

REPORT OF LOCAL ENQUIRY

FOR

ADMISSION OF COLLEGE

TO THE PRIVILEGE

OF THE

MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY

SRIRAM CHANDRA VIHAR

TAKATPUR

BARIPADA

COLLEGE NAME _____

Form No. 2 From Serial No ..... .

MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY

TAKATPUR, BARIPADA

REPORT OF LOCAL ENQUIRY FOR ADMISSION OF COLLEGE TO THE PRIVILEGE OF THE UNIVERSITY

Local enquiry conducted on ..... by the following Inspectors in the..... College for grant of Affiliation /Further Affiliation / Increase of seats for the session ..... .
Name (s):

(1) {4)

(2) (5)

(3) (6)

PART-I
(to be furnished by the Principal and placed before the Inspectors for verification)

1.	Name of the College/ Proposed College applying for affiliation.			
	a)	(i)	Revenue address	
			1) Name of the village/ town where the college is situated	
			2) Police Station (distance from the college) :	
			3) Tahasil	
			4) Sub-Division	
			5) District	
		(ii) Postal address with Pin Code		
		(iii) Telephone Number with STD Code		STD Code:
				Office :
		Mobile Number -		Residence:

	(b)	(i)	Year of Establishment	
		(ii)	Year of first Affiliation to the University	
	(c)		Whether situated in Urban/ Rural area	
	(d)		Whether situated in scheduled area	
	(e)		Co-educational/ Women	
2.			Stage of affiliation	
3.			Session for/ from which affiliation is sought for i.e. year of admission of students.	
4.			Stage of the College Please mention whether Government, Private (Aided) or self financing one	
5.	(a)	(i)	Whether the College has already been affiliated to the University and if so, whether permanently or provisionally granted and year of such affiliation with the course to be mentioned.	i. Course & Stream 2. Permanent or Provisional 3. Year
		(ii)	In case the college has already been affiliated the existing number of seats in each subject and total number of seats in the course with pass and honours, if any, be separately mentioned.	Subject / Sanction strength / No. of Students actually admitted TOTAL

	(iii) In case the college seeks new affiliation, the number of seats in each subject and total number of seats in the course with Pass and Honours beseparately mentioned.	Subject	No. of Seats
		TOTAL	
	(iv} In case the college seeks affiliation to open new subjects, besides the existing subjects, the proposed subjects with number of seats in the course with Pass and Honours be separately mentioned	Subject	No. of Seats.
		TOTAL	

		Subject	No. of Seats
	(v) In case the college seeks affiliation to increase the total number of seats in the course and subjects the total number of proposed increase of seats and also the number of seats in each subject with Pass and Honours be separately mentioned.		
		TOTAL	
	(b) Relevant concurrence from State Govt. and approval of the concerned Central Body. Please mention the letter No. and date of such letter. (A copy of the same also be annexed to this.)		
6.	(a) Previous application, if any, for affiliation and subject in which affiliation was sought for together with information on the manner of disposal of such application. Here the conditions laid down by the University and Government item wise be mentioned. Compliance report thereto be furnished item wise. A copy of University letter to this effect be annexed.		

		Year	Number appeared	Number Passed	Percentage
	(b) The performance of the students for the 3 consecutive years preceding year of which affiliation is sought for.				

	(c)	Is there an evidence of adoption of large scale unfair means in the University Examinations ? ·					
7.	Pledging Money for Non-Government Colleges per stream. Such amount be pledged in favour of Registrar, NorthOrissa University in prescribed form for the continued maintenance of respective colleges.(Form No. 4) (Original pledging Certificate with photo copy of F.D.R. valid for 10 years be annexed.)			F.D.R. No.	Date	Amoun deposited	Date of Maturity
	(a)	(i)	General College such as Arts/Science/Commerce etc. Ra.3,50,000/-.				
		(ii)	Law College Rs. 1,00,000/-.				
		(iii)	Engineering M.B.A., M.C.A., B.D.S. and M.B.B.S. and such other technical Professional courses-Rs. 10,00,000/-				
		(iv)	B.A.M.S, B.H.M.S., B.Pharma, B.C.A. B.B.A.etc. Rs. 2,00.000/-				
	(b)	Documentary evidence of security deposit with AICTE/AII India Regulatory Bodies by the management of Professional Colleges and Technical Institutions.A copy FDR to be annexed.		F.D.R. No.	Date	Amount deposited	Date of Maturity
		(i)	Engineering and Technology Rs.50,00,000/-				
		(ii)	. Pharma Rs. 20,00,000/-				
		(iii)	Architecture Rs. 20,00,000/-				
		(iv)	M.B.A./M.C.A, Rs. 20,00,000/-				
		(v)	Others if any :				

