
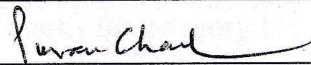


ACADEMIC SESSION 2018-19

REPORT OF THE JOINT ASSESSMENT COMMITTEE

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

Committee Members:

| | NAME (BLOCK LETTERS) | SIGNATURE |
|-----------|----------------------|---|
| Chairman: | Sh. K.C. Aggarwal |  |
| Expert 1: | Prof. Parag CHAND |  |
| Expert 2: | | |
| Expert 3: | | |
| Convenor: | Dr. AKHIL DAS | |

INSTITUTION: INSTITUTE OF VOCATIONAL STUDIES (SHEIKH SARAI)

DATE OF VISIT: 26/04/19



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, Delhi-110078

Note: This report comprises of three parts. **Part I** deals with parameters relating to physical infrastructure of an institute. **Part II** evaluates several parameters that concern academics standards & infrastructure of 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 affiliation of GGSIPU during the previous year.

The GGSIPU 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 academic audit which were to be complied with by the institute, if any, during 2017-2018, 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 an existing institute in Parts II & III, it may be placed in one of the following categories:

| | |
|---------------------|---|
| Category 'A' | The institute may be granted Category A , if it obtains 75% marks or more in Part II as well as in Part III, separately, of the assessment report. |
| Category 'B' | If the institute does not fulfill the requirement of award of marks for category 'A' in any of the Part II or III but has 65% or more marks in Part II and III separately then the institute is eligible for award of category 'B'. |
| Category C | The institute may be granted Category 'C' , if it is not eligible for category 'A' or 'B' but obtains between 50% to less than 65% marks in Part II as well as in Part III. |
| Category D | If the marks obtained are less than 50% in any one part or in both parts i.e. Part II and Part III of the inspection report then the institute will be awarded 'D' Category and will also be put in No Admission Category. |

Note:-

1. Under any one of the following conditions the Institute shall be kept under 'No Admission Category':-
 - a. If the actual no. of admitted students during the last two academic year has been less than 25% of the sanctioned intake.

- b. If the total no. of teaching faculty is less than 50% of the required strength calculated as per the sanctioned intake for the programme concerned.**
- 2. 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.**
- 3. 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.**
- 4. Wherever required additional pages may be attached in the report.**
- 5. All pages of the JAC report be signed by all members of the committee.**



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, Delhi-110078

1. Date and Time of Visit : 26.04.2018
2. Name and Address of the proposed/affiliated institution : Institute of Vocational Studies
: FC-31 Awadh Bhawan Press Enclave Road
Telephone : 011-29257793 Sheikh Sarai - Phase II, New Delhi - 17
Website Address : www.awadh.org.in
e-Mail : info@awadh.org.in
3. Name and Address of the Society/Trust : Awadh Public Charitable Trust
: Awadh Bhawan, FC-31 Press Enclave Road
Telephone : 011-29257794 New Delhi - 110017
Website Address : www.awadh.org.in
e-Mail : info@awadh.org.in
4. Name and Address of Chairman : Tanab Abdul Hakeem
the Society/Trust : Awadh Public Charitable Trust
Telephone : 011-29257794 Awadh Bhawan, FC-31 Press Enclave Road
e-Mail : info@awadh.org.in New Delhi - 110017
5. Name and Address of Director : Dr. Niranjana Sopena
the Institute : _____
Telephone : 9810165275
e-Mail : niranjana.sopena@gmail.com

(Director)

(Convenor)

(Chairman)


6. **Details of the existing / proposed programmes**

(i) **Proposal for Revalidation of NOC / Continuation of Provisional Affiliation & Variation, if any, in Intake**


| S. No. | Existing programmes | Detail of Intake & Students Admitted during the last two Academic Years | | | | Intake applied for Academic Session 2018-19 | Increase seats | Decrease seats | No Change |
|--------|---------------------|---|----------|------------------------------|----------|---|----------------|----------------|-----------|
| | | Academic Session 2016 - 2017 | | Academic Session 2017 - 2018 | | | | | |
| | | Intake | Admitted | Intake | Admitted | | | | |
| 1. | B.Ed | 100 | 100 | 100 | 100 | - | - | No change | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
| 7. | | | | | | | | | |
| 8. | | | | | | | | | |
| 9. | | | | | | | | | |
| 10. | | | | | | | | | |

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

| Programme(s) | Duration | Intake |
|--------------|----------|--------|
| | | |
| | | |
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| | | |
| | | |


(Director)


(Convenor)


(Chairman)

PART-I: (PHYSICAL INFRASTRUCTURE)

PS: If the Institute is running in conforming area and in its permanent campus and if one batch of students has passed out, and no variation in existing seats / programme have been sought by the institute then this part need not be filled in. However, if the University has received any complaint with regard to Land / Infrastructure, safety issue, the same has to be verified.

