FORM I. A. SELF ASSESSMENT FORM FOR FRESH AFFILIATION OF A COURSE OR SEAT ENHANCEMENT

Group I courses: Courses in Computers

Calculations for infrastructural requirement

a. Total workload for related course(s) being run: h
b. Total workload of related course(s) to be started in the current session: h
c. A+ B = h

Workload in hours for one section of each course (Hours)

I	II	III	IV	V	VI	VII
Course	Theory/w	Project/w	Practical/w	Total/week	Duration (years)	Total workload (h)/week
PGDCA	6x 4=24	1x 6=6	6 x 3=18	48	1	48
BCA	6 x 4=24	-	3 x 3=9	33	3	99
B.Sc. (Comp Sci.)	6 x 4=24	-	3 x 3=9	33	3	99
B.Sc. (IT)	6 x 4=24	-	3 x 3=9	33	3	99
M.Sc. (CS)	8 x 4= 32		4 x3=12	44	2	88
M.Sc. (IT)	8 x 4=32		4 x 3=12	44	2	88

For practical in PGDCA and graduate level courses one laboratory room may have a maximum of 20 computers allowing 40 students to work at a time and for M.Sc. courses one laboratory must have a maximum of 10 computers allowing 20 students to work at a time. Thus wherever the number of students is more than the number mentioned above, the experiments shall be conducted in batches in which case for each extra batch there shall be enhancement of workload for practical/project as mentioned in Column III+IV above.

Requirement of Faculty Members

Calculation: Maximum workload for one faculty member shall be 16 h per week, but if additional remuneration is paid then upto 5 hours per week may be added for each eligible faculty member, in case of later a proof shall be appended showing an order delivered to the teacher regarding extra classes and their remuneration..

Laboratory and Classroom requirement:

Calculation : One laboratory or one classroom can be used for a maximum of 9 hours a day from 9.00 am to 6.00 pm. Based on the total workload of all computer based courses determine the number of rooms and labs required, attach a copy of time table mentioning room number with title of paper/practical and faculty engaging it. Show the rooms to the inspectors. Attach photographs in support.

Number of Computers required:

Calculate: Computer no.= (Number of students/2)

Hardware: Servers (One window based and one linux based (P-5)), Pentium IV or latest for the students as mentioned above with switches as many as computers and UPS, One each of scanner laser printer, ink jet printer, Internet connectivity (Broadband).

Library: Books as per the syllabus. Three copies each of the books mentioned in the syllabus fo the first year, followed by the same number of each book mentioned in the syllabus for the following years.

Software: Latest original software with paper license as per the number of computers shall be shown for Oracle 10g, Windows 2000/latest, MS Office, Visual Studio, Linux ES, Arc GIS, Matlab latest, Tally, Turbo C++, Turbo prolog, Windows server and Climentie.

Signature of Principal with Se

Note: PG courses shall be allowed to be started at a college only if 5 years of continuous and successful degree teaching has been conducted at the college in the concerned subject or group of subject as deemed fit by the concerned Board of Studies.

Max. seats to be permitted in a section by the university based on available infrastructure
PGDCA -40, BCA- 40, B.Sc. (Computer Science) -40, B.Sc. (IT)-40)
* **Note:** No more than two sections shall be allowed at one college.

Computer based courses shall also fulfill the norms of the AICTE. In case of discrepancy in sea allotment, the lower limit shall be followed and for faculty recruitment the AICTE guidelines shall be final.

FORM I. B.

SELF ASSESSMENT FORM FOR FRESH AFFILIATION OF A COURSE OR SEAT ENHANCEMENT

Group II courses: Courses in Biotechnology/Microbiology

Calculations for infrastructural requirement

a. Total workload for related course(s) being run: h

b. Total workload of related course(s) to be started in the current session: h

c. A+ B = h

Workload in hours for one section of each course (Hours)

Course	Lectures/Theory Paper/week	Seminar or Project work/week	Practical/paper/ week	Total h/week	Duration (years)	Total
M.Sc. (Biotechnology)	3h x 8 papers = 24	2h	6 x 3h = 18	44	2	88
B.Sc. (Biotechnology)	3h x 9 papers = 27	nil	Chem. 2 x 2h = 4h BT 2 x 3 h = 6 h	37	3	111
M.Sc. (Microbiology)	4h x 4 papers/semester= 16	2h	6 x 3h = 18	36	2	72
Grand Total						261

Given the limitations of resources for practical exercises, B.Sc. and M.Sc. in Microbiology or Biotechnology shall not have more than one section and each section must not exceed 30 seats in B.Sc. and 20 seats in M.Sc.

