

ACADEMIC SESSION 2023-24

**REPORT OF JOINT ASSESSMENT
COMMITTEE
(PARAMEDICAL COURSES –
EXISTING AND NEW INSTITUTES)**

Department of Higher Education, Government of NCT of Delhi
and Guru Gobind Singh Indraprastha University, Delhi

Committee Members:

| | NAME (BLOCK LETTERS) | SIGNATURE |
|--------------|----------------------|-----------|
| Chairperson: | | |
| Expert 1: | | |
| Expert 2: | | |
| Expert 3: | | |
| Expert 4: | | |
| Expert 5: | | |
| Convenor: | | |

INSTITUTION: _____

DATE OF VISIT: _____

This report comprises of three parts.

Part I – Deals with parameters relating to physical infrastructure of an institute (carries no marks).

Part II – Evaluates several parameters that concern academic standards & infrastructure of an institute. Total of Max. Marks of Part II will depend upon the number of courses being run in an Institute.

Part III – Deals with the efforts made by the institute in complying with the terms and conditions of grant of NOC of the Government of NCT of Delhi, academic audit report and conditions of affiliation with GGSIPU during the previous year.

GGSIPIU shall provide the Inspecting Teams, the proposals as submitted by the Institute along with copies of letter/s indicating the terms and conditions of NOC and affiliation along with the report of the last academic audit which were to be complied with by the institute, if any, and other relevant documents like concerned guidelines of the Govt. of NCT of Delhi, norms of the concerned statutory bodies (if applicable), etc.

Depending upon the marks obtained by the institute in Part II and Part III SEPARATELY of the Assessment Report, it may be placed in one of the following categories:

| | |
|---------------------|--|
| Category 'A' | 75% marks or more |
| Category 'B' | 65% marks or more but less than 75% |
| Category 'C' | 50% marks or more but less than 65% |
| Category 'D' | Less than 50% marks and will be put in No Admission Category |

General Guidelines for the JAC Members

1. If the concerned department of the State Government or the University is of the opinion that NOC/ Provisional affiliation is not justified, the issuance of such NOC/provisional affiliation may be revoked after following proper procedure.
2. The inspection team should evaluate facilities available on the date of inspection and should not take into account promises made by the Society/ Trust Managing the College/ Institution.
3. Wherever required additional pages may be attached in the Report.
4. Norms for land mentioned in Policy Guidelines of Govt. of NCT of Delhi conveyed vide letter no. DHE-4(60)/Policy/GGSIPU/2014-15/5890-5904, dated 12.01.2016 & its amendment dated 03.02.2017 and/ or norms of the concerned Statutory Body, whichever is applicable, have to be referred (Not required in case of Government Institutes). Space requirement may be verified as per norms of the concerned Statutory Body.
5. All pages of the JAC Report must be signed by all Members of the Committee.
6. Any cuttings/ over writings should be avoided; if any such cutting is unavoidable the same may be authenticated only by countersignatures of the Chairman of the Committee.
7. The names in capital letters of all the members of the Committee should be indicated below their respective signatures at the end of Part I and at the last page of the Report.
8. If the University has received any complaint with regard to Land / Infrastructure, safety issue, the same has to be verified.
9. The copy of the JAC Report will be sent through e-mail to the Institute after 07 days of date of Inspection.
10. JAC may obtain declaration by the authorized signatory of the Institute as per Clause 12 of the Govt. Policy Guidelines dated 12.01.2016, as per the format given by the Affiliation branch.
11. General Undertaking to be submitted by the Institute on Rs. 100/- Stamp paper at the time of inspection, as per the format given by the Affiliation branch.