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

| Parameters | | Yes | No |
|--|----|-----|----|
| (1) (a) The land and building owned by the society (acquisition by allotment/ procurement) | a) | ✓ | |
| (b) Rented building in conforming area | b) | | ✓ |
| (2) (a) The land available as per norms in conforming area (the land use certificate is of institutional area) | a) | ✓ | |
| (b) B.Ed. in School Premises located in Conforming area | b) | | ✓ |
| (c) The land available in non-conforming area and as per norms | c) | | ✓ |

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

Parameter 1 B: Availability of built-up area and sanctioned building plan

| Parameters | Yes | No |
|---|-----|----|
| Sanctioned building plan as approved by DDA / MCD/ Govt. body (Please name the Govt. body other than DDA/MCD) | ✓ | |
| Availability of built-up area as per the norms of statutory body/ University/ Govt. for proposed / existing programme(s) (Please note that if the actual built up area as upto 225 FAR is less than the total built-up area required as per norms for that programme and number of seats, then seats would be deducted to the extent of proportionate shortfall in built-up area) | ✓ | |

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

Parameter 1C: Safety Measures

| Parameters | Yes | No |
|--|-----|----|
| Structural Safety Certificate of building of the Institute/College issued by Registered Architect/Structural Engineer | ✓ | |
| Certificate indicating that the building is earthquake resistant | ✓ | |
| Availability of fire fighting devices at the institute and Fire Safety Certificate by Delhi Fire Service or concerned department of the state (NCR) where the Institute is located | ✓ | |
| Use of basement for other than approved purpose, if any, in the Institute | | ✓ |

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

| | |
|---|-------------------------------------|
| NOC from the concerned department of Govt. of NCT, Delhi for relevant programme (please tick whichever is applicable & strike out whichever is not applicable) | ✓ Required / Not Required |
|---|-------------------------------------|

Date of Visit: 26.04.2018

(Puran Chugh)
Subject Expert

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Subject Expert

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Subject Expert

(Achal)
Convener

(H.D.)
Chairman

PART - II

Academic Standards & Infrastructure (Total of Max. Marks will depend upon the number of courses being run in an Institute)

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

| Criteria | Yes / No | Marks awarded |
|---|---------------------|---|
| <p>1. Is the Director (in position), as per norms of Statutory Body/ UGC / University.</p> <p>2. Following documents are to be submitted by the Institute for the Directors in position during the last 2 years in reverse chronological order.</p> <ul style="list-style-type: none"> • Name • Aadhar No. • PAN No. • 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>✓</p> <p>YES</p> | <p>100</p> <hr style="border-top: 1px dashed black;"/> <p>Note:</p> <p>(i) Award 100 marks, if eligible and all documents are provided.</p> <p>(ii) Award zero marks, if the Director is not as per norms and / or in case of non-submission of any of the desired certificates.</p> |

Remarks:

Puran Chel
Subject Expert

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Subject Expert

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Subject Expert

Atchul
Convener

[Signature]
Chairman

Parameter II B: Status of Cadre Ratio & Teacher Student Ratio for all UG programmes i.e. BBA, BCA, B.A. (Economics), BA LLB, BBA LLB, B.Sc (Yoga Science), B.Com and BJMC excluding AICTE approved programmes, B.Ed. and B.Sc. (Nursing): (Max. Marks 200)

