

PANJAB UNIVERSITY, CHANDIGARH
FORM FOR PERIODICAL INSPECTION REPORT OF AFFILIATED COLLEGES FOR
THE SESSION 2023-24

1.	Name of the College	
	(i) Place & Address	
	(ii) E-mail	
	(iii) Website URL	
	(iv) Principal Name	
	(v) Contact No. (Landline No./ Principal Mobile No.)	
2.	Name of the Inspection Committee Members	(i)
		(ii)
	Date of Visit	
3.	Affiliation (a) Course/courses and subject/subjects for which the college is affiliated	List Attached (Annexure-A)
	(b) Is the affiliation of Courses permanent or Temporary?(Attach copies of University Letters/Office orders)	
	(c) Conditions laid down for affiliation/extension of affiliation, which have not been fulfilled. Note:- Para wise reply on the condition be given.	List Attached (Annexure-B)
	(d) Did the college discontinue any course/subject after the grant of affiliation/extension of affiliation?	
4.	Management (i) (a) Is the Governing Body of the college constituted in accordance with Regulation 8.1 of Chapter VIII (E), Calendar, Volume I, which reads : “The Governing Body of a non-Government college shall include on its management, in addition to the Principal who shall be an ex-officio member, two representatives of teachers in case of Governing Bodies consisting of 15 members and three representatives of teachers in case of Governing Bodies consisting of more than 15 members, elected by all confirmed teachers, provided that— (1) two/three teachers so elected shall be of not less than five years’ standing; (2)if two /three teachers of five years standing are not available on the staff of the college, two/three teachers who happen to be senior most on the staff shall invited by the Governing Body to serve on it; and (3) the term of office of such representatives shall be the same, as for the remaining members of the Governing Body provided that in no case it shall exceed three years.	

	<p>Provided further that a casual vacancy shall be filled by the selection within three months of the vacancy occurring and the members so elected shall continue for the rest of the term of the outgoing member”.</p> <p>(b) Is the Governing Body of the College registered under the Societies Act ?</p>	
	<p>(ii) Is any office bearer or Manager paid any honorarium etc.? If so, his name, functions, qualifications and the honorarium paid may be indicated.</p>	
	<p>(iii) A list of the members of the Governing Body along with the residential address of the office-bearers of the Governing Body.</p>	
	<p>(iv) If managed by a Trust, a copy of the Trust Deed may be attached.</p>	
	<p>(v) Is the Principal an ex-officio member of the Governing Body?</p>	
	<p>(vi) Who are the other members of the staff on the Governing Body?</p>	
	<p>(vii) When were they elected and when does their term expire?</p>	
5	Finances.	
5-I.	Endowment Fund, Grants, etc.	
	<p>(i) has the college deposited the required Endowment Fund as per P.U Rules/Regulation.</p>	
	<p>(ii) Amount invested in Debentures or in National Saving Certificates or in Fixed Deposit in Banks, etc. (Their number etc. and the name of the company/Banks be given on a proforma as</p>	List Attached (Annexure-C)
	<p>(iii) Is the Endowment Fund in the joint name of the Registrar, Panjab University, and the President/Secretary of the Managing Committee?</p>	
	<p>(iv) What is the yearly income of the college from :</p> <p>(a) Land</p> <p>(b) Properties other than Land</p> <p>(c) Other sources.</p> <p>(v) Whether, the annual income derived from the immovable property or other sources is credited to the college accounts?</p>	
	<p>(vi) Total Grant received from :</p> <p>(a) the Govt.</p> <p>(b) U.G.C.</p> <p>(vii) Deficit, if any, after the grant. How is the Governing Body meeting this deficit ? N.B.—Committee Members are requested to verify all these things personally.</p> <p>(viii) Whether a separate Account of retiral benefit fund is maintained by the college (attached the details of income & expenditure of this fund for last three financial year?</p>	
5-II.	Amalgamated Fund	
	<p>(a) Total Number of Students on rolls.</p> <p>(b) Annual income from the Amalgamated Fund.</p>	
	<p>© Is the Amalgamated Fund kept separately from the college (Governing Body) Fund?</p>	
	<p>(d) Is it being utilized for the benefit of the students by the Principal?</p>	
	<p>(e) Is there any Committee to advise the Principal for utilization of the Amalgamated Fund?</p> <p>(f) Does this committee include any students representative?</p>	