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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

A State University established by Govt. of NCT of Delhi

SECTOR-16C, DWARKA, NEW DELHI – 110078

PARTICULARS OF THE INSTITUTE

1. Date and Time of Visit : _____

2. Name and Address of the proposed/ affiliated institute : _____

District : _____

Telephone : _____

Website Address : _____

E-mail : _____

3. Name and Address of the Society/Trust/Company : _____

Telephone : _____

Website Address : _____

E-mail : _____

4. Name and Address of Chairperson of the Society/Trust/Company : _____

Telephone : _____

E-mail : _____

5. Name and Address of Director/Principal of the Institute : _____

Telephone : _____

E-mail : _____

(_____)
Convenor

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Chairman

6. Details of the Existing / Proposed Programmes

(i) Proposal for Revalidation of NOC / Continuation of Provisional Affiliation

| S. No. | Existing programmes | Detail of Intake & Actual Number of Students Admitted during the last two Academic Years | | | | Intake applied for Academic Session 2023-24 |
|--------|---------------------|--|----------|------------------------------|----------|---|
| | | Academic Session 2021 – 2022 | | Academic Session 2022 – 2023 | | |
| | | Intake | Admitted | Intake | Admitted | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |

(ii) Proposal for Grant of NOC/ Grant of Provisional Affiliation for New/ Additional Programme(s).

| S.No. | Programme(s) | Duration (in years) | Intake |
|-------|--------------|---------------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |

Note: If required, additional sheet(s) may be attached.

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Convenor

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

(_____)
Subject Expert

(_____)
Chairman

PART- I: (PHYSICAL INFRASTRUCTURE)

IN CASE OF GOVT. INSTITUTE/ COLLEGE, ONLY A CERTIFICATE FROM THE PRINCIPAL IS REQUIRED ON THE FOLLOWING PARAMETERS AT 1A, 1B & 1C

Parameter 1A : Legality of ownership and possession of land, land use

| Parameters | | Yes | No |
|---|----|-----|----|
| (1)(a) The land and building owned by the Society/Trust/Company (acquisition by allotment/ procurement) | a) | | |
| | b) | | |
| (2) (a) The land available as per norms in conforming area | a) | | |
| | b) | | |
| | c) | | |
| (b) Land use certificate of institutional area | | | |
| (c) The land available in non-conforming area and as per norms of relevant statutory bodies (like UGC, AICTE, NCTE, BCI etc.) | | | |

Note:- Duly attested copies of relevant documents to be enclosed. For existing Government colleges, a certificate from the competent authority/Head of Institution to be provided that the norms have been complied with.

Parameter 1B: Availability of space and sanctioned building plan

| Parameters | Yes | No |
|--|-----|----|
| Sanctioned building plan as approved by DDA / MCD/ Govt. Body Name of the Sanctioning Authority: _____ | | |
| Building Occupancy Certificate | | |
| Availability of space as per the norms of Statutory Body/ University/ Govt. for proposed programme(s). | | |

P.S.:- Duly attested copies of relevant documents to be enclosed.

Parameter 1C: Safety Measures

| Parameters | Yes | No |
|--|-----|----|
| (1) Structural Safety Certificate of building of the Institute/College issued by Registered Architect/ Structural Engineer | | |
| (2) Certificate indicating that the building is earthquake resistant | | |
| (3) Availability of fire fighting devices at the Institute. | | |
| (4) Use of basement for other than approved purpose, if any in the Institute: | | |
| (a) Use of Basement (approved) | | |
| (b) Use of Basement other than approved purpose | | |

P.S.:- Duly attested copies of relevant documents to be enclosed.

Parameter 1D: Other Essential Measures (the following approvals are required)

| Parameters | Yes | No |
|---|-----|----|
| (1) Fire Safety Certificate by Delhi Fire Service or concerned department of the State (NCR) where the Institute is located: Valid upto _____ | | |
| (2) Lift/ Ramps/ Toilet facility for Physically Challenged Student(s)/ Staff | | |
| (3) Biomedical Waste Treatment Plant/ Biomedical Waste Management System | | |
| (4) Certification from the Atomic Energy Radiation Board (AERB) wherever required | | |

P.S.:- Duly attested copies of relevant documents to be enclosed.

| | |
|---|--------------------------------|
| NOC from the concerned department of the concerned State Government, for relevant programme(s), wherever applicable. | Copy Attached: YES / NO |
|---|--------------------------------|

Note: All above details to be verified.

