

College Code:

BENGALURU NORTH UNIVERSITY

Format for furnishing information by the Colleges offering B.Ed./B.P.Ed./M.Ed. courses for Evaluation by the Local Inquiry Committee- 2018-19

College Code:	
Name & Address of the College, with phone no. and Website:	
Name of the Society/ Trust	
Type of Institution : Govt. / Private Aided / Private Un-Aided	
Whether the Management belongs to SC/ST/Minority	
Name of the Principal with Contact No. , E-mail, Website	

Note:

Sl. No.	List of documents to be enclosed by colleges along with the filled-in tool (Copy only)	List of documents to be furnished for validation to the LIC members during their visit to colleges (Originals only)
1.	Registration Certificate of the Trust	-do-
2.	Principals Biodata	-do-
3.	Affiliation order of the Previous year.	-do-
4.	Govt. order in case of Minority Institution, declaring the Institute as Minority	-do-
5.	Certificate issued by Dept. Of Social Welfare in case of SC/ST Mgmt.	-do-
6.	NAAC accreditation Certificate.	NAAC accreditation Certificate.
7.	NCTE approval letters	NCTE/AICTE approval letters

A. Renewal of Affiliation to Existing Courses, Enhancement/ Reduction in intake & Withdrawal of course/ s:

Sl. No.	Existing Courses	Sanctioned Intake)	Enhanced intake sought	Reduced intake	Course/ s sought for Withdrawal (tick the cell)	No. of students on-roll (past 3 years)		
						2017-18	2016-17	2015-16
1								
2								

- Courses include both UG and PG; first list all UG and then the PG courses

Note

Sl. No.	List of documents to be enclosed by colleges along with the filled-in tool	List of documents to be furnished for validation to the LIC members during their visit to colleges
1.	-	Student Admission Register to be furnished for the three years
2.	Details of affiliation fee paid course-wise	-do-

B. Additional Course/ s sought for fresh affiliation:

Sl. No.	Additional Course/s sought	Intake (No.) sought
1		

Note:

Sl. No.	List of documents to be enclosed by colleges along with the filled-in tool	List of documents to be furnished for validation to the LIC members during their visit to colleges
1.	Details of affiliation fee paid course-wise	Details of affiliation fee paid course-wise
2.	Details of preparation made in respect of new courses, about additional accommodation, proposed faculty, Library books,	-do-

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C. Fresh Permanent Affiliation (PA):

Sl. No.	Existing Course	Sanctioned in the year	Sanctioned Intake (No.)	Remarks
1				

Note:

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1.	NAAC accreditation Certificate.	NAAC accreditation Certificate.
2.	Sale Deed / Lease Agreement of the premises.	Sale Deed / Lease Agreement of the premises.
3.	Statement of Admissions and Results from the Past 5 years.	Statement of Admissions and Results from the Past 5 years.
4.	-	Proofs of Library Books purchased from past 5 years at the time of LIC visit.

D. Renewal of Permanent Affiliation (PA):

Sl. No.	Existing Course/s	Year of sanction of PA	No. of intake sanctioned for PA	Enhancement/Reduction in the No. sanctioned sought	No. of students on-roll (past 3 years)		
					2017-18	2015-16	2014-15
1							

Note:

Sl. No.	List of documents to be enclosed by colleges along with the filled-in tool	List of documents to be furnished for validation to the LIC members during their visit to colleges
1.	Permanent affiliation order of the previous term.	
2.	Renewal of affiliation order of the previous year	
3.	Other similar documents mentioned in column. C.	

