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Maharshi Valmiki Sanskrit University, Mundri, Kaithal
Established under Haryana Government Act, 20/2018
(Ordinance —Affiliated/Recognised/Associate Gurukuls/Colleges/Institutes)

CHAPTER-I

AFFILIATION AND ADMINISTRATION OF GURUKULS/COLLEGES/INSTITUTES

1. The University shall recognise/affiliate/associate, for admission such Gurukul/College/Institute as may be decided upon by the Executive Council from time to time.
2. The Society/Trust desirous for recognition/affiliation for a new College/Institute shall make an application (along with an application fee of Rs 5000 through Demand Draft drawn in favour of the Finance Officer of the university), on the form prescribed by the University for this purpose (Appendix-I), to the Dean of College. The form (Appendix-I), shall be available on the University website (i.e. www.mvsu.ac.in) and it will contain the following conditions to be met for affiliation by the university:
 - a. that the Gurukul/College/Institute shall have a regularly constituted Governing Body of the Society/Trust. (This condition shall not apply in the case of colleges maintained by the Government);
 - b. that the qualifications of the Teaching staff, their grades of pay and the conditions governing their tenure of office are such as to ensure efficient conduct of the courses of instruction to be undertaken by the Gurukul/Colleges/institution;
 - c. that the buildings in which the Gurukul/College/institution is to be located are suitable for academic activities.
 - d. that the provision will be made for hostel in the Gurukul/College, of students not residing with their parents or guardians;
 - e. that the provision has been or will be made for a Library and various labs as per requirement in the courses of study available in the Gurukul/College/Institute.
 - f. where recognition is sought in subject of Sanskrit, arrangements have been or will be made in conformity with the rules of the University for imparting instruction in that branch of Sanskrit in a properly equipped laboratory;
 - g. that due provision will, so far as circumstances may permit, be made for the residence of the Head of the Gurukul/College/Institute and some members of Teaching staff in, or near, the Gurukul/College or the place provided for the residence of students;
 - h. that the financial resources of the College are such as to make due provision for its continued maintenance;
 - i. that the recognition/affiliation of the Gurukul/College/Institute, having regard to the educational facilities provided by other Gurukul/Colleges in the same neighbourhood will not be against the interest of education;

- j. that the Gurukul/College/Institute shall charge only those fees and funds as prescribed by the University; and
- k. that the applications shall further contain an assurance that after the Gurukul/College/Institute is recognised any transference of Management shall be reported to the Vice-Chancellor. Any change in the Teaching staff shall be made with the prior approval of the Vice-Chancellor and that the institution shall faithfully observe the provisions of the Act, Statutes, Ordinances and Regulations of the University as made from time to time.

3. On receipt of an application under Clause 2, the Vice Chancellor of the University shall: -

- a. Form a local inspection committee of two to three competent persons to conduct a physical inspection of the premises of the applying college/Gurukul to ensure the availability of necessary infrastructure and facilities with the Gurukul/college; and
 - b. The committee shall submit its report for approval by Vice Chancellor. After such inspection, the Vice Chancellor/Executive council may grant or refuse the application or part thereof or may grant provisional affiliation for a year subject to specific conditions.
4. Where an application, or any part thereof, is granted approval, the university shall specify the courses in respect of which the Gurukul/College/Institute is recognised/affiliated/associated; and, where the application or any part thereof is refused, the grounds of such refusal shall be stated.
5. No Gurukul/College (except Government college) shall be recognised/affiliated/associated with retrospective effect in respect of any course(s) of instruction. Any application under Clause 2 may be withdrawn at any time before it is approved in terms of Clause 3 above.
6. A recognised/affiliated/associated Gurukul/Institute shall pay an initial fee of Rs 2000/- plus GST @ 18% for becoming associate/affiliate and a continuation fee of Rs. 2,000/ plus GST annually thereafter.
7. If a Gurukul/College fails to start classes during the Academic year for which permission has been given, the recognition/affiliation for the course(s) concerned shall stand cancelled.
8. No College/Gurukul/institution affiliated/associated to the University shall discontinue any Faculty/Course/Subject without the prior permission of the University. If the Governing Body of a College proposes to discontinue a particular Course/Subject in the College, it shall seek the prior permission of the University and a formal application giving sound reasons in support of the proposal shall be made not later than the 31st October of the year, preceding the year in which the discontinuance

is proposed. In the case of discontinuation of the College, it shall be incumbent upon the Governing Body of the Institution concerned to give a notice of one year to its employees regarding termination of their services, which will take effect only if and when the permission is granted by the University and subject to the condition, if any, imposed by it.