| Parameters | Marks Allotted | Marks awarded Proportionately |
|---|----------------|--|
| <p>II B (i.) Cadre Ratio SENIOR FACULTY = Professors + Associate Professors JR. FACULTY = Assistant Professors</p> <p>Cadre Ratio is the Ratio of Senior Faculty to Junior Faculty</p> <p>The Desired Cadre Ratio is 1:2 The Minimum Acceptable Cadre Ratio is 1:7*</p> <p>Important Note: The institute must have at least one Professor and/or One Associate Professor per division of Student Intake per year (multiplied by the Number of Years of the programme Duration) <i>failing which the Institute will be put in the category of "On Probation" for the Academic Year 2018-19.</i></p> <p>*Subject to conditions explained in the Guidelines for JAC members</p> | 100 | <p style="text-align: right;">10</p> <p>Note: 100 (if the Cadre Ratio is 1:2 or better)</p> <p>If NOT, then as per the formula given in the Guidelines for JAC members.</p> <p>In case of more than one programme, marks will be average marks of all programmes.</p> |
| <p>II B (ii.) Teacher Student Ratio</p> <p>Desired Teachers Student (TS) Ratio: 1:20 for all undergraduate programmes excluding AICTE approved programmes, B.Ed. and B.Sc. (Nursing). As per BCI norms in worst case, teachers students ratio for Law programme is atleast 1:40, hence, in worst case Teachers Students Ratio may be accepted as 1:40 for law programme.</p> <p>The Minimum Acceptable TS Ratio is 1:25 for all UG programmes except AICTE approved and Law programmes.</p> | 100 | <p style="text-align: right;">100</p> <p>Note: 100 if the TS Ratio is as per norms.</p> <p>If NOT, then as per the formula given in the Guidelines for JAC members.</p> <p>In case of more than one programme, marks will be average marks of all programmes.</p> |

* Please see guidelines at pages no. 24-28

Note : If there are more than 01 programme running in the institute in this category then the marks for the individual programme should be calculated as per the formula given in the guidelines. Thereafter, average of all the marks obtained should be given in this column.

Remarks:

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Subject Expert

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Subject Expert

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Subject Expert

(*Acharya*)
Convener

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Chairman

Parameter II C: Status of Cadre Ratio & Teacher Student Ratio for PG programmes such as MA (Criminology), M.Sc. (Forensic Science), MAHM, MCPHM etc.: (Max. Marks 200)

| Parameters | Marks allotted | Marks awarded |
|---|----------------|--|
| <p>II C (i.) Cadre Ratio</p> <p>SENIOR FACULTY = Professors + Associate Professors</p> <p>JR. FACULTY = Assistant Professors</p> <p>Cadre Ratio is the Ratio of Senior Faculty to Junior Faculty</p> <p>The Desired Cadre Ratio is 1:2 The Minimum Acceptable Cadre Ratio is 1:7*</p> <p>Important Note: It is desired that the institute has at least ONE Professor and/or One Associate Professor per division of Student Intake per year (multiplied by the Number of Years of the Course Duration), <i>failing which the Institute will be put in the category of "On Probation" for the Academic Year 2018-19.</i></p> <p><i>*Subject to conditions explained in the Guidelines for JAC members</i></p> | 100 | <p>Note:</p> <p>100 if the Cadre Ratio is 1:2)</p> <p>If NOT, then as per the formula given in the Guidelines for JAC members.</p> <p>In case of more than one programme, marks will be average marks of all programmes.</p> |
| <p>II C (ii.) Teacher Student Ratio</p> <p>Desired Teachers Student (TS) Ratio is 1:15 for PG programmes. The Minimum Acceptable TS Ratio is 1:20</p> | 100 | <p>Note:</p> <p>100 if the TS Ratio is as per norms.</p> <p>If NOT, then as per the formula given in the Guidelines for JAC members.</p> <p>In case of more than one programme, marks will be average marks of all programmes.</p> |

* Please see guidelines at pages no. 24-28

Note : If there are more than 01 programme running in the institute in this category then the marks for the individual programme should be calculated as per the formula given in the guidelines. Thereafter, average of all the marks obtained should be given in this column.

