much additional amount of money is the college required to spend on the purchase of more Library books in Science subjects ? | Physics Rs. Chemistry Botany Rs. Zoology Rs. GeologyRs. | Rs. |
12. Staff :
- (i) Is any member of the staff not getting the pay/grade laid down for the college ?
 - (ii) Does the college possess adequate staff consistent with its enrolment and teaching load ?
 - (iii) Teaching load in various Science subjects.

| | | |
|--------------|--------------|--------------|
| Physics. | Chemistry, | Botany, |
| Theo. Pract. | Theo. Pract. | Theo. Pract. |
| Zoology, | Geology | |
| Theo. Pract. | Theo. Pract. | |
- Three-Year B.Sc. Course
- (a) Part I
 - (b) Part-II
 - (c) Part-III

- (iv) Staff required in various Science subjects as per University Rules.

| Teachers | Present | Add. Required during this year | Add. Required next year |
|----------|---------|--------------------------------|-------------------------|
|----------|---------|--------------------------------|-------------------------|

| | | | |
|--|--|--|--|
| Physics | | | |
| Chemistry | | | |
| Botany | | | |
| Zoology | | | |
| Geology | | | |
| Demonstrators : | | | |
| Physics | | | |
| Chemistry | | | |
| Botany | | | |
| Zoology | | | |
| Geology | | | |
| Lab. Assistants : | | | |
| Physics | | | |
| Chemistry | | | |
| Botany | | | |
| Zoology | | | |
| Geology | | | |
| Lab. Bearers: | | | |
| Physics | | | |
| Chemistry | | | |
| Botany | | | |
| Zoology | | | |
| Geology | | | |
| 13. Does the Committee recommend extension of affiliation in the various Science subjects for the Three Year B.Sc. Course ? If so, what is the maximum number of students for which affiliation be granted ? | | | |

14. Summary of recommendations :

Signatures of the Members of the Committee

(i)

(iii)

(ii)

(iv)

