



திருவள்ளூர் பல்கலைக்கழகம்

THIRUVALLUVAR UNIVERSITY

(State University Accredited with "B+" Grade by NAAC)

Serkkadu, Vellore - 632 115, Tamil Nadu, India.

INDIVIDUAL REPORT

**By the experts for considering the grant of fresh further affiliation
for the courses in the Arts and Science Colleges**

(To form part of the overall Report and to be given to the convener)

1. DETAILS OF THE COLLEGE

Name of the College :

Address :

Course for which the individual report is given :

Date of Inspection :

2. Assessment and Recommendation in respect of each one of the following

(a) Class Rooms

S. No	Room No.	Instructional Area in Sq. ft	Proposed No. of Students to be Accommodated (Norm: 10 sq. ft. per Students)
1.			
2.			
3.			
4.			

(b) Laboratory

S. No	Room No.	Instructional Area in Sq. ft	Proposed No. of Students to be Accommodated (Norm: 10 sq. ft. per Students)	Store Room No (for Lab Courses)
1.				
2.				
3.				
4.				

(c) Computer Labs

S. No	Room No.	Instructional Area in Sq. ft	Proposed No. of Students to be Accommodated (Norm: 10 sq. ft. per Students)
1.			
2.			
3.			
4.			

(d) Computer Instrument Facilities:

S. No	Details	Configuration
1.	Server	
2.	Terminals	
3.	Printer	
4.	Networking	
5.	Furniture	

(e) Play Ground Facility:

- i. Area of Land Available :
- ii. Facilities available for Outdoor Games :
- ii. Provision for Indoor Games :

(f) Furniture:

S. No	Item of Furniture	Quantity
1.	Desk – Dual Desk	
2.	Drawing Desk	
3.	Drawing Boards	
4.	Chairs	
5.	Benches	
6.	Board	
7.	Almirah, etc.,	
8.	Any Other	

*To be available in each Class Room / Lab should be mentioned separately with Room No.

3. Teaching Staff:

(please specify as per the workload prescribed by the University)

Required / Already appointed / to be appointed

S. No	Department / Subject	Teaching Staff Required	Already Approved	To be Appointed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

- Proof for the educational qualification to be enclosed
- Enclose work load details as per UGC norms

4. Library:

S. No	Facilities	Area/No/Yes/No	Minimum Required	Available
1.	Area of the Library			
2.	Furniture a. Desk b. Chair			
3.	Reprographic facility			
4.	Availability of Internet (give details)			
5.	No. of Text Book			
6.	Reference Book			
7.	Journals			
8.	Digital Library			

5. Details of General Amenities

S. No	Amenities	Norms	Available / Not Available
1.	Principal Room	300 Sq. Feet	
2.	Office Room	100 Sq. Feet / Staff	
3.	Faculty Room	100 Sq. Feet / Faculty	
4.	Common Room (Separate for Boys / Girls)	300 Sq. Feet / Student	
5.	Black Board (Glass / Cement / Wooden / Fiber / Ceramic)	12/16 X 4	
6.	Lighting	10 tube lights per class room	
7.	Fan	4 fan per class room	
8.	Toilets (Separate for Boys / Girls)	One for every 50 students	
9.	Wash Basins (Separate for Boys / Girls)	One for every 100 students	
10.	Drinking water (Protected)	Provision in each wing	
11.	Issue of ID Card		
12.	Electrical Generator		
13.	Canteen		
14.	Parking facilities		
15.	Medical facilities		
16.	Telephone facilities		
17.	Transport facility		
18.	Barrier free environment (Ramp) for physically challenged		

6. Specific recommendations to grant / not to grant fresh college / new course / additional / continuation of provisional affiliation form the course from the academic year

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Signature with seal



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FORMAT OF THE INSPECTION COMMISSION REPORT

GRANT OF AFFILIATION TO NEW COLLEGE / ADDITIONAL COURSES / ADDITIONAL SECTIONS / PERMANENT AFFILIATION

1.	a) Name and permanent address of the college (with phone number and fax number)	
	b) Name of the Principal (enclose copy of the Principal approval issued by the University)	
2.	a) Name of the trust / organization which manages the college	
	b) Name of the Chairman/Secretary	
3.	Date and Time of Inspection	
4.	Details of Government Order	
5.	Land Details (Copy of the document registered under the Trust may be enclosed).	