Remarks:

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Subject Expert

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Subject Expert

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Subject Expert

(*Atchew*)
Convener

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Chairman

Parameter II D: Status of Cadre Ratio & Teacher Student Ratio for AICTE approved UG & PG programmes : (Max. Marks 200)

| Parameters | Marks Allotted | Marks awarded Proportionately |
|---|----------------|---|
| <p>II D (i.) Cadre Ratio</p> <p>SENIOR FACULTY = Professors + Associate Professors JR. FACULTY = Assistant Professors</p> | 100 | <p>Note: 100 (if the Cadre Ratio is 1:2 or better) If NOT, then as per the formula given in the Guidelines for JAC members. In case of more than one programme, marks will be average marks of all programmes.</p> |
| <p>Cadre Ratio is the Ratio of Senior Faculty to Junior Faculty</p> | | |
| <p>The Desired Cadre Ratio is 1:2 The Minimum Acceptable Cadre Ratio is 1:7* The Minimum Acceptable Cadre Ratio for M.Tech., M.Pharm. & MHMCT must be 1:2 (from A.S. 2015-16 onwards) Important Note: The institute must have at least one Professor and/or One Associate Professor per division of Student Intake per year (multiplied by the Number of Years of the programme Duration) <i>failing which the Institute will be put in the category of "On Probation" for the Academic Year 2018-19.</i> *Subject to conditions explained in the Guidelines for JAC members</p> | | |
| <p>II D (ii.) Teacher Student Ratio</p> <p>Desired Teachers Student (TS) Ratio: 1:20 for B.Tech.; BHMCT; MCA & MBA, 1:16 for B.Arch. & B. Plan., 1:15 for B.Pharma, 1:12 for M.Tech. & MHMCT, 1:10 for Bachelor of Applied Arts & Crafts; M.Pharma; M.Arch.; M. Plan. & Master of Applied Arts & Crafts.</p> | 100 | <p>Note: 100 if the TS Ratio is as per norms. If NOT, then as per the formula given in the Guidelines for JAC members. In case of more than one programme, marks will be average marks of all programmes.</p> |

* Please see guidelines at pages no. 24-28.

Note : If there are more than 01 programme running in the institute in this category then the marks for the individual programme should be calculated as per the formula given in the guidelines. Thereafter, average of all the marks obtained should be given in this column.

Remarks:

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Subject Expert

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Subject Expert

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Subject Expert

(*Arch*)
Convener

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Chairman

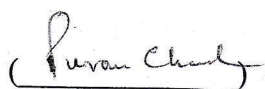
Parameter II E: Status of Cadre Ratio & Teacher Student Ratio for B.Ed, B. Sc. (Nursing) & M.Sc. (Nursing) Programmes: (Max. Marks 200)

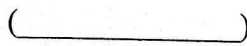
| Parameters | Marks allotted | Marks awarded |
|--|----------------|---|
| <p>II E (i.) Cadre Ratio SENIOR FACULTY = Professors + Associate Professors JR. FACULTY – Assistant Professors Cadre Ratio is the Ratio of Senior Faculty to Junior Faculty</p> | 100 | 70 |
| <p>The Desired Cadre Ratio is 1:2 The Minimum Acceptable Cadre Ratio is 1:7*</p> <p>Important Note: It is desired that the institute has at least ONE Professor and/or One Associate Professor per division of Student Intake per year (multiplied by the Number of Years of the Course Duration), <i>failing which the Institute will be failing which the Institute will be put in the category of "On Probation for the Academic Year 2018-19".</i></p> <p>*Subjected to conditions explained in the Guidelines for JAC members</p> | | |
| <p>II E (ii.) Teacher Student Ratio Desired Teacher Student (TS) Ratio for B.Ed. programme is as per NCTE norms and for B.Sc. (Nursing) & M.Sc. (Nursing) programmes it is as per INC/DNC norms.</p> | 100 | 100 |
| | | <p>Note: 100 if the TS Ratio is as per norms If NOT, then as per the formula given in the Guidelines for JAC members. In case of more than one programme, marks will be average marks of all programmes.</p> |

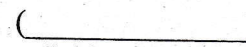
* Please see guidelines at pages no. 24-28.

Note : If there are more than 01 programmes running in the institute in this category then the marks for the individual programme should be calculated as per the formula given in the guidelines. Thereafter, average of all the marks obtained should be given in this column.

