



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY

Nanded-431606, Maharashtra State, India

Established on 17th September 1994, Recognized By the UGC U/s 2(f) and 12(B) NAAC Re-accredited with 'A' grade

Inspection Report for Fresh Affiliation/ Continuation of Affiliation for the year _____

(To be filled and submitted to SRTMU by an organization seeking approval of the course / continuation of the approval)

To be filled up by SRTMU

Inspection No. : FILE No. : Date of Last LIC & its report:

To be filled up by LIC Inspectors

Date of Inspection:

Names of the Inspection
Committee:

- 1.
- 2.
- 3.

Date of Last LIC & its report:

PART 1: GENERAL INFORMATION

Affiliation seeking for:

B. Lib.

M. Lib.

B. J.

M. J.

BA (MCJ)

1	Name of the Society/ Registration No. & Address with Phone Nos. E-mail ID:	Enclose copy of Registration documents of Society/Trust: Annexure 1	
2	Name of the College with postal address: Landline: Mobile : E-mail ID:		
3	Status of the course conducting body	Government / University / Autonomous / Aided /Un aided	
4	College code: NAAC ID: University Code No:		
5	Name of the Principal/Head of the institution		
	Qualifications & Date of Birth	D.O.B. :	
	Experience		
	Whether appointed through SRTMU, Nanded University Selection Committee	Yes/No	
6	Mobile:		
	E-mail ID:		
	Aadhar Card number:		
	PAN Card number:		
7	Bank Account number:		
	Land Area Details	Actual Land Area	Expected Land Area
7	Year of Establishment		

8	UG Courses run by the College	S. No.	Courses	Sanctioned Intake	Admission 2019-2020
		1	B. Lib		
		2	B. J.		
		3	BA (MCI)		
9	PG Courses (with specialization) run by the College	1	M. Lib		
		2	M..J.		
			i.		
			ii.		
			iii.		
		iv.			
		v.			
10	Details of Inspection/Affiliation Fee Paid	Name of the Bank DD No: Date: Amount:			
11	Status of the College (In case of Minority College, latest Minority Certificate issued by the competent authority to be enclosed)	Minority/Non-Minority			
		Co-Education / Women			
12	Whether College Development Council has been constituted as per Maharashtra University Public Act 2016 and Date of last meeting:	YES / NO		Date :	
13	Whether Governing Body has been constituted and Date of last meeting	YES / NO		Date :	
14	Working hours of the college				
15	Work load statement Department-wise, Teacher-wise (to be enclosed) Annexure 2				
16	Block time table for the course showing (i) Room No, (ii) Name of the Class (iii) Name of the Teacher in each period (to be enclosed) Annexure 3				
17	Scale of pay: Teaching Staff Non-Teaching Staff	AICTE/UGC/State Govt.	Remarks:		
		State Government			
18	Whether revised pay scales of VII Pay Commission are paid to the staff.	YES / NO			
19	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement. Annexure 4	Maximum salary			
		Minimum salary paid			
		Paid through		Cheque/Cash /Online	
20	Institute have provide PF/ Gratuity/Pension benefit		Remarks:		
21	Updating College website	YES / NO			
22	Whether Permanent appointment letters are given to Teaching & Non-teaching staff	YES / NO			
23	Whether service book record of all teaching staff is updated and maintained in duplicate?	YES / NO			

24	Whether biometric facility is available for daily attendance of teaching & non-teaching staff?	YES / NO
25	Whether record of all students is entered in a general register?	YES / NO
26	Discipline monitoring using CCTV facilities is available	YES / NO
27	Clean College campus with maintained garden is available	YES / NO
28	Whether fees collected from students are as approved by concerned authority?	YES / NO
29	Participation of students in last year leads college activity, Youth Festival.	YES / NO Enclose details: Annexure 5
30	Organization of intra- and inter-college, lead college, university and zonal sports events in previous academic year	YES / NO Enclose details: Annexure 6
31	Participation of students in intra- and inter- college sports events in last year	YES / NO Enclose details: Annexure 7
32	Participation of students in curricular and extra curricular events in last year	YES / NO Enclose details: Annexure 8

PART 2 HUMAN RESOURCE DETAILS

2.1 Principal Details :

Sr. No	Details	Observations		Remarks
		YES	NO	
1	Principal fulfilling eligibility			
2	Approved principal			
3	Adequacy of Teaching Faculty Required.....Available.....			Faculty: student ratio
4	All teaching staff eligible			
5	All teaching staff approved by the University			
6	Eligible Librarian			
7	Adequacy of teaching aids			
8	Academic calendar in use			
9	Time-table for academic activities			
10	Involvement of Industrial experts in imparting education & training			