	<p>(g) Total expenditure incurred on the following items out of the Amalgamated Fund during the current year and the last year:</p> <p>(i) Library (ii) Sports (iii) Dramas/Debates (iv) Entertainment (v) Any other item not provided above.</p>	
	<p>(h) Are there any savings from the Amalgamated Fund ? (i) If so, what is the amount ?</p>	
	<p>(j) Are the savings kept in a bank account ? If so, the name and the number of bank account and the latest balance may be indicated.</p>	
	<p>(k) If there are additional accounts, their number/name of the Bank and balances may be indicated. (l) The amount, taken by the Governing Body as a loan from the Amalgamated Fund.</p>	
	<p>(m) The date on which the loan was paid back. Date : Amount :</p>	
5-III	<p>Building Fund (a) Annual income from the Building Fund. (b) Is the Building Fund kept separately from the College (Management) Fund ? (c) Is it being utilised properly as per rules, laid down for the purpose ?</p>	
5-IV	<p>Annual Income and Expenditure (i) What is the Annual income from : (a) Fees (Tuition Fee, Admission Fees). A statement of Income from tuition fee of the last month be attached.</p>	
	(b) Fines	
	(c) Grant-in-Aid, if any.	
	(d) Other sources such as donations, income from property etc.	
	<p>2. What is the annual expenditure on (a) Salaries (A statement of salary paid to the staff during last month be attached).</p>	
	(b) Capital Expenditure (Non-recurring)	
	(c) Miscellaneous.	
	<p>3. Are the accounts audited by a Chartered Accountant ? If so, the name of the Auditor ?</p>	
5-V	<p>Remarks of the Committee Are the finances of the college sound ? Copies of the budget of the current year and of the last year be appended duly signed by the Principal of the College and countersigned by the Secretary/ President of the College Management.</p>	
6.	<p>Buildings (i) Is the college building suitable and adequate for the number of students enrolled ?</p>	
	(a) Total number of class rooms with dimensions	
	(b) Number of Laboratories—with dimensions	

	(c) Number of Lecture theatres—with dimensions	
	(d) Dimensions of the Library-cum-Reading room	
	(e) Dimensions of (i) The Principal's room. (ii) College office (ii) Are the rooms commodious and well-ventilated? (Plan of the College building alongwith the size of different rooms, size of hall, library, Laboratories be attached). (iii) Does the College possess a hall ? (iv) Does the Principal reside on the college premises or nearby? (Plan of the building of the Principal's house be attached) (v) Are the sanitary conditions satisfactory? (a) Number of laboratories. (b) Fitted with flush facilities or not. (c) A certificate from the Principal of the college with regard to the maintenance of satisfactory sanitary conditions in the college be attached.	
	(v) Has the college removed all the defects pointed out by the authorities of the Public Health Department ? (vii) If a coeducational institution, is there a separate retiring rooms for ladies and satisfactory arraignment for toilets facilities. (viii) Number of girl students. (ix) Name and qualifications of lady supervisor/professor. (It is obligatory for the college to have a lady supervisor if the number of girl students is five or more).	
7.	Enrolment of the college (i) Total Enrolment of the college, class-wise. (ii) Strength of a section. A statement of sectional strength of each subject be appended. (iii) Is there any overcrowding ? (iv) Where do the teachers reside near the college premises or in the town. N.B.—A copy of the prospectus may be attached with the report.	List Attached (Annexure-D)
8.	Equipment (i) Does the college possess adequate and suitable furniture ? (ii) Are the college laboratories in Science subjects properly equipped and fitted with gas and water supply ? Deficiency, if any, may be stated. (a) Has the college a gas plant ? If so, does it meet the requirements of practical's in science subjects ? (b) Is there ample provision for water supply ? (c) Does the college possess its own distilling plants for B.Sc. classes ? (iii) Is the college implementing the regulations concerning the Science practical's ? (iv) State of yearly expenditure for the last three years on equipment and articles for various science subjects be attached	
9.	Staff A. Teaching Staff : (i) Has the Standing Advisory Council consisting of five (or more) Senior Professors, as required by	List Attached (Annexure-E)