Moreover, the discontinuation in respect of each integrated Course of Study/Subject for which it is affiliated/associated shall be in stages as under: -

- i. In the First Year, admissions to Part I Classes will be discontinued and admissions to the Part II/III/IV will continue.
 - ii. In the Second Year, admissions to Part II Class will be discontinued and Classes for Part III/IV, will continue.
 - iii. In the Third Year, admissions to part III will be discontinued and Classes for part IV, if any, may continue.
 - iv. In the fourth year no admissions will be made.
9. If a College does not provide information about the course(s) for which recognition had been granted, for three years continuously, the recognition for such course(s) shall stand cancelled.
10. Where a college desires to add the new course(s) of instruction in respect of which it is recognised, the procedure prescribed by Clauses 2, 3 and 4 above shall, so far as may be, be followed.
11. Every Gurukul/College shall also furnish such reports, returns and other information as the Executive Council may require from time to time to enable it to judge the efficiency of the College.
12. The Principal of every recognised/affiliated/associated College shall submit to the Registrar, before the 31st August each year, a report indicating :-
- (a) the changes in the management;
 - (b) changes in (i) the teaching staff and qualifications of new members; (ii) other staff;
 - (c) Course-wise number and distribution of students;
 - (d) income and expenditure of the previous financial year;
 - (e) results of examinations;
 - (f) scholarships;
 - (g) condition of library;
 - (h) number of students in the College hostel; and
 - (i) payment of salary and Provident Fund contribution.
13. The following record must be kept by every recognised/associated College/Gurukul/Institute and shall submit when required, to the officer nominated by the Vice-Chancellor: -
- i. The registers of students giving in the case of every student, the date of admission, date of birth, name of birth place, parentage, attendance at College examinations and results of such examinations, a record of University career, and date of withdrawal.
 - ii. Registers of daily attendance of students.
 - iii. A register of fees.
 - iv. A time-table.

14. The Executive Council, on the recommendation of the Vice-Chancellor shall cause every recognised/associated Gurukul/College/Institute to be inspected from time to time by two or more competent persons authorised by it in this behalf.
Provided that each College shall be inspected ordinarily once in every three years, and at other times where in the opinion of the Executive Council such inspection is necessary.
15. An Inspection Committee shall ordinarily consist of two or three members and no persons ordinarily shall be given more than three inspections in an academic year. One of the members of the Inspection Committee will ordinarily be of the concerned subject shall belong to the particular profession in which the College is recognised.
16. A Convener of the Inspection Committee shall be appointed by the Vice Chancellor and he will be responsible for arranging the inspection.
17. The members of an Inspection Committee shall be paid travelling allowance of the class to which they are entitled according to normal rules, and, in addition, an inspection fee of Rs.1000/-per member.
18. The inspection will be directed primarily to the purpose of ascertaining: -
- (a) if the conditions of recognition prescribed under the Ordinance are being complied with;
 - (b) that adequate measures are taken to ensure efficiency as regards —
 - (i) qualifications of, and duties performed by, members of the staff;
 - (ii) instruction, residence and supervision of students;
 - (iii) accommodation for classes and administrative offices;
 - (iv) furniture, apparatus and sanitary arrangements;
 - (v) library and labs;
 - (vi) registers for various purposes; and proper maintenance of Accounts, Regular payment of Salary and Provident Fund/Pension Contribution;
 - (vii) any violation of rules and instructions; and other similar matters.
 - (c) If the rules concerning the practical's are being complied with and the Laboratories/Yagshala are properly fitted with requisite apparatus.
19. The report of the Inspection Committee shall be submitted in printed form (Appendix II & III) as the case may be within 10 days of the date of inspection to the Dean of Colleges for consideration of Vice Chancellor and the Executive Council.
20. The Executive Council shall specify the points on which it considers the College deficient and fix time, within which the College shall take action necessary to comply with the directions of the Executive Council.
21. If at any time the Executive Council finds that a college is not complying with the requirements of the Act, Statutes, Ordinances or Regulations of the University, or any instructions issued by it or on its behalf, the Executive Council will have the authority to impose any one or more of the following penalties:
- (1) students of the College concerned shall not be accepted for the University Examination;
 - (2) the College staff shall be debarred from university work such as appointment as examiners, superintendents of examination centres, etc.;
 - (3) the principal or the teacher concerned shall be debarred from seeking election or nomination to a University body or his name shall be removed from the list of members of the University bodies;
 - (4) the approval of the principal and the recognition of the Governing Body of the College shall be withdrawn;
 - (5) the recognition, granted to the College, shall be withdrawn in part or in whole.