2.2 Faculty and Other Information

2.2.1 Course wise Faculty Information

Sr. No	Name of the Faculty	Designation	Qualification	Subject	Category	Joining Date	University Approval Letter No. & Date

(Note: Attach a separate list Annexure 9)

2.2.2 (a) Non-teaching Staff Details:

Sr. No	Name	Designation	Qualification	Date of Joining

(Note: Attach a separate list Annexure 10)

(b) Supporting Staff Details:

Sr. No	Name	Designation	Qualification	Date of Joining

(Note: Attach a separate list Annexure 11)

Part 3: INFRASTRUCTURAL DETAILS

3.1 Library Details:

Total Area (In Sq.Ft):

Sr. No.	Particulars	Number/Quantity	Remarks
1	Volumes		
2	Titles		
3	National Journals		
4	International Journals		
5	Bound Volumes of Journals		
6	Library management software		
7	Reading Room capacity		
8	Multimedia PC's		
9	E-Journals		
10	Special Collection		
11	No. of Reference Books (Attach list)		
12	No. of DDC Schedule Sets		
13	Total Amount Spent on Books (As on Date)		
14	Total Amount Spent on Journals during the year – 2019-20		

3.2. Computational Facilities:

Sr. No.	Particulars	Number/Quantity	Remarks
1	Desktops		
2	Server Machines		
3	Licensed software		
4	Network components (LAN / WAN)		
5	Internet Bandwidth / Wi Fi		
6	Printers / Other equipment		
7			

3.3. Instructional Area:

Sr. No.	Particulars	B.Lib.	M. Lib.	B. J.	M.J.	B.A.(MCJ)	Total
1	Class Rooms						
2	Staff Rooms						
3	Laboratories						
4	Computer Center						
5	Library & Reading Room						
6	Seminar Hall						
7	Total No. of UG Class/Tutorial Rooms						
8	Total No. of PG Class/Tutorial Rooms						

3.4. Administrative Area:

Sr. No.	Particulars	Observations		Remarks
		YES	NO	
1	Principal /Director Office			
2	Board Room			
3	Administrative Office			
4	Cabins for Head of Departments			
5	Exams Control Office			
6	Placement Office			
7	NSS Room			
8	NCC Room			
9	Maintenance			
10	Central Store			
11	Security			
12	House Keeping			
13	Pantry for Staff			

3.5 Amenities:

Sr. No.	Particulars	Observations		Remarks
		YES	NO	
1	Boys Common Room			
2	Girls Common Room			
3	Cafeteria			
4	Backup Electric Supply / Generator			
5	Safety provisions including fire and other calamities			
6	Adequate drinking water facilities on each floor			
7	Transport facility and Parking Area.....in Sq.ft			
8	Play Ground facilities.....area in Sq.mts..			
9	Fire Safety Clearance certificate			
10	Occupancy Certificate (from the competent Authority)			
11	Drinking water facility			
12	Sanitation Certificate (from the Competent Authority)			
13	Structural Soundness Certificate (from the Competent Authority)			
14	Separate toilets for Boys and Girls			
15	First aid cum sick Room			
16	Display of Courses and approved intake at the entrance of the College			

3.6 Land and Built-Up Area

Sr. No.	Particulars	Observations		Remarks
		Yes	No	
1.	Whether land is owned by Teacher Educating Institute (7/12 or lease deed)			
2.	Duly signed & approved building plan competent authority for the Teacher Education course			

PART 4 ACADEMIC AND ADMINISTRATION

4.1 Details of the functioning of statutory bodies/Committees:

Sr. No.	Statutory body	Constituted		Functional as per regulations		Remarks
		Yes	No	Yes	No	
1	Local Management Committee					
2	Student Council					
3	Standing Committee					
4	Purchase Committee					
5	Development Fund record Committee					
6	Library Committee					
7	Gymkhana Committee					
8	Antiragging Cell					
9	Prevention of Sexual Harassment Committee					
10	Redressal Committee					
11	Academic Quality Assurance Cell					
12	Officers addressing RTI issues					
13	Other Committees i. ii. iii.					