Requirement of Faculty Members

Calculation: Maximum workload for one faculty member shall be 16 h per week, but if additional remuneration is paid then up to 5 hours per week may be added for each eligible faculty member, in case of later a proof shall be appended showing an order delivered to the teacher regarding extra classes and their remuneration.

Laboratory and Classroom requirement:

Calculation : One laboratory or one classroom can be used for a maximum of 9 hours a day from 9.00 am to 6.00 pm. Based on the total workload of all courses being run at the college, determine the number of rooms and labs required, attach a copy of time table mentioning room number with title of paper/practical and faculty engaging it. Show the rooms to the inspectors. Attach photographs in support.

Laboratory Instruments: As per annexure, Attach photographs in support.

Library: Books as per the syllabus. Three copies each of the books mentioned in the syllabus for the first year, followed by the same number of each book mentioned in the syllabus for the following years.

Signature of Principal with Seal

Note: PG courses shall be allowed to be started at a college only if 5 years of continuous and successful degree teaching has been conducted at the college in the concerned subject or group of subject as deemed fit by the concerned Board of Studies.

See: Annexure for the list of equipment

Max. seats to be permitted in courses on Microbiology and Biotechnology are as mentioned above and there shall not be more than one section in each course at one institute.

Equipment requirements of subjects (B.Sc./M.Sc. Biotechnology/Microbiology)

Laboratory requirements	Name of Equipment & Accessories	Quantity required		
		B.Sc. (30 students)	M.Sc. (20 students)	B.Sc M.Sc
Storage	Refrigerator	2	2	4
	Deep Freeze (-20 °C)	1	1	1
	Deep Freez (-70 °C)	1	1	1
Preparatory laboratory				
Distillation and deionizing				
	Distillation Still- Metal single	1	1	1
	Distillation Still- Glass Double	Nil	1	1
	RO system Millipore like*	nil	1	1
Disinfection, Sterilization				
	Vertical Sterilizer 350 x 325 mm	1	2	2
	Portable autoclaves	2	1	3
	Oven	2	1	3
	Membrane Filter Holder for syringe (SS)	1	1	2
	Membrane Filter Holder flask (SS)*	1	1	2
	Vacuum Pump	1	1	2
	Horizontal Laminar Flow in separate dust free chambers	3	2	5
	Vertical Laminar Flow in separate dust free chambers	nil	2 (Nil for biotech)	2
Weighing				
	Digital Balance Accuracy 0.01 g	1	1	2
	Digital Balance Accuracy 0.001 g	1	1	2
	Digital Balance Accuracy 0.0001 g*	1	1	2
Tissue Culture Room (Plants) (For Biotechnology only)**				
	Air Conditioner	2	2	4
	Quarantine cubicle	1	1	1
	Humidifier	1	1	1
	Temperature regulator	1	1	1
	Sequential Timer, relay	1	1	2
	Heat Convector	1	1	2
	Illuminated Castor Racks	6	4	8
	Hygrometer	2	2	2
Growth room for microorganisms**				
	Sterilized air curtain	1	1	1
	Air Conditioner	2	2	4
	Quarantine cubicle	1	1	1
	Pass Box	1	1	1
	Temperature regulator	1	1	1
	Sequential Timer, relay	1	1	1
	Heat Convector	1	1	2
	Illuminated Castor Racks	6	4	8
Incubation and Processing				
	Bacteriological Incubator	3	2	4