22. Where the Executive Council proposes to withdraw the recognition/affiliation of a college, in whole or in part, the Executive Council shall send, to the Principal of the College concerned, a registered notice stating therein the grounds on which the action is proposed to be taken together with an indication that any representation in writing submitted on behalf of the college, within a specific period, shall be considered by the Executive Council. The period may, if considered necessary by the Executive Council, be extended.
23. On receipt of the representation or on expiration of the period referred to in Clause 22, the Executive Council shall consider the notice of motion, the statement and representation, if any, and make such order as the circumstances may require.
24. Where, by an order made under Clause 23, the rights conferred by recognition/affiliation are withdrawn in whole or in part, the grounds for such withdrawal shall be stated in the order and communicated to the Head of the Gurukul/College concerned.
25. In the event of withdrawal of the recognition of a College/Gurukul, the Executive Council shall have power to decide regarding the disposal of the Students' Funds, if any.
26. The Executive Council may allow to associate the existing associate college/Gurukul/Institute of any other university as such by giving relaxation in terms and conditions of affiliation. However, such institute has to submit NOC from the university to which it was associated and the requisite fee as prescribed from time to time for becoming associate institute of Maharshi Valmiki Sanskrit University, Kaithal.

27. Fees for the Recognition/affiliation

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|---|-------------|
| 1. Application fees | Rs. 5000/- |
| 2. Inspection fees | Rs. 5000/- |
| 3. Affiliation fees | Rs. 5000/- |
| 4. Association fees | Rs. 2000/- |
| 5. Continuation fees | Rs. 2000/- |
| 6. Permanent Affiliation fees (after 5 years) | Rs. 10000/- |

Ordinance- Affiliation/Recognised/Associate Gurukuls/Colleges/Institutes

CHAPTER-II (Referred to in Clause 2 of Ordinance chapter 1)

1. An application for recognition shall be made in the case of a Government College by the Principal/Head of the Higher Education Institution, and in the case of a non-government institution by the Chairman or any other authority appointed for the purpose by the Governing Body of the College.

Application for grant of recognition to new College/Gurukul/Institute accompanied by the fee as under and other documents must reach the Dean of College by 31st October of the year preceding the one in which it is proposed to start the College. The Application submitted after 31st October but before 31st December may be accepted by Vice-Chancellor in special circumstances or as a special case.

However, the existing College be not allowed to open a new faculty till the Physical and Human Resources in other Colleges remain under-utilised. After the case has been cleared by the University, the College shall be required to submit the No Objection Certificate issued by the State Govt. for the purpose, but before actually starting the College/ subject/course concerned.

Before applying for grant of affiliation to a new College/institute, the Registered Society of the proposed College must satisfy the following conditions:

- (i) The condition of 15 K.M. distance between two Sanskrit Colleges in rural area will be applicable.
- (ii) In urban area, no new Sanskrit College should be started unless all existing Colleges have attained the maximum strength of 500 students. However, if there is no Girls College in that town then this condition will not be applicable for starting a purely Girls College.

In case the above conditions are satisfied the Society/Trust will be required to fulfil the following conditions by 15th March so that the College be inspected by the University Inspection Committee for the grant of provisional affiliation. The Committee will make further suggestions, regarding books, play grounds, Yagshala, laboratories, staff etc. If within one year of this letter of clearance the Society does not fulfil these conditions, the University would be free to withdraw the affiliation and the applications of some Society, if any, may be considered.