Remarks:


Subject Expert


Subject Expert


Subject Expert


Convener


Chairman

Parameter II F: Computer Centre: (Max. Marks 100)

| Criteria | Parameters | Max. Marks (a) | Quality Factor (b) | Marks Awarded (axb) |
|--|--|----------------|--------------------|---------------------|
| Number of computers/ configuration and the licensed software be evaluated as per requirement of course(s) conducted. General standard could be 60% for Hardware and 40% for Software. Note: Norms of statutory body be followed wherever applicable. For other programmes the terminal student ratio may be as follows: U.G. prog. – 1:6 PG prog. – 1:3 However, for specialized programmes such as programmes in B.Ed Special Education (Mentally Retarded), Advanced diploma in child guidance and counseling, MPT, the subject expert may decide as per requirement. | Number and configuration of Terminals | 25 | 0.75 | 18.75 |
| | Availability of licensed software | 25 | 0.75 | 18.75 |
| | Internet connectivity | 25 | 0.75 | 18.75 |
| | Availability of peripherals such as printers, scanners, server of sufficient capacity etc. | 25 | 0.75 | 18.75 <i>Dec</i> |
| Total Marks Awarded | | | | 75 |

Note: Marks are to be awarded after assessment of quality factors i.e. for Excellent-1, Very Good-0.75, Good-0.65, Satisfactory-0.50 & Unsatisfactory: 0

Remarks:

(Signature)
Subject Expert

(Signature)
Subject Expert

(Signature)
Subject Expert

(Signature)
Convener

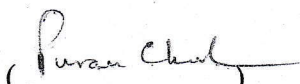
(Signature)
Chairman

Parameter II G: Status of Library: (Max. Marks 200)

| Criteria | Parameters | Max. Marks (a) | Quality Factor (b) | Marks Awarded (axb) |
|---|---|----------------|--------------------|---------------------|
| Number of titles and volumes may be in the ratio of 1:8 for UG prog. and 1:4 for PG prog. except the prog. approved by statutory body where norms stipulated by concerned body will be followed. <u>Books - UG Programme (per prog.)</u> Titles:200; Volume:1600 <u>PG Programme (per prog.)</u> - Titles:200; Volume:800 Journals: For UG/PG Prog. - Indian-12; International- 03 N.B.: Assessment of parameters be done programme-wise and marks allotted in totality. However, for specialized programmes such as programmes in B.Ed Special Education (Mentally Retarded), Advanced diploma in child guidance and counseling, MPT, the subject expert may decide as per requirement. | Total Titles/Volumes | 60 | 0.75 | 45 |
| | Number of journals (national / international) | 60 | 0.75 | 45 |
| | Number of magazines / newspapers | 30 | 0.75 | 22.5 |
| | Computerization / online subscription | 25 | 0.75 | 18.75 |
| | Reading Room and Reprographic facilities (photocopier and book binding) | 25 | + | 25 |
| Total Marks Awarded | | | | 156.25 |

Note: Marks are to be awarded after assessment of quality factors i.e. for Excellent-1, Very Good-0.75, Good-0.65, Satisfactory-0.50 & Unsatisfactory: 0

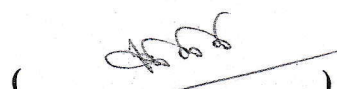
Remarks:


Subject Expert

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Subject Expert

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Subject Expert


Convener


Chairman

OR

Applicable for programmes like MBA, MCA, BBA and BCA where specific labs are not part of course curriculum but other methods are devised for practical training.

| Criteria | Parameters | Max. Marks (a) | Quality Factor (b) | Marks Awarded (axb) |
|---|---|----------------|--------------------|---------------------|
| 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 | 50 | | |
| | Group discussions / mock interviews / home assignments / case studies / case analysis/ multimedia / Programming/ Dissertation etc. | 25 | | |
| | Participation of students in workshops, seminars and conferences as part of practical training organized by the institute/ college. | 25 | | |
| Total Marks Awarded | | | | |

NOTE: Marks are to be awarded after assessment of quality factors i.e. for Excellent-1, Very Good-0.75, Good-0.65, Satisfactory-0.50 & Unsatisfactory: 0

Remarks:

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Subject Expert

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Subject Expert

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Subject Expert

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Convener

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Chairman

OR

Applicable for 5 year integrated LLB programme where specific labs are not part of course curriculum but other methods are devised for practical training.