6. Courses which are already being conducted (Day/Evening college courses are to be shown separately) (Applicable only for the existing affiliated colleges)

Sl. No	Name of the courses offered			Number of seats sanctioned	commencement year	Please state whether the course is financially aided by the Govt. or unaided
	Degree/Main Subject	Allied subject	Application oriented / Elective subject			
Day college courses						
a)						
b)						
c)						
d)						
e)						
Evening college courses						
a)						
b)						
c)						
d)						

(if space is not adequate, use a separate sheet)

7.	Is the college meant exclusively for men or women or co-education? (necessary proof to be enclosed)	
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8. Courses for which affiliation is sought:

A. In the day college as a

Self financing or Aided

(Delete which ever is not applicable)

Under Graduate courses

Sl. No.	Degree / Main subject	Allied subject	Elective/ application oriented subject	Language(s) to be offered
a)				
b)				
c)				
d)				
e)				

Post Graduate courses

Sl. No.	Degree / Main subject	Elective/ optional subjects	Language(s) to be offered
a)			
b)			
c)			
d)			
e)			

B. In the evening college as a self-financing course

Undergraduate courses

Sl. No.	Degree / Main subject	Allied subject	Elective/ application oriented subject	Language(s) to be offered
a)				
b)				
c)				
d)				
e)				

Post Graduate courses

Sl. No.	Degree / Main subject	Elective/ optional subjects	Language(s) to be offered
a)			
b)			
c)			
d)			
e)			

9. Purpose of Inspection Commission:

Sl. No.	Purpose	Name of the course(s)	Strength	
			Requested	Sanctioned
1.	Starting of New Courses / Additional Section			
2.	Permanent Affiliation			

10. Laboratory space, equipment, ventilation for the proposed course(s): (commission's assessment and recommendations for additions / changes to be made if any. In case additional expenditure is required for equipment, please indicate the appropriate cost of such expenditure / name of the equipment and the time limit within which it must be procured and installed)

Sl. No.	Name of the course	No. of Students	Name of the Lab	Area of the Lab	Equipments Available	Recommendations
1.						
2.						
3.						
4.						
5.						

(Note: Laboratory space of 50 sq.ft. per student for main and 36 sq.ft. per student for allied and application oriented subjects are advisable. For class room 20 sq.ft per student for under graduate courses. Language classes are also to be considered. A list of equipment and sketch plan of work benches, etc. be provided in an Annexure).

11. Classroom facilities for the proposed programme(s)

Particulars	Required	Already Available	Additionally Available	Recommendations
Classrooms (Area)				
Furniture				
a) Benches (No's)				
b) Desks (No's)				

12.Computer Facilities: Applicable for Computer based courses.

Sl. No.	Particulars	Available facilities		Recommendations	
1.	No. of Computer terminals (Nos)				
2.	Hardware Specification				
3.	No. of terminals of LAN/WAN				
4.	Relevant Legal Software	Application	System	Application	System
5.	Peripheral(s)				
	Printers				
	DVD Writers				
	Scanners				
	LCD Projectors				
6.	Internet Accessibility (in kbps & hrs)				
7.	Power backup (UPS)				
8.	Furnitures				
	a) Table				
	b) Chairs				

13.Library Facilities:

Sl. No.	Resources	Available	Remarks (adequate/not adequate)
1.	Librarian		
	Assistant Librarian		
	Library Assistants		
2.	Area of the Library		
3.	Seating capacity of the Library		
4.	Books-Number of Titles		
5.	Books-Number of Volumes		
6.	Journals		
7.	Magazines		
8.	Computers-Net access		

14.	In the <u>Evening College Courses</u> please state the number of hours per day the college will work, the commencement and closing hours.	
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15. Course-wise details of teacher requirements for the proposed courses: (Please calculate on the basis of the number of hours per subject workload norms and specify requirements).