- (a) The proposed Girls and Co-educational College should have 10000/- sq feet for UG and 15000/- sq feet for UG & PG exclusively for classes respectively, preferably at one place.
- (b) Two months before the commencement of the academic Session, i.e., by 15th of May, the College should have the required accommodation for Class Rooms, Admin, Principal's Office, Staff Room, College Office, Library, etc.
- (c) The College should also have the required laboratories/Yagshala of specialised subject(s).
- (d) All the rooms should be furnished with necessary furniture and equipment.
- (e) The College Society should have Bank balance of at least Rs.10 lac to ensure regular payment of salaries to the staff.
- (f) further that if an existing College intends to start Post-graduate Classes, it shall satisfy the following requirements.

- (i) The College should not have the distance of less than 30 km. from the University if it intends to start Acharya/M.A. Classes in the subject which is already being run in the University itself.
 - (ii) In case a College in a particular city already has the affiliation for Acharya/M.A. Course in a particular subject, the other Colleges in that city may not be granted affiliation in the same subject.
 - (iii) The qualifications of the staff already working in the College to teach the concerned subject at Under-graduate level, for which the affiliation is sought at Post-graduate level, may also be kept in view.
2. The application shall be accompanied by the following statements, in addition to other particulars expressly required by the Ordinance : -
- (a) a statement containing full information regarding the Constitution of the Governing Body and the names of its members.
 - (b) a statement showing the teachers employed, or proposed to be employed, their qualifications, the subject or subjects proposed to be taught by each of them, their salaries, grades of pay, and the conditions governing their tenure of office.
 - (c) a complete plan to scale of the building and grounds.
 - (d) statements indicating: —
 - (1) the number of students attending the College or proposed to be admitted in the College;
 - (2) the number of such students not residing with their parents or guardians;
 - (3) the arrangements made or proposed to be made for the residence in the College, or lodging approved by the College of students not residing with their parents or guardians;
 - (4) the arrangements made or proposed to be made for :
 - (a) the supervision of students; and
 - (b) physical welfare of students including arrangements for games, physical training, play grounds, and medical assistance;
 - (5) the arrangements made or proposed to be made for the benefit of girl students if the College provides co-education.
 - (e) a statement showing the number and character of the books composing the library, and the expenditure annually provided or proposed to be provided for the improvement of the library.
 - (f) a statement, showing the appliances (including laboratory equipment's, apparatus and chemicals, etc.) provided or proposed to be provided for teaching the subjects in which recognition is sought and amount to be annually expended on such appliances.
 - (g) a statement showing the accommodation provided for the residence of the Principal of the College and of any members of the teaching staff in or near the College or the place for the residence of students.
 - (h) a statement showing the financial resources of the College, including a statement of the annual income and expenditure.
 - (i) a statement with proof that they possess adequate building, equipment, furniture and library books or adequate funds, as determined by the Executive Council for the purpose.
 - (j) an assurance that after the College is recognised any transference of Management shall be reported to the Vice-Chancellor. Any change in the Teaching staff shall be made with the prior approval of the Vice-Chancellor and that the institution shall faithfully observe the

provisions of the Act, Statutes, Ordinances and Regulations of the University or any instructions issued by the Executive Council or on its behalf, from time to time.

3. (a) The minimum expenditure to be incurred on purchase of books for the College Library should not be less than 3 lacs in beginning and further as per the requirement of the students.
- (b) Each College should have a Librarian and a Library Committee consisting of the Principal, Heads of the Departments and the Librarian, of which the Principal should be the Chairman, one of the Senior Heads of the Departments the Vice-Chairman, and Librarian the Secretary of the Library Committee.
- (c) In the case of a College founded by individual donors, the following basic conditions for a Trust-deed shall be observed unless the management is vested in societies registered under a Government Act :-
- (i) that the Founder of the Trust is the sole absolute owner of the property endowed;
 - (ii) that the Trust The is created by a regularly registered deed to be approved by the Executive Council;
 - (iii) that the Founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property endowed;
 - (iv) that the endowed property is made to vest permanently and absolutely in the Trustees collectively;
 - (v) that the Board of Trustees consists of at least seven members of whom at least five are independent members who are not in any way related to or dependent upon the Founder of the Trust;
 - (vi) that in case of future vacancies in the Board, nominations are made by the Board and not by the Founder and such nominations are forthwith reported to the Vice-Chancellor;
 - (vii) that all buildings included in the Trust are sufficiently insured against fire;
 - (viii) that copies of the proceedings of the Board and a statement of the annual income and expenditure of the Trust are supplied to the Vice-Chancellor.