	<p>Regulation 19 been appointed to ensure smooth and efficient college administration ?</p> <p>(ii) Does the college possess adequate staff consistent with its enrolment ? If it is a co-educational institution, is there one lady teacher for every 50 women students ?</p> <p>(iii) (a) Total number of Lecturers. (b) Are the members of the Teaching Staff being paid their salaries according to the revised U.G.C. grades ?</p> <p>(iv) Number of students on the rolls. (Class-wise).</p> <p>(v) Teacher-pupil ratio, if below the standard 1 : 16 in case of Training Colleges and 1 : 20 in case of other colleges. What steps does the college propose to take to appoint more teachers?</p> <p>(vi) Is the staff stable and permanent ? Attach a list of changes in the staff made during the last three years ? (List of members of the present staff with their qualifications, division to be indicated in each examination, grade and salaries may be attached). It should be subject wise.</p> <p>(vii) Are the members of the staff assigned teaching periods per week, as per University rules ? (Appendix III).</p> <p>(viii) Is any member of the staff overworked ? (A statement showing the number of periods per week assigned to each lecturer may be attached).</p> <p>(ix) At what rate is the Dearness allowance being paid to staff ?</p> <p>(x) Names of Assistant Professors who do not reside at the college station?</p> <p>B. Non-teaching Staff :</p> <p>(i) Is the non-teaching staff adequate according to the Volume of work and the total number of students in terms of norms laid down by the University under Chapter IX of the Panjab University Cal. Vol. III ?</p> <p>(ii) Are the service and conduct rules for non-teaching staff of non-Govt. colleges enforced properly?</p>	
<p>10.</p>	<p>Service and Conduct Rules for teachers</p> <p>(i) Are the service and conduct rules for teachers of non-Govt. colleges enforced, properly ?</p> <p>(ii) Have the teachers filled in the agreement forms as prescribed by the University?</p> <p>(iii) How many Assistant Professors were confirmed after one year's probation period ?</p> <p>(iv) In how many cases was the probation period extended ? (Kindly specify the name/s of the teacher/s)</p> <p>(v) In how many cases, the services were terminated. (Kindly specify the name/s of the teacher/s)</p> <p>(vi) How many teachers left of their own accord? (Kindly specify the name/s of the teacher/s)</p> <p>N.B.—The information should be year-wise for the last five years from item No. (iii) to (iv).</p> <p>A separate sheet may be used for this purpose.</p> <p>(vii) The number of Assistant Professors whose termination of services had been challenged by the concerned teachers ? (Kindly specify the name/s of the</p>	

	<p>teacher/s) (viii) Whether the Provident Fund is being credited to the accounts of the employees as per University Regulations ? What is the rate of Provident Fund subscription ? (ix) Does the college have Provident Fund scheme for the entire staff ? (x) Is the Provident Fund Account separate for each employee ? (xi) Whether annual increments are being given to the members of the staff who are eligible for the same ?</p>	
11.	<p>Results and Distinctions (1) A statement of results of the college during the last three years for all examinations be attached. If results are not satisfactory, what are the reasons and what steps has the Principal taken or proposes to take to improve these ? (2) No. of scholarships won by the college in different examinations during the last three years. (3) Distinctions in sports during the last 3 years; (4) Distinctions in other co curricular activities of the college during the last three years</p>	
12.	<p>Play Grounds (i) Does the college possess sufficient and suitable playgrounds for the students ? (ii) Does the college have on its staff a qualified Assistant Professors in Physical Education ? (The college is required to have a lady Assistant Professors in Physical Education in case the number of woman students on the rolls of the college is 100 or above). (iii) The grade of the Assistant Professors in Physical Education/D.P.E. (iv) Is there any provisions for extra-moral and social activities, Physical exercises, athletics etc. (v) Is there any provision in the Institution for— (a) Hobbies (b) Education tours ?</p>	
13.	<p>A Statement of expenditure for the last three years on— (i) Sports goods, and (ii) Other items concerning sports.</p>	
14.	<p>Medical Facilities for the Students (i) Is the Medical Examination of the students done every year. (ii) What is the balance in the Medical Fund of the College ? (iii) Does the college have a whole time or part-time Medical Officer and Dispenser ? (Kindly specify name of the person) (iv) Does the college have a dispensary for effecting running repairs ? (v) What are the hours during which the dispensary is kept open ? (vi) What is the monthly average of students using the dispensary?</p>	