| Criteria | Parameters | Max. Marks (a) | Quality Factor (b) | Marks Awarded (axb) |
|---|--|----------------|--------------------|---------------------|
| 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). | Moot Court, Pre-trial preparation, participation in trial proceedings etc. | 40 | | |
| | Public interest lawyering/Group discussions/home assignments/case studies/case analysis/ Lok Adalats, etc. | 20 | | |
| | Drafting, pleading, conveyancing and visits to the courts. | 20 | | |
| | Participation of students in workshops, seminars and conferences organized by the institute / college. | 20 | | |
| Total Marks Awarded | | | | |

NOTE: Marks are to be awarded after assessment of quality factors i.e. for Excellent-1, Very Good-0.75, Good-0.65, Satisfactory-0.50 & Unsatisfactory: 0

Remarks:

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Subject Expert

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Subject Expert

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Subject Expert

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Convener

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Chairman

Parameter II J: Ancillary and Other Essential Facilities: (Max. Marks 150)

| Criteria | Parameters | Max. Marks (a) | Quality Factor (b) | Marks Awarded (axb) |
|--|---|----------------|--------------------|---------------------|
| Physical verification by the committee | Medical / First –Aid facility with Medical Room and availability of Doctors | 20 | 0.75 | 15 |
| | Sports and games (indoor / outdoor) | 20 | 0.65 | 13 |
| | Computer and Internet facility for the faculty members | 20 | 0.65 | 13 |
| | Facilities for physically handicapped | 15 | 0.75 | 11.25 |
| | Separate common rooms for boys and girls | 15 | 0.75 | 11.25 |
| | Students canteen | 15 | 0.75 | 11.25 |
| | Availability of generator | 10 | 1 | 10 |
| | Potable water and water coolers for summer season | 15 | 0.75 | 11.25 |
| | Faculty cubicles | 20 | 0.75 | 15 |
| Total Marks Awarded | | | | 121 |

Note: Marks are to be awarded after assessment of quality factors i.e. for Excellent-1, Very Good-0.75, Good-0.65, Satisfactory-0.50 & Unsatisfactory: 0

Remarks:

Puran Chak
Subject Expert

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Subject Expert

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Subject Expert

Pach
Convener

[Signature]
Chairman

RECOMMENDATION REGARDING CATEGORY

1. Based on the Inspecting Team's finding in respect of Part II and Part III as detailed in the above tables, the Inspecting Team recommends the Institute to be in Category A (Write Category A or Category B or Category C or Category D) keeping in view the benchmarks given in the first page of the formai. This recommendations will be valid only if the conditions of Part I are met by the Institute
2. Subjected to the fulfillment/non fulfillment of stated conditions for Cadre Ratio, the institute is

Put In / Not Put

In the Category of "on probation for the academic year 2018-19".

Date of Visit: 26/09/18

Institution: INSTITUTE OF VOCATIONAL STUDIES

Purvi Chak
Subject Expert

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Subject Expert

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Subject Expert

Devi
Convener

[Signature]
Chairman

II. Recommendations regarding programmes:

| Programme(s) | Intake / Duration | Yes - No recommended | If not recommended reasons thereof |
|--------------|-------------------|----------------------|------------------------------------|
| B. Ed | 100/2418 | Recommended | |
| | | | |
| | | | |
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| | | | |
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| | | | |
| | | | |

Date of Visit: 26/04/18

Note:

1. All pages of the report are to be duly signed by all members of the committee, including the Chairman.
2. 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.
3. 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.
4. The copy of the JAC report may be collected by the Institute after 10 days of date of Inspection.

(Puran Chaudhary)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(Ashok)
Convener

([Signature])
Chairman

Overall recommendations of JAC for improvement of Institute (The JAC shall make specific suggestions / recommendations for the institution to carry out in future).

Name of the Institute: _____

1. Insufficient Storage Space in Labs / class rooms.
2. Pin Board are not available / Make shift arrangements were down
3. Fire exit direction not installed inside the building
4. ~~One~~ more class room must be equiped with smart board
5. Fire Alarm system not installed properly / Auditorium has obstruction of fire hose in between of passage.
6. Medical leave should be as per University rules.
7. Summer / winter vacation should be followed as per University norms.
8. Salary structure for faculty should be as per UGC norms.
9. More faculty should encouraged for more National / International workshops / conferences / seminars.