4. Every College will have the following minimum Ministerial, Technical & Supporting Staff:

Ministerial Staff:

Head Clerk-cum-Accountant -	1
Assistant-	1
Clerk-	1
Accounts Clerk-	1
Yagshala/Lab Attendant	1
Library Attendant	1
Librarian	1

The college shall employ the other supporting staff such as Peon, Sweeper, Choukidar, Mali as per the requirement of the college.

5. (a) Governing Bodies/Boards of Governors should be formed and function as per the Society/Trust and any other notified related Act. The consent of the University nominee on the Governing Body shall be obtained before fixing the meeting of the Governing Body. In case the University nominee after having given his consent does not attend the meeting of the Governing

Body, the meeting may be held if the Quorum is complete and the decisions taken in the meeting shall be valid.

(b) The meeting of the Governing Body shall be held after reasonable intervals, i.e., at least one per term at the College Campus. Notice for the meeting of the Governing Body along with Agenda will be supplied to all the members at least 15 days before the meeting. Simultaneously, a copy of the Agenda will also be supplied to the University. The proceedings of the meeting will be circulated to the members of the Governing Body and the University within 7 days after the meeting.

(b) Three/fifth of the members shall form the quorum.

(d) (a) Each person on the electoral roll shall have one vote.

(b) After counting, the nominees shall be listed in descending order of number of votes secured.

(c) From the list of precedence as at (b) above, the vacancies shall be filled by persons in the order of precedence in which they have been listed.

(d) In case of ties for any material place in the order of precedence, the election shall be decided by a toss of the coin, having two distinctly distinguishable sides.

6. In every college there shall be an Advisory Council consisting of 15% or 03 staff members, whichever is higher, nominated in order of seniority and in a manner that no faculty remains unrepresented on the Council. In addition to this, one more left out senior-most teacher will be nominated on the Council on rotation basis for a term of one year.

President of Academic Council

The principal of the college shall be the ex-officio President of the Council and will preside over its meetings.

Secretary of Academic Council

The senior most teacher on the Advisory Council shall be the member-secretary of the Council. He will call meetings of the Council in consultation with the President. He will record minutes of the meetings of the Advisory Council and keep record thereof.

Meetings of the Advisory Council

The Advisory Council will call its quarterly meeting in an academic year. Further, before convening each meeting of Advisory Council, suggestions to be placed before the Advisory Council be invited by the Principal of the college from a sub-committee comprising one senior most teacher from each faculty of the college for academic improvement/ activities

Requisition meeting of the Council will transact only the agenda for which the meeting has been requisitioned.

2/5 of members of the Council shall constitute the quorum.

Notices of Meeting

Meeting of the Advisory Council shall be called at a notice of at least 7 days. However, an emergent meeting can be called in case of emergency, even at a shorter notice, as may be decided by the President.

Power and Functions of Advisory Council.

To draw perspective plan for integrated development of the college.

To prepare yearly calendar of academic sports, cultural and extension activities.

To advise about the introduction of new courses and enhancement of seats in the existing courses.

To suggest guidelines/efforts for the all round development of students.

To suggest measures for the proper utilization of grants and efficient implementation of UGC projects.

To keep in touch with the students and suggest measures to redress their grievances.

To design in-house mechanism to improve the general functioning of the college.

7. (a) All appointments of Teachers in the Non-Govt. recognised/ affiliated Colleges, whether on permanent, probation, temporary, ad hoc or part-time basis, shall be subject to the approval of the Registrar or any other Competent Officer authorised by the Vice-Chancellor. No person shall be appointed as a Principal or as a Teacher in a recognised/ affiliated College unless he possesses the qualifications as per State Govt./Tarms/norms.

(b) Non-Govt. Colleges shall comply with the requirements laid down in the Regulations Governing the Service and Conduct of Teaching as well as Non-Teaching Staff in Non-Govt. Colleges as may be framed by the Executive Council from time to time.