	Colorimeter	1	nil	1
	Spectrophotometer vis	2	1	2
	UV vis Spectrophotometer*	nil	1	1
Molecular Biology & Immunology lab				
	Capillary electrophoresis unit	6	3	6
	Submarine Electrophoresis unit	6	3	6
	Horizontal Electrophoresis unit	6	3	6
	Vertical Electrophoresis unit	6	3	6
	Power pack (1 per electrophoresis unit)	3	2	3
	Gel Dryer*	-	1	1
	Gel rocker (Platform rocker)	2	1	2
	Dry Bath*	1	1	1
	PCR	1	1	2
	Gel Documentation System	1	1	1
	ELISA reader*	1	1	1
	Blotter*	-	1	1
Bioprocessing & Fermentation technology lab				
	Fermenter 3 L*	1	1	1
Data Processing & Bioinformatics lab				
	Computers	6	5	11
	Computers for each faculty member with internet connectivity and printer*	As per the number of faculty members		
	Licenced Microsoft Office	Documents to be enclosed		
	Licenced statistics software			
	Internet connectivity			
	Printer Laserjet (1 per batch)	2	1	3
	Printer DMP/Inkjet or higher (1 per 10 students)	3	2	5
Safety Systems				
	Fire Extinguishers	As per the building utilization plan		
	Sand Buckets			
	Fume hood*	1	1	1
Teaching Aids				
	OHP	3	2	5
	Multimedia projector	1	2	3

The inspector(s) shall ensure that at least one instrument of each of those listed above except those marked by '*' is available at the college to begin in the first year,

A second inspection shall be conducted to see that at least one growth room and rest of the required number of instruments (except '*') are available in the next year of beginning the course without which the affiliation shall be cancelled.

All along with the required numbers are available for a permanent affiliation.

FORM I. C. SELF ASSESSMENT FORM FOR FRESH AFFILIATION OF A COURSE OR SEAT ENHANCEMENT IN COURSES OTHER THAN THAT BASED ON COMPUTERS, MANAGEMENT, MICROBIOLOGY AND BIOTECHNOLOGY

Calculations for infrastructural requirement

a. Total workload for related course(s) being run: h
b. Total workload of related course(s) to be started in the current session: h
c. A+ B = h

Workload in hours for one section of each course (Hours)

Course	Lectures/Theory Paper/week	Seminar or Project work/ Dissertation/ week	Practical/paper/ week	Total h/week	Duration (years)	Total/ week
Grand Total						

Requirement of Faculty Members
Calculation: Maximum workload for one faculty member shall be 16 h per week, but if additional remuneration is paid then up to 5 hours per week may be added for each eligible faculty member, in case of later a proof shall be appended showing an order delivered to the teacher regarding extra classes and their remuneration.

Laboratory and Classroom requirement:
Calculation : One laboratory or one classroom can be used for a maximum of 9 hours a day from 9.00 am to 6.00 pm. Based on the total workload of all computer based courses determine the number of rooms and labs required, attach a copy of time table mentioning room number with title of paper/practical and faculty engaging it. Show the rooms to the inspectors.

Number of Computers required, if any:
Calculate: Computer no.= (Number of students/2)

Library: Books as per the syllabus. Three copies each of the books mentioned in the syllabus for the first year, followed by the same number of each book mentioned in the syllabus for the following years.

Classroom and Laboratory equipment: Calculation : One laboratory or one classroom can be used for a maximum of 9 hours a day from 9.00 am to 6.00 pm. An adequate number of equipment/ nstruments shall be available with the institute. Specific requirements may be sought from respective Board of Studies in Group IV courses (M.Sc. Botany, M.Sc. Zoology, M.Sc. Environmental Science, B.Sc. Biology), Group V (M.Sc. Chemistry, M.Sc. Applied Chemistry, M.Sc. Pharmaceutical Chemistry, B.Sc. (Maths/Biology/Biotechnology)); Group VI (M.Sc. Physics, M.Sc. Electronics, B.Sc. (PCM)) and Group VII. (M.H.Sc., M.Sc. Foods & Nutrition, B.H.Sc). Attach photographs in support.

Signature of Principal with Seal

Note: PG courses shall be allowed to be started at a college only if 5 years of continuous and successful degree teaching has been conducted at the college in the concerned subject or group of subject as deemed fit by the concerned Board of Studies.