Date of Visit: 26/4/18

[Signature]
Subject Expert

[Signature]
Subject Expert

[Signature]
Subject Expert

[Signature]
Convener

[Signature]
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 AICE / 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 = $(S \times N \times D)$
f = Cadre Ratio Factor (CRF) =
$$\frac{(K - SF \text{ actually in position})}{SF \text{ actually in position}}$$

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, 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 of it is less than 2)
 - d) Awarded Marks = $50 + 10(7 - f) = 50 + 10(7 - 2) = 50 + 10 \times 5 = 50 + 50 = 100$
3. Here, in Worst Case, the requirement of SF & JF, CRF and Awarded Marks will be calculated as under:-
 - a) Requirement of SF = $1 \times (K/8) = 1 \times (9/8) = 1.125$ say 2
 - b) Requirement of JF = $7 \times (K/8) = 7 \times (9/8) = 7.875$ say 7
 - c) CRF (f) = $(K - \text{SF actually in position}) / (\text{SF actually in position}) = (9 - 2) / 2 = 7/2 = 3.5$
 - d) Awarded Marks = $50 + 10(7 - f) = 50 + 10(7 - 3.5) = 50 + 10(7 - 3.5) = 50 + 10 \times 3.5 = 50 + 35 = 85$
4. Suppose, in above case any institute is 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 $10 + 50(7 - f) = 10 + 50(7 - 8)$. 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

Where the Required TS ratio is 1:20, the worst TS ratio acceptable will be 1:25

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

$$\text{Awarded Marks for TS ratio} = 50 + 10(25-t)$$

(Cap to 100)

Where the t = Reciprocal of Teachers Students Ratio.

For example, for an institute having Actual TS ratio 1:20, $t=20$, and the Awarded marks $=50+10(25-20)=50+50=100$

For an institute having Actual TS Ratio 1:21, $t=21$, and the Awarded marks $=50+10(25-21)=50+40=90$, and so on

However, the moment the term within the parenthesis $(25-t)$ becomes negative, the marks awarded will be zero, for example, for an institute having Actual TS ratio 1:26, $t=26$, the value the Marks Awarded **WILL BE ZERO**

Case Two

Where the Required TS ratio is 1:16, the worst TS ratio acceptable will be 1:20

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

$$\text{Awarded Marks for TS ratio} = 50 + 12.50(20-t)$$

(Cap to 100)

Where t = Reciprocal of Teachers Students Ratio.

For example, for an institute having Actual TS ratio 1:16, $t=16$, and the Awarded marks $=50+12.50(20-16)=50+50=100$

For an institute having actual TS ratio 1:17, then $t=17$, and the Awarded marks $=50+12.50(20-17)=50+37.50=87.50$ and so on

But for an institute having Actual TS ratio 1:21, $t=21$, and the Marks Awarded **WILL BE ZERO**, as explained earlier.

Case Three

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:

$$\text{Awarded Marks for TS ratio} = 50 + 10(20-t)$$

(Cap to 100)

But for an institute having Actual TS ratio 1:21, $t=21$, and the Marks Awarded WILL BE ZERO, as explained earlier.

Case Four

Where the Required TS ratio is 1:12, the worst TS ratio acceptable will be 1:15

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

$$\text{Awarded Marks for TS ratio} = 50 + 16.67(15-t)$$

(Cap to 100)

But for an institute having Actual TS ratio 1:16, $t=16$, and the Marks Awarded WILL BE ZERO

Case Five

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:

$$\text{Awarded Marks for TS ratio} = 50 + 25(12-t)$$

(Cap to 100)

But for an institute having Actual TS ratio 1:13, $t=13$, and the Awarded WILL BE ZERO

Case Six

(Only for Law Programmes)

Where the Required TS ratio is 1:20, the worst TS ratio acceptable will be 1:40

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

$$\text{Awarded Marks for TS ratio} = 50 + 2.5(40-t)$$

(Cap to 100)

But for an institute having Actual TS ratio 1:41, $t=41$, and the Awarded WILL BE ZERO

Calculations for Case 3, 4, 5 & 6 are self-explanatory on the pattern stated for Case One & Two

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 IMPORTANTNOTE:

- A. 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.
- B. 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.