8. Additional Requirements for Co-educational Institutions :

A College having Co-education shall be required to fulfil the following conditions also :-

- (i) In every co-educational institution, there shall be at least one duly qualified Lady teacher for every 50 Women Students, or part thereof.
- (ii) There shall be a Physical Instructress in every Co-educational Institution, where the number of Women Students on the rolls of the College is 100 or more.
- (iii) In case a Co-educational Institution is recognised in the subject of Music, the College shall have a Woman Music Teacher.
- (iv) There shall be a separate lounge for Women Students with a Toilet room (with proper sanitary fittings).
- (v) The College shall have a suitable Playground for girls.
- (vi) There may be a part-time or whole-time Medical Officer.

9. Additional requirements for Colleges for Women only :

“The Principal of a Women’s College shall be a qualified lady.

- (i) In case of a Women’s Professional College/Institute, if a qualified lady Principal is not available after two advertisements in two national newspapers, a male Principal with minimum age of 50 years may be appointed with the prior permission of the Vice-Chancellor.”
- (ii) In case of a Women’s self-financing College/Institute/Gurukul if a qualified lady Principal is not available after two advertisements in two National Newspapers, a male

Principal with minimum age of 50 years may be appointed with the prior permission of the Vice-Chancellor.

- (iii) Only Woman teacher shall be appointed in a women colleges, in case a qualified women teacher in a particular subject is not available after due advertisements of found suitable, a male teacher may be appointed with specific prior approval of the Vice-Chancellor.
- (iv) The conditions prescribed in (i) and (ii) above shall not apply to a Women's College/Gurukules whose Men Principals/ teachers have already been approved by the Panjab University before the 30th June, 1974.

Provided that on their retirement or otherwise vacating the post, the substitutes shall be appointed in accordance with the conditions mentioned above.

10. The College shall make arrangements of medical facilities in the campus.

11. There shall be a lounge which shall have a Toilet room etc., with proper sanitary facilities.

APPENDIX-1

MAHARSHI VALMIKI SANSKRIT UNIVERSITY
APPLICATION FORM FOR AFFILIATION OF COLLEGE/INSTITUTE

(To be filled by College)

1. Particulars of the College:-

- (i) Name of the College : _____
(ii) Address of the College : _____
(iii) Contact No. of the College : _____
(iv) College Website/E-mail ID : _____
(v) Type of College (Govt./Govt.aided/
Self-financing) : _____

2. Whether presently affiliated/associated with
any University, If yes, please give details

: _____

3. Endowment Fund

Does the college possess the required amount
of Endowment fund?

: _____

4. Management

Is the college governing body of the management
constituted and functioning as per clause 5 of
Chapter 2 of the ordinance

: _____

5. Degree/Courses for run at present and Intake
along with name of Affiliated Colleges

: _____

6. Degree/Courses for which recognition is
now sought and no. of seats applied for

: _____

a) Fresh

: _____

b) Extension

: _____

7. Has the College obtained sanction of the
State Govt. to start the above subject(s)/
Courses (s)?

If so, attach a copy of the sanction letter

: _____

8. Statements to be submitted by the College as per
Clause 2 of chapter 2 of ordinance

: _____

9. Size of land available for College (in acres)

: _____

10. Infrastructure Available with the College

(a) Number of class room/lecturer theatres
with dimensions

: _____

(b) Are the lecturer theatres commodious and
Well ventilated?

: _____

(c) No. of laboratories for (Yogahala/Prayogshala/
Yagshala) available for various courses

: _____

(d) Are the college Laboratories properly
equipped?

: _____

- (e) Is there proper provision for water supply? : _____
- (f) Are the buildings fitted with electric lights?
fans & Fire safety measures : _____
- (g) Does the College possess adequate and
suitable furniture? : _____
- (h) Whether a hall for assembly of students
available (mention seating capacity)? : _____
- (i) Whether floor-wise Toilets for staff, boys
and girls available? : _____
- 11. Equipment (wherever applicable)**
- (i) Has the College purchase apparatus,
etc. according to the requirement? : _____
- (ii) How much money has been spent
on the purchased of apparatus? : _____
- 12. Library facility with the college (Should be
As per clause 3 of Chapter 2 of the Ordinance)**
- (i) Number of books present in the Library
of the college. : _____
- (ii) How much amount has been spent on the
Purchase of books? : _____
- (ii) How many books are purchased of
concerning Subject (s) for which recognition
is sought? : _____
- (vi) Names of the standard journals subscribed
by the college for the subject/ course of
affiliation. : _____
- (v) Internet facility in library/labs (Yes/No) : _____
- 13. Details of Sports facility** : _____
- 14. Whether hostel for boys and girls available?
(Provide details)** : _____
- 15. Presently working Staff (Should be as per
clause 4 of Chapter 2 of the Ordinance)**
- (i) Teaching (provide list with names and
qualifications) : _____
- (ii) Non Teaching (provide list with names and
qualifications) : _____
- 16. Session from which the affiliation is required :** _____

