

No. 9370 /Acad-I/BU/2020

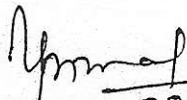
Date 29.12.2020

NOTIFICATION

It is for information of all concerned that in pursuance of Syndicate Resolution No.236 of the syndicate held on dt.18.12.2020 the following formats relating to affiliation has been revised and uploaded in the University website which shall come into force w.e.f Dt.01.01.2021, hence all concerned are hereby informed to use these revised formats for the purpose for which it is meant.

1. Application for Grant of New/Further/Permanent Affiliation of Colleges (Degree, P.G. and Professional)
2. Proforma for conduct of Inspection/Local Enquiry of Colleges

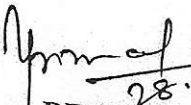
Memo No. 9371(150) /Acad-I/BU/20


28.12.2020.
REGISTRAR

Date 29.12.2020

Copy to:

1. The Web Administrator, Berhampur University for informatio and necessary action He is requested to publish the enclosed formats in the Univelsity website forthwith in PDF format (Copy enclosed).
2. The Officer in-charge, Central Store, Berhampur Univerity for information and necessary action. He is requested to print 100 copies each of the revised formats. Further the old formats be discarded and the revised affiliation application forms need to sold on counter at a cost of Rs.50/- per form. (Copy enclosed).
3. The Principal of all affiliated colleges under jurisdiction of Berhampur University for information and necessary action.


28.12.2020.
REGISTRAR



BERHAMPUR UNIVERSITY (AFFILIATION RELATED)

Proforma for Conduct of Inspection/Local Enquiry of Colleges

(In accordance with the Sec. 180 of Part – VIII, Chapter – 1 of
Odisha Universities First Statutes, 1990)

- 1) a. Name of the College:
- b. Postal Address:
- c. Website:
Email:
Contact:
- d. Year of Establishment:
- e. Total area of the campus and built up area:
- f. Recognition by Government (G.O. No. and Date):
- g. Concurrence of State Government accorded in G.O. No. and Date:
- h. Permission of all India body (IMC, CCIM, CCH, INC, NCTE, ICAR, etc. if applicable):
- 2) a. **Governing Body as per Statute 238:**
 - i. Whether the College has a duly constituted registered Governing Body:
 - ii. Whether it has been registered under the Societies Registration Act:
 - iii. No. of Members:
 - iv. Details of members and vacancies, if any (please attach a complete list of members of Governing Body)
- b. Is there a college council as per Statute 188 of the Odisha Universities First Statutes, 1990:

3) **Infrastructure:**
(Give Number and Dimension in feet)

- a. College Office:
- b. Total class rooms/total class rooms with projector facility:
- c. Separate Common Rooms for both Boys and Girls
- d. Canteen facility:
- e. Reading Room:
- f. Examination Hall:
- g. Details of Hostels:

	No. of Hostels	No. of Rooms	No. of Beds	No. of Toilets	Availability of Mess facility	Availability of Common Room facility	Availability of Play Area
i) Boys'							
ii) Girls'							

- h. Staff quarters in campus:

4) **Financial Status:**

- a. Sources of Funds:
- b. Details of Fees
- c. Grants/Funds received during last five years from:

Source	20____	20____	20____	20____	20____
i) State Government:					
ii) Central Government:					
iii) U.G.C.:					
iv) Own Source:					
v) Donations received:					
vi) Alumni					

[Signature]

- d. Permanent endowments, if any:
- e. Expenditure on: (as per financial year)
- i) Buildings:
 - ii) Library:
 - iii) Laboratory and equipment:
 - iv) Salary of staff
(Teaching & Non-Teaching):
 - v) Website/Internet/Digital Office &
Classrooms
 - vi) Hospital/Wellness
 - vii) Auditorium
 - viii) Playground
 - ix) Others, if any:
- f. Statement of Receipt and Expenditure of the college for the last financial year duly audited by Registered Chartered Accountant:

Funds and source:	Expenditure under Major Heads:

5) a. Teaching Staff:

Subject	Name	Designation	Qualification	Full Time/ Part Time	Salary per month	Aadhar Card/ PAN Card No.
1	2	3	4	5	6	7

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b. Non-Teaching Staff:

Name	Designation	Qualification	Experience	Salary per month
1	2	3	4	
i) Librarian				
ii) Laboratory Assistant				
iii) Clerk/Assistant/DEO				
iv) Accountant				
v) Group-D				
vi) Others				

c. Vacancies:

i) Teaching:

ii) Non-Teaching:

d. Service conditions of staff (working hours, leave etc.):

e. Are salaries paid to staff regularly?