Sl. No.	Name of the courses	Number of teaching faculties required for main/allied/ elective/application oriented subjects			Total number of teachers		
		I year	II year	III year	Required	Already appointed	To be appointed
a)							
b)							
c)							
d)							
e)							
f)							

(Teaching faculties should possess the norms laid down by the UGC)

16. Course-wise details of the teachers requirements for the languages offered as foundation course in under graduate courses

Sl. No.	Name of the courses	Number of teaching faculties required for foundation subjects		Total number of teachers		
		I year	II year	Required	Already appointed	To be appointed
a)						
b)						
c)						
d)						
e)						

(Please calculate on the basis of the workload and class strength norms)

17. In respect of courses in the Evening College, please specify the number of permanent/separate staff required, exclusively for the Evening College Course. (details may be furnished in a separate sheet)

18. Details of Technical/Administrative/supporting staff

Sl.No.	Staff Category	Remarks (adequate/not adequate)
1.	Technical staff	
2.	Administrative staff	
3.	Supporting staff	

19. Number of seats recommended for each course:

Sl. No.	Name of the course	Specify Evening/Day	Number of seats already sanctioned if any	Recommendations
a)				
b)				
c)				
d)				
e)				
f)				

Maximum strength permissible for B.Sc. Degree Course is 50 except Mathematics Main.

Maximum strength permissible for B.A. B.Com and B.Sc. Mathematics Degree Course is 70.

Maximum strength permissible for M.Sc. Degree except M.Sc. Mathematics is 26.

Maximum strength permissible for M.A, M.Com and M.Sc. Mathematics is 40.

20. Fee proposed by the college for each course (please consider the norms if any, prescribed by the Government)

Sl. No.	Name of the course	Tuition fee per year	Comments of the commission
a)			
b)			
c)			
d)			
e)			

21. Assessment and recommendation regarding other common facilities, listing deficiencies if any: (Specific item wise recommendations to be furnished)

a) Staff rooms

1. Male	
2. Female	
3. Restroom	

b) Special facilities for women

1. Day care	
2. Mother feeding room	

c) Canteen, Hostel, Medical facilities

d) Physical director, Playground

1. Ground Area	
2. 400m Track	
3. Volley Ball Court	
4. Shuttle Court	
5. Basket ball	
6. Indoor game	
7. Required sports accessories	

e) Transport facility

No. of Buses	
No. of Van	

f) Others, if any

Examination Hall	
Auditorium	

22. Specific report on the following documents:

a) Clearance from the Town and Country Planning department is attached

Yes / No

b) Adequate arrangements for effluent discharge system are available

Yes / No

c) Impact of traffic around College Premises

d) Whether Provision of ramps for the Differently Abled Persons is available.

Yes / No

23. Overall assessment and specific recommendations regarding affiliation in respect of each course. (specific remarks by the Committee)

24.Recommendations

A. Starting of New Courses/Additional Sections:

Sl.No.	Name of the Course(s)	Recommended/Not Recommended	Recommended Strength
1.			
2.			
3.			
4.			
5.			
6.			

B. Permanent Affiliation:

S.No.	Name of the Course(s)	Recommended/Not Recommended
1.		
2.		
3.		
4.		
5.		
6.		

25.Conditional recommendations (if necessary):

26.Specific reasons for the denial of the requests:

27. Name and signature of the members of the inspection commission:

Sl. No.	Name, Designation and Address	Signature
1.		
2.		
3.		
4.		
5.		

Place:

Date:

ENCLOSURES TO BE ATTACHED WITH INSPECTION COMMISSION REPORT FOR AFFILIATION TO START NEW COLLEGE/ADDITIONAL UG/PG COURSES IN THE FOLLOWING ANNEXURE

S.No.	PARTICULARS	ANNEXURE	Page No.
1.	Photo copy of the NOC obtained from the Government of Tamil Nadu	Annexure-1	
2.	Photo copy of the Principal's Qualification approval order issued by the university with appointment order, joining report and certificates related to qualification approval. (State the reason if not enclosed)	Annexure-2	
3.	Photo copy of Affiliation orders issued by the university in previous years.	Annexure-3	
4.	Full minutes of the college committee / Governing Council to start new courses.	Annexure-4	
5.	List of Governing Council of the College	Annexure-5	
6.	List of Existing Courses and additional sections (with details of date of affiliation order, sanctioned strength, academic year of affiliation)	Annexure-6	
7.	a) Separate list of existing teaching staff (with Details of qualifications, Date of appointment, Date of joining, Date of	Annexure-7	