Remarks, if any:

(_____) (_____) (_____) (_____)
 Convenor Subject Expert Subject Expert Subject Expert
 (_____) (_____) (_____)
 Subject Expert Subject Expert Chairman

PART-II: (ACADEMIC STANDARDS & INFRASTRUCTURE)

PART-II: Academic Standards

Parameter II A: Status of Director/Principal: (Max. Marks 100)

| Criteria | Yes / No | Marks awarded out of 100 |
|---|----------|--|
| <p>Is the Director/Principal (in position), as per norms of Statutory Body (NMC, AYUSH, Homoeopathy Council, Dental Council etc.) UGC / University.</p> <p>(A) Private/ Self-Financing Institute has to provide all the documents as mentioned below:</p> <p>1. Following documents are to be submitted by the Institute for the Director/Principal in position during the last 2 years in reverse chronological order.</p> <ul style="list-style-type: none"> • Name • PAN No. • Copy of AADHAR Card • Attested Copies of Educational Qualifications. • Attested copy of Experience Certificate. • Copy of Advertisement. • Composition of the Selection Committee. • Minutes of the Selection committee. • Offer of Appointment. • Acceptance by the incumbent. • Proof of salary transfer in his/her bank account since joining. <p>(B) In case of Govt. Institute/ College</p> <ul style="list-style-type: none"> • Appointment Letter given by the Authority. • PAN No. • Copy of AADHAR Card • Self-certified copy of the experience in a tabular form • Self-certified certificate from the Head of the Institution that he fulfills the eligibility criterion as per the regulatory authority's regulations • Relieving letter/Joining letter in case the Head of Institution has joined since the last assessment | | <p style="text-align: center;">Note:</p> <p>(i) Award 100 marks, if eligible and all documents are provided.</p> <p>(ii) Award zero marks, if the Director/ Principal is not as per norms and non-submission of any of the desired certificates/ documents.</p> |

Note: Documents required if there is change in occupancy of the post from last inspection, when the above documents had been verified by the JAC team.

Remarks, if any:

(_____)
Convenor

(_____)
Subject Expert

(_____)
Subject Expert

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Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Chairman

**Parameter II B: Status of Teacher Student Ratio & Faculty Cadre Ratio
(As per norms of the concerned Statutory Body)**

II B(i): Teacher Student Ratio:

Note: The teacher student ratio shall be as per the ratio specified by the specific statutory/ regulatory body for the programme of study (if any) otherwise shall be 1:20.

| S. N. | Programme | Student Intake upto Academic Session 2023-24 (A) | Number of Teachers required As per concerned Statutory Body Norms (B) | Number of Teachers Available Department-wise (Speciality-wise) (C) | Programmewise MARKS (Max. Marks 100 per programme) (D) |
|--|-----------|---|--|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| Marks Awarded (Average of the Column D) out of 100: | | | | | |

Remarks, if any:

(_____)
 Convenor

(_____)
 Subject Expert

(_____)
 Subject Expert

(_____)
 Subject Expert

(_____)
 Subject Expert

(_____)
 Subject Expert

(_____)
 Chairman

II B(ii): Faculty Cadre Ratio (As per norms of the concerned Statutory Body):

Note: The teachers appointed must be in the cadre of Professor, Associate Professor and Assistant Professor, in all programme of studies. The cadre ratio shall be as per the cadre ratio specified by the specific statutory / regulatory body for the programme of study, wherever applicable, has to be calculated department-wise/ speciality-wise:

| S. N. | Programme of Study | Intake upto Academic Session 2023-24 | Number of Teachers required | | | | As per actuals | | Programme-wise MARKS (Max. Marks 100 per programme) (C) |
|--|--------------------|--------------------------------------|-----------------------------|-----------|---------------------|---------------------|--------------------------------------|-------------------------|---|
| | | | Total Faculty | Professor | Associate Professor | Assistant Professor | Professors + Associate Professor (A) | Assistant Professor (B) | |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| Marks Awarded (Average of the Column C) out of 100: | | | | | | | | | |

Note: If the Senior Faculty is more in number, then availability of Junior Faculty is not necessary.