I. Infrastructure

1.1	Per Course : No. of class rooms (per Section)	
1.2	Courses : Laboratories (Per course)	
1.2a	Education Technology Lab	Available: Not Available:
1.2b	Psychology Lab	Available: Not Available:
1.2c	Science Lab (Physics, Chemistry, Biology)	Available: Not Available:
1.2d	Language Lab	Available: Not Available:
1.2e	Social Science Lab	Available: Not Available:
1.3	Library Books	> 4000 > 3800 > 3600 > 3000 < 3000
1.4	Computer Lab space (in terms of adequacy)	
1.5	No. of Computers: No. Students	
1.6	Internet facility	Available Not Available
1.7	Amount spent (Rs.) for library books <u>per 100 students</u> during previous academic year (as per Accession Register)	
1.7a	Education Journals & Magazines	<10 < 5 to 10
1.8	Auditorium (outdoor can be considered)	Available: Not Available:

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1.9	Faculty room	Adequate;	Available:
1.10	Principal's Chamber (exclusive)	Available:	Not Available:
1.11	Administrative Office	Available:	Not Available:
1.12	Drinking water for students	Available:	Not Available:
1.13	Separate Toilets for boys & girls students (Wherever applicable)	Adequate;	Available:
1.14	Canteen	Available:	Not Available:
1.15	Play ground	Available:	Not Available:
1.16	Hostel	Available:	Not Available:
1.17	SC/ ST book Bank	Available:	Not Available:
1.18	Exclusive Ladies room/ Rest room	Available:	Not Available:
1.19	Implementation status of last LIC recommendations	100% 80 to 99 % 60 to 79% 40 to 59 % 20 to 39% < 20 % -	
1.20	NAAC accreditation (mandatory for 5+ years college)	A , B , C or Applied - ,	

Note:

<i>Sl. No.</i>	<i>List of documents to be enclosed by colleges along with the filled-in tool</i>	<i>List of documents to be furnished for validation to the LIC members during their visit to colleges</i>
1.1	-	Proofs of Area, Total built-up, No. of class-rooms
1.2	-	Proofs No. of laboratories & average size of each lab in sq. ft.
1.3	-	Proofs Library size and books
1.4	-	No. of computers
1.5	-	Proofs of computers in IT Lab
1.6	-	Proofs of Internet facility (bills)
1.7	-	Proofs of Amount spent (Rs.) for library books during previous year Proofs of Amount spent for journals & magazine during previous year
1.10 & 1.11	-	Proofs of Size of faculty office space (sq. ft.)
1.17	-	SC/ST Books receipt and disbursement register
1.19	Pervious LIC report and Compliance report	Supporting documents for Compliance
1.20	NAAC accreditation certificate, if any	-do-

II. Faculty : (All data in this section should pertain to previous academic year)

2.1	Teacher : Students Ratio (overall for the college) (only those no. of faculty whose service registers are complete and reflect thoroughly in acquittance register- Annexure 1,2): total no. of students admitted. (As per the Teachers list approved by the University)	
2.2	Teaching : Non-teaching Ratio (Annexure 2,3)	
2.3	No. of Evaluators :Total no. of Faculty with > 3 years experience	100% 090% 080% 070% 060% 050% <50%
2.4	Faculty with Ph.D. (Annexure 2)	≥ 25% 10-24% < 10%
2.5	Faculty with UGC NET/ SLET/ M.Phil. clearance	<u>100%</u> <u>≥75</u> <u>≥ 50</u> <u>≥ 20</u> <u>< 20</u>
2.6	Percentage of faculty attending workshops/ seminars atleast one	<u>≥ 75%</u>

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	during previous academic year	50 to 74% 30 to 49% 10 to 29% <10%
2.7	Percentage of faculty publishing atleast one paper during previous academic year	≥ 50% 25% - 49% < 25% None
2.8	Percentage of faculty attending one FDP during previous academic year	≥ 50% 25% - 49% < 25% None
2.9	No. of faculty involved in Extension services organized during previous academic year	
2.10	Innovative teaching practices / Usage of technologies for teaching	Excellent Very good Good
2.11	Qualified Physical Education Instructor	Available Not available
2.12	Qualified Librarian	Available Not available

Note:

Sl. No.	List of documents to be enclosed by colleges along with the filled-in tool	List of documents to be furnished for validation to the LIC members during their visit to colleges
2.1	Annexure 1,2	Annexure 1,2
2.2	Annexure 1,3	Annexure 1,3
2.3	-	Attendance certificates issued to faculty members by the concerned Custodians / Valuation Units.
2.4	Faculty details to be furnished as sought in Annexure 2- all to be supported with proofs of documents (Phd be specified)	-do-
2.5	Faculty details to be furnished as sought in Annexure 2- all to be supported with proofs of documents (NET/SIET be specified)	-do-
2.6	-	Supporting documents for attending workshops/ seminars/ others alike during previous year
2.7	-	Supporting documents for faculty publishing atleast one paper during previous year
2.8	-	Supporting documents for faculty attending atleast one FDP during previous year
2.9	-	Supporting documents for faculty involved in Extension services
2.10	-	Supporting documents for faculty adopting innovative teaching practices
2.11	<i>Details may also be included in Annexure-2</i>	Details of Qualified Physical Education Instructor (be specified in (Annexure-2)
2.12	<i>Details may also be included in Annexure-2</i>	Qualified Librarian (Annexure-2)

III. Processes:

3.1	Student attendance (pertaining to previous semester)	≥75% students with 75% attendance < 75% students with 75% attd.
3.2	Student admission Register	100% Maintained Not < 50% maintenance < 50% maintenance
3.3	Staff attendance Register	100% Maintained Not < 50% maintenance < 50% maintenance
3.4	Acquittance/ Salary Register	Salary through Bank -3 100% Maintained Not < 50% maintenance < 50% maintenance

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3.5	Service Register for Teaching and Non-teaching staff	100% Maintained Not < 50% maintenance < 50% maintenance
3.6	Issue Register for students and staff at library	100% Maintained Not < 50% maintenance < 50% maintenance
3.7	SC/ ST/Other Scholarship Register	100% Maintained Not < 50% maintenance < 50% maintenance
3.8	No. of learning activities outside the classroom viz., Educational Tour, Field Visit, etc., during previous academic year	
3.9	No. of extra-curricular activities within the campus viz. employability training, add-on courses, etc., during previous academic year	
3.10	No. of experts/ educationists visited the campus for interaction with students during previous academic year	
3.11	No. of Schools that visited the campus for recruitment during previous academic year	
3.12	No. of cultural events conducted in the college during previous academic year	
3.13	No. of sports events conducted in the college during previous academic year.	
3.14	No. of fests/ exhibitions conducted in the college during academic previous year.	
3.15a	Communication Skill	Conducted: Not conducted
3.15b	Micro Teaching	Conducted: Not conducted
3.15c	Practice -in-Teaching	Conducted: Not conducted
3.16	Community Leaving Camp	Conducted: Not conducted
3.17	Reward scheme to encourage teaching staff / students	No. of Schemes
3.18	No. of FDPs/ Workshops/ Seminars/ others alike conducted by the college faculty during previous academic year.	
3.19	No. of faculty belonging to SC/ ST/ OBC categories : Total no. of faculty (Annexure-2)	
3.20	No. of Staff belonging to SC/ ST/ OBC categories : Total no. of staff (Annexure-3)	
3.21	No. of students belonging to SC/ ST/ OBC categories : Total no. of students on-roll (Annexure-1)	
3.22	No. of Governing Council meetings held during previous academic year mandatorily with University nominee	2 meetings 1 meeting
3.23	Student Grievance Redressal cell	Functional Established
3.24	Counselling Cell	Functional/ Available
3.25	Sexual Harassment Redressal Cell	Functional/ Available
3.26	Anti Ragging Cell	Functional/ Available
3.27	Equal Opportunity Cell	Functional/ Available
3.28	Remedial Classes conducted during previous academic years	Conducted / Not conducted

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3.29	D.C.F Format in AISHE Portal	Uploaded/Not uploaded
3.30	Endowment & Reserve fund (5 lakhs +3 lakhs) in the Joint Account of NCTE and concerned colleges.	Available /Not available