8.	Payment of fees. The Barik Draft No., date and Amount tobe mentioned. N.B.: (a) Statutory last date of deposit i.e. due date of deposit. 30th Nov. in the preceeding year of admission. (b) Statutory last date of deposit with late fee of Rs. 2,000/-. 31 st July in the year of admission.	Due Date of deposit	Date on which deposit	Amount deposited	Bank Draft No. & Date
	(a) Documentary evidence of payment of subject fees as prescribed by the Statute 174 & 177. (for affiliation RS, 1,000/- per subject, increase of seats Rs.500/- per subject, late fee of Rs.2000/- for each proposal of new affiliation, further affiliation,extension of affiliation and increase of seats in each stream (to be credited in the examination fund) separate proposal be submitted for each item.				
	(b) Documentary evidence of payment of non-refundable/ academic fee for private colleges (to be credited in the Improvement fund) for opening of:-.				
	(i) Each of Engineering, B. Pharma, M.B.A., M.C.A., B.D.S. and M.B.B.S.. B.A.M.S., B.H.M.S; and such other technical Professional courses. - Rs. 5,00.000/-				
	(ii) Each of B.C.A. and B.B.A. course- Rs. 2,00,000/-				
	(iii) LL.B. course Rs.75,000/-				
	(iv) Each of Arts, and Commerce stream- Rs. 30,000/-				
	(v) Science stream - Rs. 50,000/-				

	(c)	One -tirne non-refunclable processing fee (to be credited in improvement fund for grant of No Objection Certificate (NOC) to private colleges for:-		Due Date of deposit	Date on which deposite	Amount deposited	NEFT TRANS. ID No. & Date
		(i)	Each of Engineering, B. Pharma,M.B.A, M.C.A., B.D.S. andM.B.B.S., B.A.M.S., BHM.S. and such other technical Professic;nal courses--Rs. 50,000/-				
		(ii)	Each of B.C.A. and B.B.A. course--Rs. 25,000/-				
		(iii)	Each fo(all types of general courses for each item/stream Rs. 5.000/-				
9.	(a)	Has the College got it own land? The Khatian, sale deed, up-to-date tax payment receipt and. building plan be noted and copy of such records be annexed)					
		(i)	If so, its area with specifications				
		(ii)	Purchased or donated, the sale or donated deed No ..... and date ..... with a xerox copy.				

	(b)	(i)	Whether there is a permanent pucca building of the college.	
		(ii)	If so, the number of Lecture halls/ Laboratories/ Workshops etc.	
		(iii)	Measurement of such halls and Laboratories with seating capacity.	
		(iv)	Number of rooms with size .	

		(v)	Any other accommodation/ facility available with specification. (Lavatory, guest House, Conference Hall/ Auditorium) etc.	
		(vi)	If the College is providing co-education separate accommodation for common rooms, tiffin rooms and other necessary convenience for the women students.	
		(vii)	Is there a pucca compound wall around the college ?	
		(viii)	Distance between Administrative Building, Class room, Laboratories and workshop to be specified if situated in different campus.	
		(ix)	Mode of conveyance from the Class room/ Administrative Building/ Laboratory/ Workshop, if they are not in one campus.	
		(x)	Please mention if the college is accommodated in a house which is rented/ leased/ otherwise. If so, a copy of agreement be annexed.	

	(c)	If there is no permanent pucca building; the present accommodation with detailed specification to be furnished room wise and facilities wise :	
	(d)	If the permanent building is under construction or purposed to be constructed in near future, the specification be furnished with plans or drawings and firm date of completion.	
10.	Residence allotted to the Staff :-		Types of Residence
	(i) For the Principal :-		
	(ii) For other teaching staff :-		
	(iii) For other non-teaching staff :-		
11 .	(a)	Has the college got its play ground ?	
	(b)	If so, specification of each field is to be given.	
	(c)	Equipment/ facilities available for games and sports.	

12.	(a)		Has the college made adequate provision for residence of its students not residing with parents or recognised guardians ?	
	(b)		If so, the number of hostels managed by the College.	
	(c)		The specification of the hostel building with number of students accommodated in each hostel are 10 be furnished.	
	(d)		Are there any approved lodgings for the students ?	
	(e)		If so, specifications of the building be approved lodgings with number of students accommodated in each lodge are to be furnished.	
13.	Equipment (The list of Equipment is to be furnished. An additional list of equipment procured in the preceding academic year and cost of the same be furnished.)			
		(i)	For Teaching (prior to the preceding year of admission)	

		(ii)	For teaching during the preceding year of admission and the cost of the same.	
		(iii)	Laboratory, (prior to the preceding year of admission)	
		(iv)	laboratory during the preceding year of admission and the cost of the same .	