Remarks, if any:

(_____)
Convenor

(_____)
Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

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Subject Expert

(_____)
Chairman

Parameter IIC: Computer Centre: (Max. Marks 100)
(As per norms of the concerned Statutory Body)

| Criteria | Parameters | Maximum Marks | Marks Awarded |
|--|--|----------------------|----------------------|
| Number of computers/ configuration and the licensed software be evaluated as per requirement of course(s) conducted and strength of the students. Note: Norms of Statutory Body be followed wherever applicable. | Number and configuration of Terminals | 25 | |
| | Availability of licensed software | 25 | |
| | Internet connectivity | 25 | |
| | Availability of peripherals such as printers, scanners, server of sufficient capacity etc. | 25 | |
| Total Marks | | 100 | |

Remarks, if any:

(_____)
 Convenor

(_____)
 Subject Expert

(_____)
 Subject Expert

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 Subject Expert

(_____)
 Subject Expert

(_____)
 Subject Expert

(_____)
 Chairman

Parameter IID: Status of Library: (Max. Marks 200)
(As per norms of the concerned Statutory Body)

| Criteria | Parameters | Maximum Marks | Marks Awarded |
|---|--|---------------|---------------|
| Number of titles and volumes may be in the ratio of 1:8 for U.G. prog. and 1:4 for P.G. prog. OR as approved by concerned statutory body. | Total Titles/ Volumes (Existing) | 50 | |
| | Total Titles/ Volumes (New) | | |
| <u>Books – U.G. Programme</u> (per prog.) - Titles:200; Volume:1600. | Number of journals (national/ international) (Existing) | 50 | |
| | <u>P.G. Programme</u> (per prog.) - Titles:200; Volume:800. | | |
| Journals: For U.G./ P.G. Prog. - Indian–12; International– 03. | Number of journals (national/ international) (New) | 30 | |
| | Number of magazines / newspapers | | |
| | Subscription of e-books | | |
| | Computerization / online subscription (annual subscription is must) | | |
| | Reading Room and Reprographic facilities (photocopier and book binding) | | |
| Total Marks | | 200 | |

Note: The JAC should verify the purchases from the Invoices/ Bills.

Remarks, if any:

(_____)
 Convenor

(_____)
 Subject Expert

(_____)
 Subject Expert

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 Subject Expert

(_____)
 Subject Expert

(_____)
 Subject Expert

(_____)
 Chairman

Parameter IIE(i) : Status of Labs and/ or Workshops : (Max. Marks 100)
(As per norms of the concerned Statutory Body)

| Criteria | Parameters | Maximum Marks | Marks Awarded |
|--|---|----------------------|----------------------|
| Norms of Statutory Body will be followed for their concerned programmes. For other programmes, the subject experts will assess as per the requirement of experiment recommended in the syllabus for the programme. | Availability of equipments / instruments, work table / work stations shall be as per the requirement | 50 | |
| | (1) Minimum Technical Lab staff shall be:- One Lab Assistant & One Lab Attendant (for each lab) AND/ OR (2) Minimum Technical Staff for Workshop One Workshop Superintendent One Senior Technician One Junior Technician | 30 | |
| | Size of the Lab as per norms of the Statutory Body | 20 | |
| Total Marks | | 100 | |

Remarks, if any:

(_____)
 Convenor

(_____)
 Subject Expert

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 Subject Expert

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 Subject Expert

(_____)
 Subject Expert

(_____)
 Subject Expert

(_____)
 Chairman

Parameter IIE(ii) : Practical Training : (Max. Marks 100)
(As per norms of the concerned Statutory Body)

| Criteria | Parameters | Maximum Marks | Marks Awarded |
|---|---|----------------------|----------------------|
| The subject experts will assess on the basis of extent of participation of students and involvement of the institute in arranging such programmes (a report to this effect be submitted by the respective Institute). | Summer training programmes/ Project reports / Presentations/ orientation/ Outreach Prog. | 50 | |
| | Case Community discussions/ home assignments/ case studies/ case analysis/ Dissertation etc. | 25 | |
| | Participation of students in workshops, seminars and conferences as part of practical training organized by the Institute/ College. | 25 | |
| Total Marks | | 100 | |

Remarks, if any:

(_____)
 Convenor

(_____)
 Subject Expert

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 Subject Expert

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 Subject Expert

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 Subject Expert

(_____)
 Subject Expert

(_____)
 Chairman

Parameter IIF: Ancillary and Other Essential Facilities: (Max. Marks 250)
(As per norms of the concerned Statutory Body)

| Criteria | Parameters | Maximum Marks | Marks Awarded |
|--|---|---------------|---------------|
| Physical verification by the Committee | Medical/ First–Aid facility with Medical Room and availability of Doctors (where the institute is not attached with hospital) | 15 | |
| | Sports and games (indoor / outdoor) | 10 | |
| | Computer and Internet facility for the faculty members/ students/ staff | 30 | |
| | Facilities for Differently Abled | 15 | |
| | Separate common rooms for boys and girls with wash room facility (separate/ attached) | 20 | |
| | Students canteen | 20 | |
| | Availability of Power Backup | 15 | |
| | Portable water and water coolers for summer season | 10 | |
| | Faculty cubicles | 10 | |
| | Solar Energy utilization | 15 | |
| | Environmental Upgradation (Tree plantation, greenery etc.) | 15 | |
| | Building Maintenance | 10 | |
| | General Cleanliness & Hygiene | 10 | |
| | Rain Water Harvesting | 15 | |
| | Record Maintenance | 10 | |
| | Display of Boards & Signages | 10 | |
| Biomedical Waste Treatment Plant/ Biomedical Waste Management System | 20 | | |
| Total Marks | | 250 | |

Remarks, if any:

(_____)
 Convenor

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 Subject Expert

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 Subject Expert

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 Subject Expert

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 Subject Expert

(_____)
 Subject Expert

(_____)
 Chairman

**Parameter IIG: Framework for Students' Grievance Redressal Mechanism:
(Max. Marks 100)**

| Criteria | Parameters | Maximum Marks | Marks Awarded |
|--|---|----------------------|----------------------|
| Physical verification by the committee | Availability of Students' Grievance Redressal Committee (SGRC) | 10 | |
| | Whether the Grievance Redressal Committee has elected students representative and complies with latest UGC Regulations and relevant Court Order | 15 | |
| | Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained | 15 | |
| | Availability of Psychiatrist, Psychologist and professional students counsellor | 15 | |
| | Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus | 15 | |
| | Whether students are satisfied with the effectiveness of the SGRC | 10 | |
| | Whether reports of the proceedings of SGRC are being sent to the University every semester | 10 | |
| | Whether the directions of the University w.r.t. redressal of students grievances are complied | 10 | |
| Total Marks | | 100 | |

Remarks, if any:

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Convenor

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Chairman

SUMMARY OF MARKS OF PART II

| A | B | C |
|--|---------------|---------------|
| Unit | Maximum Marks | Marks Awarded |
| Part II:- | | |
| Parameter II A (Status of Director/ Principal) | 100 | |
| Parameter II B(i) (Teacher Student Ratio) | 100 | |
| Parameter II B(ii) (Faculty Cadre Ratio) | 100 | |
| Parameter II C (Computer Centre) | 100 | |
| Parameter II D (Status of Library) | 200 | |
| Parameter IIE(i) (Status of Labs/ Workshops) | 100 | |
| Parameter IIE(ii) (Practical Training) | 100 | |
| Parameter II F (Ancillary and other Essential Facilities) | 250 | |
| Parameter II G (Framework for Students; Grievance Redressal Mechanism) | 100 | |
| TOTAL OF PART II | | |