	<p>Teacher's Qualification approval order issued by the University)</p> <p>b) Separate list of newly appointed teachers for new courses/additional sections. (with Details of qualifications, Date of appointment, Date of joining, Date of Teacher's Qualification approval order issued by the University) (Major and Allied subjects).</p> <p>c) Photo copy of Teacher's Qualification approval order issued by the University (existing and for New Courses-newly appointed teachers)</p>		
8.	Photo copies of appointment order, joining report and proof of qualification certificates of newly appointed teachers for each new courses/additional sections. (major and allied subjects).	Annexure-8	
9.	Separate Workload calculation for Department wise-New courses for which fresh affiliation is sought	Annexure-9	
10.	Workload for each Staff - Department wise -New courses for which fresh affiliation is sought	Annexure-10	
11.	Separate Workload for each Staff for the languages for other UG courses.	Annexure-11	
12.	Separate Workload for each Staff for its Allied subjects for which affiliation is sought.	Annexure-12	
13.	List of Non-Teaching staff for Existing Courses	Annexure-13	
14.	Evening College - List of Existing Courses (with date of affiliation order, sanctioned strength, academic year of affiliation. (If not applicable mark as 'NA')	Annexure-14	
15.	<p>Evening College - For new courses (If not applicable mark as 'NA')</p> <p>a) Separate list of existing teaching staff (with Details of qualifications, Date of appointment, Date of joining, Date of Teacher's Qualification approval order issued by the University)</p> <p>b) Separate list of newly appointed teachers for New courses/additional sections. (with Details of qualifications, Date of appointment, Date of joining, Date of Teacher's Qualification approval order issued by the University)</p> <p>c) Photo copy of Teacher's Qualification approval order issued by the University (existing and newly appointed teachers)</p>	Annexure-15	
16.	Separate Workload for Evening College Courses-Existing (If not applicable mark as 'NA')	Annexure-16	
17.	Workload for Evening College Courses-Department wise -New courses for which fresh affiliation is sought (If not applicable mark as 'NA')	Annexure-17	
18.	Workload for each Staff - Evening College - Department wise-New courses for which fresh affiliation is sought (If not applicable mark as 'NA')	Annexure-18	
19.	Separate Workload for each Staff for the languages for other UG courses- Evening College (If not applicable mark as 'NA')	Annexure-19	
20.	Separate Workload for each Staff for its Allied subjects for which affiliation is sought-Evening College (If not applicable mark as 'NA')	Annexure-20	
21.	Approved Building sketch plan of the entire college - Existing courses	Annexure-21	

22.	Approved Building Sketch plan of classrooms (Shaded) showing the allotment of each course by indicating year of each course, labs and Library - New courses	Annexure-22	
23.	PHOTOS of Computer Labs UG/PG showing the inner arrangements of the labs - for which fresh affiliation is sought	Annexure-23	
24.	Photo copy of Bills and payment receipts for the purchase of Furniture- New Courses	Annexure-24	
25.	PHOTOS of Labs showing the inner arrangements of the labs- New Science courses	Annexure-25	
26.	List of equipments for New Science Courses with photo copy of Bills and payment receipts for the current academic year.	Annexure-26	
27.	List of equipments to be added for New Course/Allied Subjects	Annexure-27	
28.	List of Chemicals for New Courses with photo copy of payment acknowledgment for the current academic year.	Annexure-28	
29.	List of Chemicals for New Courses and Allied subjects	Annexure-29	
30.	List of Computers & Accessories for Existing Course	Annexure-30	
31.	List of Computers, Accessories & softwares purchased for New Course for the current academic year.	Annexure-31	
32.	Photo copy of Bills and payment receipts for the purchase of Computers, Accessories & softwares for New Course for the current academic year.	Annexure-32	
33.	List of books for New Courses (at least 200 books per course)	Annexure-33	
34.	Photo copy of Bills and payment receipts for the purchase of books to be added for New Courses (at least 200 books per course) for the current academic year	Annexure-34	
35.	List of Journals for Existing course (2 Journals / Course)	Annexure-35	
36.	Photo copy of Bills and payment receipts for the purchase of Journals to be added for New course for the current academic year.	Annexure-36	

All the ANNEXURE should be attested by the Secretary/Principal of the college.