		(v)	Workshop (prior to the preceding year of admission)	
		(vi)	Workshop during the preceding year of admission and the cost of the same.	
14.	(a)	Has the coilege a Library ?		
		Is there a separate reading room ?		
	(b)	Accommodation for library available including reading room.		
	(c)	The total number of books available before the preceding year of admission, (to be mentioned subject-wise)		

	(d)	The total number of books available during the preceding year of admission and the cost thereof. (to be mentioned subject-wise)	
	(e)	The total number of journals and periodicals available before the preceding year of admission.	
	(f)	The total number of journals and periodicals available during the preceding year of admission and the cost of the same.	
	(g)	Annual financial provision for purchase of books, journals and periodicals.	For Book Rs. For Journals Rs.
	(h)	Detailed staff position appointed for the library with qualification of the Librarian and Assistant librarians.	

<table>
<tr><td rowspan="5">15.</td><td rowspan="5">(a)</td><td rowspan="5">Number of students in the college.</td><td>Students</td><td>BOYS</td><td>GIRLS</td><td>TOTAL</td></tr>
<tr><td>General</td><td></td><td></td><td></td></tr>
<tr><td>SC</td><td></td><td></td><td></td></tr>
<tr><td>ST</td><td></td><td></td><td></td></tr>
<tr><td>Grand Total</td><td></td><td></td><td></td></tr>
<tr><td></td><td>(b)</td><td>Number of students in each class (Boys, Girls SC, ST arid Others) (A separate sheet be annexed).</td><td colspan="4"></td></tr>
<tr><td></td><td>(c)</td><td>Students admission Whether advertised in news papers and method of selection of students. (A copy of College Calendar and/or College admission prospectus be annexed.)</td><td colspan="4"></td></tr>
<tr><td></td><td>(d)</td><td>Fees charged received from the students on different heads (separate sheet be attached)</td><td colspan="4"></td></tr>
<tr><td>16.</td><td colspan="2">Teachers of the College</td><td colspan="4"></td></tr>
<tr><td></td><td>(a)

Note
(1)

(2)

(3)</td><td>Detailed information in respect of all teachers of the college including the Principal is to be furnished as per Form No.3. appended (Subject-wise)

The appointment letters issued to the teaching and non-teaching staff be made available to the Inspectors for verification (xerox copies be annexed also):

The persons under qualified to be the teachers should not be included in the list and they be replaced.

Visiting faculties shall not be considered as teaching staff of the College in terms of provisions of the Acts and Statutes.</td><td colspan="4"></td></tr>
</table>

	(b)	Xerox copies of certificate and marksheet of the teachers duly attested by the Principal be annexed.	
17.	(a)	Working Hours of the College.	
	(b)	Copy of the advertisement inviting applications for teaching and non-teaching posts.	
	(c)	Time table of work allotted to each of the above teachers (Work load' statement is to be annexed)	
18.	Financial provision made for proper maintenance of the College,		
	(a)	Detail of permanent/ endowment fixed deposits, if any.	
	(b)	Details of undertaking given by a person or persons or body for provision for adequate financing of the college.	
	(c)	Details of current monthly or annual financial provision alongwith fees proposed.	
	(d)	Sources of income in detail.	

	(e)	Financial provision made per annum.		
		(i)	Capital Expenditure on Building.	
		(ii)	On Equipment,	
		(iii)	iii) On continuing maintenance of the College (like Building, Laboratory, Worshop, Sports& Games).	
	(f)	Amount of Capitation/ Donation collected from the students, if any.		
19.	(a)	Whether the College is being managed by a duly constituted Governing Body ? If so a copy of Registration of Governing Body under the Society Registration Act is to be annexed.		
	(b)	if so. 'the names of members of the of Governing Body in terms of statute of North Orissa University/ Central Regulatory Body/ State Government is to be furnished. Please mention the letter No. and date in which the composition of the Governing Body has been approved by the Director. Letter No		1. President 2. Secretary 3. Principal 4. Teacher Representative 5. Teacher Representative 6. V.C.'s nominee 7. D.H.E.'s nominee 8. D.H.E. 's nominee 9. Women 10. S.C/S.T. 11. Others 12. 13. 14. 15.

20.	(a)	Whether the College has a duly constituted College Council.	
	(b)	If so, the name or names of the teaching staff as representative in the College Council to advise the principal as per statute 181 (2) (ii)	
21.	Whether the college is maintaining under mentioned records:- (Records to be placed before the Inspectors at the time of Local enquiry.)		
	(1)	A register of admission and withdrawals.	
	(2)	A register of attendance.	
	(3)	A register of permanent and local address of students; and also on transfer and migration.	
	(4}	A register of members of the staff showing their qualifications, previous experience, salaries, number of hours of work allotted to each teacher together with the classes and subjects taught	
	(5)	A register of fees showing dates of the payments.	
	(6)	A counter foil fee receipt book (Counter foil number of the last receipt on the day preceding of . the date of Inspection).	
	(7)	A register of scholarships and concessions of all kinds whethe(tuition, boarding or lodging.	
	(8)	A· counter foil book of transfer certificate (Counter foil number of the last certificate issued on the day proceeding of the date ofinspection	
	(9)	A register showing the report from time to time of medical inspection of students.	
	(10)	A register of marks obtained by each student at the college examination.	