Percentage of Marks obtained in Part II $\left\{ \frac{\text{Total of C} \times 100}{\text{Total of B}} \right\} =$

(_____) (_____) (_____) (_____)
 Convenor Subject Expert Subject Expert Subject Expert

(_____) (_____) (_____)
 Subject Expert Subject Expert Chairman

Part III: Status of Compliance with the terms and conditions of the Academic Audit and NOC for grant of affiliation (JAC/ NOC/ Conditions of Affiliation Order) during the previous Academic year (Marks 200).

| S. No. | Terms and conditions to be complied with by the Institute | Maximum Marks | Marks Obtained |
|--------------------|---|---------------|----------------|
| A | Compliance of observations of last Academic Audit | 100 | |
| B | Compliance of observations of JAC/ NOC/ Conditions of Affiliation Order of previous Academic Year | 100 | |
| Total Marks | | 200 | |

Note: 100 Marks are to be awarded after assessment if all terms and conditions are met otherwise, as proportionate to terms and conditions met. Reasons for the award of marks to be recorded in writing:

PS: For award of Category please refer the instructions on first page of the report.

Maximum marks in Part III =
 Marks obtained in Part III =

Percentage obtained in Part III $\left\{ \frac{\text{Marks Obtained} \times 100}{\text{Maximum Marks}} \right\} =$

() () () ()
 Convenor Subject Expert Subject Expert Subject Expert

() () ()
 Subject Expert Subject Expert Chairman

RECOMMENDATION REGARDING CATEGORY

Based on the Inspecting Team's finding in respect of Part II and Part III as detailed in the given tables, the Inspecting Team recommends the Institute to be in Category ____ (Write Category "A" or Category "B" or Category "C" or Category "D") keeping in view the benchmarks given in the first page of the format. These recommendations will be valid only if the conditions of Part I are met by the Institute.

Placed / Not Placed

In the Category of "provisional affiliation for the academic year 2023-24".

Date of Visit: _____

(_____)
Convenor

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Chairman

Recommendation regarding Programme(s) with justification on the basis of space factor as stipulated by the concerned Statutory Body / University/ Policy Guidelines of GNCTD.

| S. N. | Programme | Recommended (YES or NO) | Intake Recommended / duration of programme | Space factor (in Sq. Mtrs.) | Space required per programme (in Sq.Mtrs.) | If not recommended reasons thereof |
|-------|-----------|-------------------------|--|-----------------------------|--|------------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
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| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |

Total of Space required for all the programme/ intake recommended: _____

Total plot area (Sq. Mtrs./Acres) _____

Total covered area for recommended intake (Sq. Mtrs./ Acres): _____

Permissible FAR: _____

FAR Achieved (should be within permissible FAR limit): _____

- Note:**
- (i) Programmes/ intake should be recommended subject to the availability of space required.
 - (ii) If the actual covered area as per permissible FAR (presently 225) is less than the total area required as per norms for that programme and number of seats, then seats would be reduced to the extent of proportionate shortfall in space.
 - (iii) In case of Institutions which are conducting any P.G. Diploma Programme, the total space should be mentioned excluding the area required for any P.G. Diploma Programme.
 - (iv) While calculating the requirement of space, norms for space mentioned in Policy Guidelines of Govt. of NCT of Delhi conveyed vide letter no. DHE-4(60)/Policy/GGSIPU/2014-15/5890-5904, dated 12.01.2016 & its amendment dated 03.02.2017 and norms of the concerned Statutory Body, if any, have to be referred.