4.2 Details of Financial documents made available for inspection:

S. No	Particulars	Observations		Remarks
		Yes	No	
1	Current year budget (Yr.....)			
2	Receipt/Payment Account(Yr.....)			
3	Income/Expenditure (Yr.....)			
4	Balance sheet (Yr.....)			
5	Cash book			
6	Ledger			

7	Fee register			
8	Personal Ledger Account			
9	Backward class scholarship record			
10	Development fund record			
11	Dead Stock register			
12	Accession register			
13	Building fund			
14	Reserve fund			
15	Deficit fund			
16	Trust/Society audit report			
17	Is any complain/Enquiry regarding Tuition fees/Scholarship/ from Government / SIT/ ongoing \ any other			

4.3 Committees constituted for co-curricular, extracurricular and other activities:

Sr. No.	Statutory body	Constituted		Functional as per regulations		Remarks
		Yes	No	Yes	No	
1	Examination section					
2	Attendance committee					
3	Departmental boards					
4	Guest lectures / Seminars Symposium Committee					
5	Industry-Institute partnership/interaction Cell					
6	Entrepreneurship development career guidance & placement Cell					
7	Wall magazine Committee					
8	Gaurdians-teachers association					
9	Publicity Committee					
10	Industrial tour cell					
11	Quality Assurance Cell					
12	Alumni association					
13						
14						
15						

4.4 Academic Activities:

S. No	Academic Activities	Particulars	Remarks
1	No. of Research projects completed till date	Major> 3Lakh: Minor:	
2	No. of Research projects undertaken till date	Major> 3Lakh: Minor:	
3	No. of Book publication		
4	No. of Research publications till date	National: International:	

5	No. of Presentation till date	Regional National: International:	
6	Conferences Conducted		
7	Conferences Attended		

(Note: Attach list of publications and projects)

4.5 Whether Internal Assessments are conducted periodically as per university norms Annexure-

Sr. No.	Course	I Sem Dates DD/MM/YY		II Sem Dates DD/MM/YY	
		Theory	Practicals	Theory	Practicals
1	B. Lib.				
2	M. Lib.				
3	B. J.				
4	B.A. (MCJ)				
5	M. J. I Semester				
6	M. J. II Semester				
7	M. J. III Semester				
8	M. J. IV Semester				

*Enclose copy of sessional Examination time table copy as Annexure

4.6 National Assessment & Accreditation Council

Sr. No.	Particulars	Observations		Remarks
		Yes	No	
1.	Whether college has undergone NAAC? Mention Year & Grade			
2.	Whether college is preparing for NAAC?			

4.7 UGC 2 (f) & 12 (B) status

Sr. No.	Particulars	Observations		Remarks
		Yes	No	
1.	Whether College has received permanent affiliation status from SRTMUN?			
2.	Whether applied for 2f & 12 B status?			
3.	Details of grant received from UGC for Infrastructure or any other purpose			

4.8 Constituted Committees of the College

Sr. No.	Particulars	Observations		Remarks
		Yes	No	
1.	College Development Committee/Council			
2.	Finance committee			
3.	Purchase committee			
4.	Students council			
5.	Library committee			
6.	Anti Ragging Committee			
7.	Internal Complain Committee [as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules, 2013] Vishaka guidelines / Redressal Committee			
8.	Academic Quality Assurance Cell			
9.	Information officer for addressing RTI issues			

4.9 Website Details

Sr. No.	Particulars	Observations		Remarks
		Yes	No	
1.	Whether updating college website regularly?			
2.	Whether mandatory disclosures are uploaded on the college website?			
3.	Whether the duly signed latest staff profile is uploaded on the website? (Date of last updated)			
4.	Whether the GIS information was uploaded on the NCTE website?			

4.10 Student Participation

Sr. No.	Particulars	Observations		Remarks
		Yes	No	
1.	Student participation in University Youth Festival in last & current year			

2.	Student participation in University sports events in last & current year			
3.	Whether student participated in curricular & extracurricular activity in last & current year			

4.11 First Year Students admissions – last three years

Sr. No.	Course	2017-2018	2018-2019	2019-2020
1	B.Lib.			
2	M.Lib.			
3	B.J.			
4	M.J.			
5	B.A.(MCJ)			

4.12 Payment of affiliation – (last ten years)

Sr. No.	Academic Year	Receipt No	Date	Amount					Total
				B.Lib	M.Lib	B.J.	M.J.	B.A. MCJ	

LIC Committee's General Remarks:

After interacting with all possible stake holders of the college and verifying the physical facilities and documents the committee in light of the above observations states that the following efforts needs to be taken for the academic development of the students and college.