	(11)	Account books showing the financial transactions of the college as separate from those of management	
	(12)	A general cashbook (the closing balance on the preceding date of Inspection.)	

Date.....

Place.....

Signature of the Person or Body
authorised to make application
(Designation with seal)

PART-II

(To be furnished by the Inspectors appointed the Syndicate/ Vice-Chancellor as per the Statute 180 consistent with the provisions 172, 173 and 181 of the Statute)

23. (1) We verified the statement in part-I submitted by the Principal item wise and have gone through the rules and the Statute.

(2) We recommend .

Signature of the Inspectors with name and designation :

1.

2.

3.

4.

5.

6.

7.

STATEMENT OF TEACHERS OF THE COLLEGE

SL. NO.	Subject, and Designation	Name of the teachers	Detailed qualification with marks of all exams. from secondary to post-graduation with% of marks	Salary now drawing with scale of pay	Temporary or substantive appointment and date of joining	Whether selected by selection committee after due advertisement and interview	Registration number as Regd. College Teacher of the University
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Form No 4

SPECIMEN LETTER OF PLEDGING FROM THE BANK WHEREIN

THE COLLEGE HAS KEPT FIXED DEPOSIT

(IN THE LETTER PAD OF THE BANK)

To

The Registrar,
North Orissa University,
Sriramchandra Vihar, Takatpur, Baripada

Sub. : Pledging Certificate

Sir,

I am to inform you that the ..... College ..... has deposited a sum of Rs ..... (Rupees .....) vide T. D. R/F. D. R. No ..... fixed deposit receipt No .....dated .....for ten years which is due on ..... duly pledged in favour of the Registrar. North Orissa University, Takatpur, Baripada for opening of ..... course.

Necessary record has been noted in the Bank not to allow the College to enjoy face value of the fixed deposit except to allow the college to get the interest accrued out of the investment.

Further, it is be mentioned here that the college shall not be allowed to encash or to get loan against the face value without the production of permission letter from the North Orissa University.

Date.....

Seal and Signature of
Authorised Person of the bank

C.C. :- The Secretary· .....
College .....
for information and necessary action.

Date.....

Seal and Signature of
Authorised Person of the bank

From No. 5

WORK LOAD ASSIGNED TO TEACHERS AS PER REGULATION OF THE UNIVERSITY PER WEEK IN DEGREE COURSES

ANCILLARY AND FOUNDATION

1st year	2 Classes per Week
CORE -I ENGLISH AND M.I.L.	
1st year	ARTS AND SCIENCE (Pass)
2nd year	2 General classes 1 Tutorial class p er 16 students 2 General classes
3rd year	1 Tutorial class per 16 students 3 General classes 1 Tutorial class per 16 students
CORE -II and III (Pass)	
(a) Non Practical bearing subjects	
1st year	3 General classes 1 Tutorial class per 16 students
2nd year	6 General classes 1 Tutorial class per 16 students
3rd year	
(b) Mathematics	
1st year	4 General classes 2 Tutorial class per 16 students
2nd year	8 General classes 2 Tutorial class per 16 students
3rd year	
(c) Practical bearing subjects	
1st year	3 General classes 1 Practical class consisting of 3 lecturer period
2nd year	4 General classes 2 Practical class consisting of 3 lecturer period
3rd year	
HONOURS SUBJECTS	
(a) Non practical bearing subjects	
1st year	8 General classes 1 Tutorial class per 16 students
2nd year	10 General classes 2 Tutorial class per 16 students
3rd year	
(b) Mathematics	
1st year	8 General classes 2 Tutorial class per 16 students
2nd year	12 General classes 3 Tutorial class per 16 students
3rd year	
(c) Practical bearing subjects	
1st year	8 General classes 1 Practical class consisting of 3 lecturer period
2nd year	12 General classes 2 Practical class consisting of 3 lecturer period (2 X3=6)
3rd year	
PASS ANCILU\RY & FOUNDATION CORE-I ENGLISH & ECONOMICS	COMMERCE 2 Classes per week
1st year	2 General classe 1 Tutorial class consisting of 16 students
2nd year	10 General classes 2 Tutorial class consisting of 16 students
3rd year	
Core II & III	
1st year	3 General classes 1 Tutorial class per 16 students
2nd year	6 General classes 2 Tutorial class per 16 students
3rd year	
Honours	
1st year	8 General classes 1 Tutorial class per 16 students
2nd year	12 General classes 2 Tutorial class per 16 students
3rd year	

N.B. : A general class consisting of 128 students or less