(_____)
 Convenor

(_____)
 Subject Expert

(_____)
 Subject Expert

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 Subject Expert

(_____)
 Subject Expert

(_____)
 Subject Expert

(_____)
 Chairman

GUIDELINES FOR THE JAC MEMBERS

PART ONE

For calculating the marks to be awarded for Faculty Cadre Ratio (FCR):-

SF = Senior Faculty (Professors + Associate Professors)
JF = Junior Faculty (Assistant Professors)
TS = Teachers Students Ratio as defined by the AICTE / other bodies
S = Number of students per division
N = No. of Divisions approved
D = Duration of the programme
t = Reciprocal of Teachers Students Ratio = 1/TS
K = Total Teaching Faculty Required as per the Norm = $\frac{(S \times N \times D)}{t}$
f = Cadre Ratio Factor (CRF) = $\frac{(K - \text{SF actually in position})}{\text{SF actually in position}}$

If the required FCR is 1:2 and the worst FCR acceptable is 1:7, the marks will be awarded as per following formula :-

$$\text{Awarded Marks} = 50 + 10(7-f)$$

(Cap to 100)

However, when the term within the parenthesis (7-f) becomes negative, the marks awarded will be zero. Therefore, an institute having Actual FCR 1:8, then CRF (f) becomes 8, the Marks Awarded will be '0' (Zero).

For more explanation, please see the example on next page.

EXAMPLE

For any programme of 03 years duration with one division of 60 students, where Teachers Students Ratio is 1:20

1. Total teaching faculty required $K = (S \times N \times D) / (t) = (60 \times 1 \times 3) / (20) = 9$
2. Here, in Ideal Case, the requirement of SF & JF, CRF and Awarded Marks will be calculated as under:-
 - a) Requirement of SF = $1 \times (K/3) = 1 \times (9/3) = 1 \times 3 = 3$ (if the value is in decimal, the value shall be considered in next whole number)
 - b) Requirement of JF = $2 \times (K/3) = 2 \times (9/3) = 2 \times 3 = 6$ (if the value is in decimal, the value shall be considered in whole number only and value in decimal shall be ignored)
 - c) CRF (f) = $(K - \text{SF actually in position}) / (\text{SF actually in position}) = (9 - 3) / 3 = 6 / 3 = 2$ (the value shall be considered 2, in case it is less than 2)
 - d) Awarded Marks = $50 + 10(7 - f) = 50 + 10(7 - 2) = 50 + 10 \times 5 = 50 + 50 = 100$
3. Suppose, in above case any institute having 1 SF, then
 - a) CRF (f) = $(K - \text{SF actually in position}) / \text{SF actually in position} = (9 - 1) / 1 = 8 / 1 = 8$
 - b) Awarded Marks will be $50 + 10(7 - f) = 50 + 10(7 - 8)$. As parenthesis (7-f) is -1, hence, the marks awarded will be '0'.

PART TWO

FOR CALCULATING THE MARKS TO BE AWARDED FOR TEACHERS STUDENTS (TS) RATIO

CASE ONE

(For B.Pharma)

Where the Required TS ratio is 1:15, the worst TS ratio acceptable will be 1:20

And the Awarded Marks will be as per the formula given below:

Awarded Marks for TS ratio = $50 + 10(20-t)$

(Cap to 100)

But for an institute having Actual TS ratio beyond 1:20 i.e. $t=21$, the term within parenthesis (20-t) becomes negative and the Marks Awarded **WILL BE ZERO, as explained earlier.**

CASE TWO

(For B.Sc.-Nursing & M.Sc.-Nursing)

Where the Required TS ratio is 1:10, the worst TS ratio acceptable will be 1:12

And the Awarded Marks will be as per the formula given below:

Awarded Marks for TS ratio = $50 + 25(12-t)$

(Cap to 100)

But for an institute having Actual TS ratio beyond 1:12 i.e. $t=13$, the term within parenthesis (12-t) becomes negative and the Marks Awarded **WILL BE ZERO, as explained earlier.**

Any institute not obtaining at least 75% for 'A' Category and 65 % for 'B' Category in Part III shall be placed in the immediate succeeding category.

VERY IMPORTANT NOTE:

The above calculation has been done keeping in view the requirement of Teachers for the complete duration of the course. However, in cases where new programme has been started or to be started or for programmes where atleast one batch of students has not passed out, the requirement of teachers shall be calculated proportionately.