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3.1	-	Student attendance register/ s
3.2	-	Student admission register/s
3.3	-	Staff attendance register/s
3.4	-	Acquittance register
3.5	-	Faculty-wise Service Register
3.6	-	Issue Register for students and staff at library
3.7	-	Scholarship disbursement register
3.8	-	Supporting documents for No. of learning activities outside the classroom viz. Educational Tour, Field Visit, etc., during previous academic year
3.9	-	Supporting documents for No. of non-academic sessions within the campus viz. employability training, life skills, additional certificate courses, etc.
3.10	-	Supporting documents for No. of experts/ educationists visiting the campus for interaction with students
3.11	-	Supporting documents for No. of schools that visited the campus for recruitment of students
3.12	-	Supporting documents for No. of cultural events conducted in the college
3.13	-	Supporting documents for No. of sports events conducted in the college
3.14	-	Supporting documents for No. of fests/ exhibitions conducted in the college
3.15 a	-	Supporting documents for conducting programmes on Communication Skill
3.15 b	-	Supporting documents for conducting programmes on Micro Teaching
3.15 c	-	Supporting documents for conducting programmes on Practice -in- Teaching
3.16	-	Supporting documents for conducting programmes on Community Leaving Camp
3.17	-	Supporting documents for Reward scheme to encourage teaching staff
3.18	-	Supporting documents for No. of FDPs/ Workshops/ Seminars/ others alike conducted by the college faculty
3.19	Annexure-2	No. of faculty belonging to SC/ ST/ OBC categories : Total no. of faculty
3.20	Annexure-3	No. of Staff belonging to SC/ ST/ OBC categories : Total no. of staff
3.21	Annexure-1	No. of students belonging to SC/ ST/ OBC categories : Total no. of students on-roll
3.22	-	Proceedings of the meetings of the Governing Council
3.23	-	Supporting documents for Student Grievance Redressal Cell
3.24	-	Supporting documents for Counselling Cell
3.25	-	Supporting documents for Sexual Harassment Redressal Cell
3.26	-	Supporting documents for Anti Ragging Cell
3.27	-	Supporting documents Supporting documents for Equal Opportunity Cell
3.28	-	Supporting documents Supporting documents for Remedial Class
3.29	-	Supporting documents Supporting documents for Uploading DCF format
3.30	-	Supporting documents for Endowment & Reserve fund

Remedial Classes conducted during previous academic years

IV. Student Performance:

4.1	Total pass percentage (as per annexure- 4)	
4.2	No. of students securing University Ranks during previous academic year in all courses	
4.3	Percentage of students with I Class during previous academic year in all courses (stream-wise)	≥ 75 ≥ 50 ≥ 25 <u>10 to 24%</u> < 10
4.4	Career guidance and placement service	$\geq 10\%$ $> 5\%$ $< 5\%$
4.5	No. of Prizes won in extra-curricular activities during	State :

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	previous academic year	Inter-University : Intra-University :
4.6	No. of Prizes won in sports activities during previous academic year	State : Inter-University : Intra-University :

Note:

Sl. No.	List of documents to be enclosed by colleges along with the filled-in tool	List of documents to be furnished for validation to the LIC members during their visit to colleges
4.1	Students detail of enrolment and examination should be furnished as per Annexure 4 to be furnished with proof	-do-
4.2	-	List of Rank Students of previous years if any
4.3	-	Streamwise list of Students with 1st class of previous years if any
4.4	-	Supporting documents and list of students placed on the campus if any
4.5	-	Supporting documents for Prizes won in extra-curricular activities during Previous year
4.6	-	Supporting documents for Prizes won in sports activities during Previous year

Mandatory Financial information with relevant Proofs

Sl. No.	Information	Name the supporting documents enclosed
1	Bank Account maintained in the name of the college	
2	Details of Bank Balance/Deposits earmarked in the name of the Trust/Society/College for different	
3	Affiliation fees and other charges that have been remitted to B.U. fund	
4	Total financial resources proposed to be utilized for land / building/equipment/ furniture and library for the next year	
5	Budget estimate for the next three academic years	
6	Audited accounts of the college up to date (enclose last three years audited reports)	
7	Scale of pay for the teaching and non-teaching staff	
8	Mode of payment of salary (cheque/cash)	
9	Benefits like leave, PF Pension etc., given to the staff.	
10	Immovable property	
11	Movable property	
12	Deposits, security	

To be signed by the :*PRINCIPAL****SECRETARY****Date:**