(Signature of Principal/Chairman)
(with seal)

APPENDIX-II

(Under Ordinance)

FORM FOR INSPECTION REPORT FOR NEW COLLEGE/INSTITUTE (To be filled up by the Inspection Committee)

1. Name of the proposed College/Institute:
 2. Name of the Course/Faculty for which recognition is sought :
 3. Session/Year from which recognition is sought :
 4. DATE OF INSPECTION:.....
 5. Whether NOC has been issued by the State Govt. If yes, attach the copy of letter :
 6. Whether the Approval/Permission has been granted by the Central Agency Control Regulatory Body. If yes, attach the copy of letter.
 7. BASIC INFORMATION (Para 1 of Part-A) : Is information provided by the Society/Trust is correct ? Is there any discrepancy in any terms ? If yes, please give details.
- (A) Management :**
- (i) Is the Managing Body a Regd. One ?
 - (ii) Attach:
 - (a) A list of the Managing Body.
 - (b) A copy of the Constitution.
 - (c) A copy of the Registration Deed.
 - (iii) Is the Principal an Ex-officio member/Secretary of the Managing Committee
 - (iv) Experience of Society/Trust in running educational Institution :

Please give your report on the following :

Whether the Society/Trust has a direct experience for running an educational institute.

Whether Members of Board of Governors/Directors/ Trustees have experience of running an educational institution ?

(iii) If the Society is running any Educational Institution in the State. Please comment on information furnished by Society/Trust.

8. BUILDING:

- (i) Whether site plan of the proposed institution has been prepared by a registered architect and duly certified by a qualified Engineer and duly approved by the competent authority.
- (ii) Does the management possess college building of their own?
- (iii) Whether building area has been constructed as per the norms and it is adequate to take care of First Years Classes as per the norms?
- (iv) Is the building acquired on long lease? If yes, a copy of the lease deed be attached?
- (v) Are the lecture-rooms commodious and well-ventilated? Are the sanitary conditions satisfactory?
- (vi) Is there a hall or big room for holding meetings of the whole College? What is the maximum number of classes being field at the same time? What is the maximum strength of a Section?
- (vii) Are the surroundings satisfactory?

- (viii) Is the Principal provided with residential?
- (ix) Are the buildings fitted with electric light?
- (xv) Whether the circulation area under construction of toilets, corridors *etc.* is adequate?

9. Hostel :

- (i) Whether provision of boys' and girls' hostels been made for the 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 in hostel 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 and Does he/she reside near the Hostel?

10. Playgrounds:

- i. For what games has the College made provision?
- ii. Does it possess playgrounds near the college and hostel for the purpose?
- iii. Name and qualifications of the Lecturer in Physical Education.
- iv. What is the arrangement for the Physio-medical Examination of the students?
- v. Have they put up a gymnasium and made provision for athletics?

11. Library :

- (i) What amount do they proposes 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 qualification of the Librarian.
- (iv) How many students can study in the reading room? Is it properly furnished?

12. Furniture and Equipment:

- (i) What amount do they propose to spend on the furniture of the College in the first year?
- (ii) Is there a properly equipped staff-room?

13. 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?
- (iv) Have any orders been placed?

14. Staff :

- 1. Faculty required as per norms.
- 2. Faculty in position (attach subject-wise list of qualified and non-qualified faculty)
- 3. Mode of selection stating whether selected through properly constituted committee.
- 4. Please attach A list of the support staff appointed.