Infrastructure and Amenities

1. _____
2. _____
3. _____

Academic

1. _____
2. _____
3. _____

Management of Finance

1. _____
2. _____
3. _____

Library Facilities

1. _____
2. _____
3. _____

Computational Facilities

1. _____
2. _____
3. _____

Members who interacted with the committee:

Sr. No.	Member	Name	Remarks
1	Principal		
2	Management Representative		
3	Student Council		
4	Teaching Staff		
5	Non-Teaching Staff		
6	COC/LAC Members		

Visit date of the Previous local inquiry committee:

Conditions laid down by previous local inquiry committee and Status of compliance:

Sr. No	Conditions	Compliance status
1		
2		
3		
4		
5		

Note: Attested copy of the compliance report with supporting documents should attaché (Annexure 12)

Committee's final recommendation: Based on verification of facts during visit.

A) Recommended

B. Lib. M. Lib. B. J. M.J. BA (MCJ)

B) Recommended with conditions subject to compliance of the deficiencies within
Three months /Six months / One year

B. Lib. M. Lib. B. J. M.J. BA (MCJ)

C) Not Recommended for continuation of affiliation for first year

B. Lib. M. Lib. B. J. M.J. BA (MCJ)

Chairman

Member

Member

Member

(_____)

(_____)

(_____)

(_____)

Place :

Date :

Annexure – I

(Attested Photocopies attached with Local Inspection Committee Report)

The following documents were furnished before the committee:

1. Letter of University regarding College inspection.
2. A Society Registered Under the Registration of Societies Act 1860 through the Chairman or Secretary of Society or a Trust Registered Under the Charitable Trusts Act 1950 or Any other Relevant Acts through the Chairman or Secretary of the Trust or a Company Established Under Section 25 of Companies Act 1956
3. University Approval Letter for the Academic Year / Permanent Affiliation ...
4. Maharashtra Government sanction / Resolution for Recognition of Programs.
5. List of LMC and Governing Body Members
6. Fixed Deposit documents
7. Attendance Register (Muster, Teaching & Non-Teaching)
8. List of Teaching & Non Teaching Staff (As per prescribed Format)
9. Roster, Teaching (If Applicable)
10. Roster, Non-Teaching Staff (If Applicable)
11. Last three Years Advertisements for Recruitment (If Applicable)
12. Salary Statements and Acknowledge Of Concerned Bank (Current month)
13. P.F. Returns / IT –No. 16 form/ Govt. Assessment from J.D. (H.E.) (Last Year)
14. Built Up Area Statement dully Signed by Architect
15. Land Use Certificate, 7/12 extract & NA Order if any
16. Balance Sheets with Audit Reports (Last three year)
17. Academic Calendar for the Current Year
18. NAAC Accreditation Letter / Reaccreditation Letter No.
19. Copy of College Covered Under 2(F) & 12(B) of UGC
20. Fixed Deposit Receipts if any
21. Last Year Affiliation Fees and other fee Receipt submitted to University & NOC from University authority for all types of fee in given format for different programmes.
22. Last three year admission & result information: Class wise, Division wise, Subject wise drop out
23. Vision, mission and objectives of the institution
24. Special merit shown in Sports/Athletics events
25. Special merit shown in cultural events
26. Any other relevant information which committee require
27. Last four years advertisements for recruitment
28. Availability of Language Laboratory (Mandatory as per AICTE Norms)
29. Availability of Potable water supply
30. Provision of backup power supply
31. Details and proof of telephone connections available at the proposed Technical Institution
32. Availability of Vehicle Parking
33. Availability of Institute website
34. Display board within the premises as well as in the web site of the Institution indicating the feedback facility of students and faculty available in the AICTE Web portal
35. Barrier free built environment and toilets created for physically challenged. (Ramp or Working Lift etc.)
36. Safety provisions including fire and other calamities
37. General insurance provided for assets, students, teaching & nonteaching faculty

38. Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other items.
39. Proof of provision of Internet bandwidth in Mbps and contention ratio
40. List giving titles of books and volumes of each purchased for Library
41. Copy of Invoice / Cash Memo for equipments and Library Books
42. List and details of hard Copy of National Journals subscribed
43. Sanction of electrical load by electric supply provider company
44. A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
45. Details and proof of telephone connections available
46. Details and proof about medical facility and counseling arrangements
47. Details of reprographic facility available for students
48. Video recording with date and time of the entire proceedings of the Visit.

**Name & Signature of
Principal**

**Name & Signature of
Member 1**

**Name & Signature of
Member 2**

**Name & Signature of
Chairman**