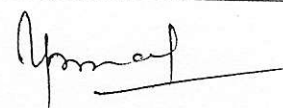
f. Any difficulties faced by the members of the staff in teaching or conduct of examinations or in maintaining discipline in the classes:

6) Students Strength (Class-wise):

Class	Sanctioned Strength	Actual Strength				
		Boys	Girls	Total	SC	ST

7) Number OF Lectures/Tutorials/Practicals held during the year:

Class	Subject	No. of theory classes held during last year	No. of Tutorial classes held (class-wise)	No. of Practical Periods (class-wise)	Conferences/ Workshops/ NCC/NSS, etc.



8) Research activities, if any, undertaken by the members of Teaching Staff:

Department	Research Project Title & Funding Agency, Duration	Total Amount of Funding	Research papers published, author, title	Journal, Volume No. Page No., Year

9) Examination Results of different University Examinations (class-wise):

Class	Number of students admitted	No. of students appeared in exams	Results			% of successful candidates
			Total	Boys	Girls	

10) Library Facilities:

- a. Total No. of books in the Library:
- b. Number of Books in the Book Bank:
- c. Number of Journals subscribed monthly:
- d. Amount of grants provided during the last two years for purchase of books:
- e. E-Journals/E-Books

11) Laboratory Facilities:

- a. No. of Laboratories:
(subject-wise and number of students)
- b. Availability of required equipment and teaching aids?
- c. Whether Laboratories are provided with safety, gas, water and electricity facilities?
- d. Whether there is any workshop, darkroom, animal house and botanical gardens attached to the Laboratories?

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12) Other activities:

- a. Name of the existing academic and cultural societies:
- b. Games and sports facilities:
 - (i) Whether the college has a playground?
 - (ii) Area of the playground?
 - (iii) Name of the Indoor/Outdoor games and sports facilities available:
- c. N.C.C. Activities, if any:
- d. N.S.S. Activities, if any:

13) Whether the following records and registers are properly maintained as per Statute 196 of the Odisha Universities First Statutes, 1990?

- (i) Register of Admissions and withdrawals:
- (ii) Register of attendance of students:
- (iii) Register of permanent and local address of students, also on transfer and migration:
- (iv) Register of members of the staff showing their qualifications, previous experience, salaries, number of hours of work allotted to each, together with the classes and subjects taught:
- (v) Register of fees showing the date of payment:
- (vi) Register of fees showing the dates of collection:
- (vii) Counterfoil Fee Receipt Book:



- (viii) Register of Scholarships and concessions of all kinds – whether tuition, boarding or lodging:
- (ix) Counterfoil book of transfer certificate:
- (x) Register showing the report of medical inspection of students from time to time:
- (xi) Register of marks obtained by each student at the college examination:
- (xii) Account books showing the financial transactions of the colleges (separate from those of the management):
- (xiii) General Cash Book:
- (xiv) Result/Certificate Record:

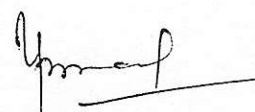
14) Whether capitation fee and/or donation collected?

15) Subjects of affiliation (class-wise):

Class	Subjects	Students strength for whom affiliation is sought

16) Whether the conditions of affiliation laid down previously by the University have been fulfilled or not?

17) Steps taken during the current year for removing the deficiencies pointed out by the Inspectors during last inspection:



18) General Remarks and Recommendations of the Inspection Team, if any:

Name of Evaluators/Assessors:

- 1)
- 2)
- 3)
- 4)
- 5)

Date of Inspection:

Signature of the Evaluators/Assessors:

- 1)
- 2)
- 3)
- 4)
- 5)

Remarks:

Signature:

Date:

A handwritten signature in black ink, appearing to be 'Ahmed', is written over a horizontal line at the bottom right of the page.