15. Indicate details of equipment such as computers, printers, access to internet etc.
16. Number of books/documents/periodicals (both general and specific) that have been added to the library during the outgoing academic session.
17. Please indicates details of equipment and facilities available for games and sports and recreational activities.
18. Financial category of the institution; (mark the relevant) Self-financed/ Aided/Government owned
19. The Inspection Team before recommending approval should, inter-alia, make a specific recommendation as to why such a College is required at the same place/area where the College is proposed to be started keeping in view the total number of existing Colleges in the place/area in particular and the State in general.
20. The Inspection Team will also keep in view the approximate population of the area where the College is proposed to be started, number of Colleges alongwith the total number of student therein, number of degree Colleges as well as Junior Colleges in the area in particular and the State in general.
21. The Inspection Committee shall verify that the recognition/ affiliation of the proposed College/Institute, having regard to the educational facilities provided by other Colleges/Institutes in the same neighbourhood will not be injurious to the interest of education.
22. Report of the committee on any point not covered in this proforma or otherwise which is important in taking a decision.
23. Whether the college/institute fulfilled 100%, 80%, 60%, 40%, 20% requirements/conditions as per norms for the purpose of starting new College/Institute w.e.f. the session. (specify)
24. Recommendations of the Inspection Committee for the purpose of granting Provisional Affiliation along with % of conditions/ requirements fulfilled by the Society/Trust of the newly proposed College/Institute. If recommended, please give the following information also :
25. If recommended, please give the following information also.

Name of the Course	Intake Applied for	Intake Recommended	w.e.f. The Session	Remarks
Total				

SIGNATURE OF THE MEMBERS OF THE INSPECTION COMMITTEE

SIGNATURE
NAME IN CAPITAL LETTERS
DESIGNATION
ADDRESS

SIGNATURE
NAME IN CAPITAL LETTERS
DESIGNATION
ADDRESS

SIGNATURE
NAME IN CAPITAL LETTERS
DESIGNATION
ADDRESS

APPENDIX-III

MAHARSHI VALMIKI SANSKRIT UNIVERSITY
FORM FOR THE INSPECTION REPORT

(FORM FOR THE INSPECTION REPORT OF THE COLLEGES FOR THE GRANT OF PERMISSION TO START/CONTINUE NEW SUBJECT/COURSES AT UNDERGRADUATE / POSTGRADUATE LEVEL)

1. DETAIL OF THE COLLEGE:-

(i) NAME OF THE COLLEGE.

(ii) CONTACT NO.

(iii) COLLEGE WEB SITE/E-MAIL ID.

2. DATE OF INSPECTION

3. NAME OF THE MEMBERS OF
THE INSPECTION COMMITTEE

1.

2.

4. Management

Is the college Management registered?

5. Subjects/Courses for which recognition
is now sought. (Fresh/extension)

6. Has the College obtained sanction of the
State Govt. to start the above subject(s)/Courses(s)?
If so, attach a copy of the sanction letter.

7(a) Are the required number of class
room/lecturer theatres for the
Subject/Course available?

(b) Are the laboratories/yagshala required for
the subject(s)/course available?

(c) Are the lecturer theatres commodious?
And well ventilated?

(d) Are the college Laboratories properly
equipped?

(e) Is there ample provision for water supply?

(f) Are the buildings fitted with electric lights?

(g) Does the College possess adequate
And suitable furniture?

(h) Dimension of the existing lecture theatres
And yogshala/proyogshala and additional

For the course for which recognition is asked.

8. Equipment (wherever applicable)

- (i) Has the College purchase apparatus, etc. according to the requirement?
- (ii) How much money has been spent on the purchased of apparatus?
- (iii) How much additional amount is the College required to spend on the purchase of equipment etc.

9. How many books concerning the subject(s)

For which recognition is sought.

- (i) Has the college purchased Library books According to the standard list?
- (ii) Number of books at present in the Library of the college.
- (iii) How much amount has been spent on the Purchase of books?
- (iv) How much additional amount is the college Required to spend on the purchase of more Library books for the subject(s)/course(s) For which recognition is sought?

- (v) Names of the standard journals to be Subscribed by the college for the subject/ course of affiliation.

10. Staff Requirement

- (i) Teaching
- (ii) Non Teaching

11. The college fulfills the % of the Requirements/conditions

100% 80% 60% 40% 20%

12. Does the Committee recommends

Recognition for the additional subject/course?
If so, indicate the maximum number of
Students for which recognition be granted.

13. Specific session from which the affiliation
Is recommended.

14. Consolidated Inspection Report

DATED:

SIGNATURES OF THE MEMBERS OF THE INSPECTION COMMITTEE

- 1.
- 2.
- 3.