15.	<p>Other Amenities</p> <p>(i) Does the college have a Canteen or a Cafeteria ?</p> <p>(ii) Does the Canteen have a lounge or a separate room for serving refreshments?</p> <p>(iii) What is the seating capacity of this lounge/room ?</p> <p>(iv) Is it properly furnished ?</p> <p>(v) Are the eatables kept covered in glass cases ?</p> <p>(vi) Is there any separate refreshment room for girl students ?</p>	
	<p>(vii) Does the college have a Cycle-shed ?</p> <p>(viii) Is it covered ?</p> <p>(ix) How many cycles can be kept in the cycle shed ?</p> <p>(x) Is it adequate for the college ?</p>	
16.	<p>Hostel:-</p> <p>(i) Does the college have a hostel for resident students ? If so, is it suitable and adequate for the students ?</p> <p>(ii) Is there a common-room in the hostel and is it provided with in-door games and good journals and newspapers ?</p> <p>(iii) Does it have a radio receiver ?</p> <p>(iv) Is the hostel under the supervision of a Warden ?</p> <p>(v) Are the sanitary conditions of the hostel satisfactory ?</p> <p>(vi) What are the hostel fees and what are the average monthly mess charges ?</p> <p>(vii) Is there a Separate dining room properly furnished ?</p> <p>(viii) If hostel accommodation is not sufficient what other arrangements have been made by the institution ? Are these arrangements satisfactory?</p>	
17.	<p>Library</p> <p>(i) Does the college have on its staff a qualified Librarian?</p> <p>(ii) His qualifications and grade?</p> <p>(iii) The strength of the auxiliary Library staff, such as Asstt. Librarians, Clerks/Clerk-cum-Typist, Restorers, Peons.</p> <p>(iv) Do you think the Library is well equipped for the needs of the students? What is the number of Volumes in the Library ? Information regarding the total Number of books subject-wise may please be attached.</p> <p>Number of Volumes added during the current and the last two years be given in a statement. Amount spent on library books during the last three years be indicated year-wise.</p> <p>(v) Is there a Reading room, equipped with newspapers and periodicals ? Total yearly expenditure on (a) Periodicals, (b) Newspapers.</p> <p>(vi) What amount is being spent annually on—</p> <p>(1) Ordinary Text-books.</p> <p>(2) General books.</p> <p>(3) Reference books.</p> <p>(vii) Total expenditure incurred on the college magazine. How many issues of the magazine are published in a year ? What is the total income from the Magazine Fund and the total expenditure incurred on the publication of the magazine ? Information may be given for the last three years.</p>	
18.	<p>Has the college received any grant from the University Grants Commission?</p> <p>If so, are the accounts maintained</p>	

	separately and satisfactorily ? Copies of the reports of the Chartered Accountant about the utilization of this grant may also be attached with the Inspection Report.	
19.	Audio Visual Aids : Does the college have Audio Visual appliances? (Kindly specify) How many times during the last three years have these appliances been used ? (Information is to be item-wise).	
20.	Are any enquiries relating to this college/teachers pending. Details may be given.	
21.	Observations and recommendations of the Committee, and conditions, if any, to be imposed on the college.	
22.	General observations : Signature of the members of the Inspection Committee. 1. 2.	

Dated : _____

(Annexure- E)
(Periodical Inspection Performa)

Please provide details in respect of Staff (Teaching and non-teaching) as per Sr. No. 9 of the Periodical Proforma

(Annexure- C)
(Periodical Inspection Performa)

(a) There shall be an Endowment Fund in cash (as per the schedule in Appendix I) so long as the college continues to exist.

(b) The amount of Endowment Fund shall be kept as a fixed deposit in a scheduled bank or in Govt. Securities or may be invested in such other debentures as may be approved annually by the Syndicate.

(i) The debentures and fixed deposit receipts shall be deposited with the University. The fixed deposit receipts shall be in the name of the Registrar, Panjab University.

(ii) The debentures will not be sold without the permission of the University.
236

(iii) A governing body which is managing a number of colleges shall not be required to keep the Endowment Fund for each college separately. It may be kept by the parent body in consolidated form.

Statement of
Endowment Fund

Sr.No.	No. of Receipts or cash certificates/ debentures	Amount	Date of Renewal	Person in whose name the investment is made	Bank/Company
(i)					
(ii)					
(iii)					
(iv)					
(v)					
Total					