Maximum possible number of seats to be allowed for courses

A. All M.Sc. courses other than Botany, Zoology and Chemistry : 20 **No. of sections permitted**: Only one

B. M.Sc. (Zoology/Chemistry/Botany): 30, **No. of sections permitted**: Only one

C. All B.Sc. courses except Biotechnology: 40, **No. of sections permitted**: Maximum 6

D. B.Sc. (Biotech): 30 **No. of sections permitted**: Only one

E. M.A. /M.Com. 40 **No. of sections permitted**: Only one

F. B.A./ B. Com. 80/section **No. of sections permitted**: Maximum 6

G. BBA 40/section No. of sections permitted: Max. 2

Courses recognized by the AICTE shall also fulfill the norms of the AICTE. In case of discrepancy in seat allotment, the lower limit shall be followed and for faculty recruitment the AICTE guidelines shall be final.

For courses in education and law the norms of the respective national councils shall be final.

FORM II. ANNEXURE TO THE INSPECTION REPORT FOR NEW AFFILIATIONS AND FORMAT FOR ENHANCEMENT OF SEATS

1. For Office Use only:

1.1. Name and address of the Institution:

1.2. Infrastructure to be inspected for the course:

1.3. Number of seats already allotted:

1.4. Enhancement of seats (no.) requested, if any:

1.5. Other related courses as grouped below in the tables that are being run by the institution with seat numbers:

Group I	No. of seats allotted, if any	Group II	No. of seats allotted, if any	Group III	No. of seats allotted, if any	Group IV	No. of seats allotted, if any
PGDCA		M.Sc. Biotech		MBA		M.Sc. Botany	
BCA		B.Sc. Biotech		BBA		M.Sc. Zoology	
B.Sc. (CS)		M.Sc. Microbiol				M.Sc. Environmental Science	
B.Sc. (IT)						B.Sc. Biology	
MCA							
M.Sc. (CS)							
M.Sc. (IT)							

Group V	No. of seats allotted, if any	Group VI	No. of seats allotted, if any	Group VI	No. of seats allotted, if any	Group VII	No. of seats allotted, if any	Any other course	No. of seats allotted, if any
M.Sc. Chemistry		MSc Physics		M.Sc. Foods & Nutrition		M.Com			
M.Sc. Appl Chem		MA/MSc Maths		M.H.Sc.		B.Com.			
M.Sc. Pharm Chem		BSc PCM		B.H.Sc.		M.A.			
B.Sc.						B.A.			

Date:

Signature with sea
(Deputy/Assistant Registrar
(Academic Section
Maharshi Dayanand Saraswati University, Ajme

2. To be filled in by the applicant institute:

2.1. Total workload for all related courses being run: hours

(Inspector must verify using office information above and self assessment form of the institute)

2.2. Number of Qualified Faculty members required:

(Inspector must verify using office information above and self assessment form of the institute)

2.3. Number of qualified faculty members appointed at the institute:

(Institute must **attach proofs**: Biodata showing eligibility as per the UGC requirement for th course + appointment letter showing number of hours of workload and rate of remuneratic being paid for extra teaching up to 5 hours per week, if any + joining letters of each facul

member + a letter from the University nominee for the college that the selections the said faculty members were made in his/her presence)

2.4. Whether the institute has the required number of faculty members? Yes/No

2.5. Number of Classrooms available: (Institute must attach a copy of the time table has been mentioned in the Self Assessment Form, the inspector shall verify the status over the by of the time table)

2.6. Number of laboratories available: (Institute must attach a copy of time table show designated number of the laboratory room where classes are being held/will be held for courses permitted to the institute, the inspector shall verify physically)

2.7.1. For computer based courses:

a. The institute must append a list showing size and number of laboratory rooms and number of computers and accessories available therein.

b. Number of Computers required:

(The inspector must use self assessment of the institute to confirm and must satisfy him/herse

c. Based on the syllabus list the licensed software available with versions (This list : be made available by the Board of Studies in courses based on Computers, it must also in: the academic section in writing whenever changes are made in the software requireme append documentary evidence.

2.7.2. For microbiology/biotechnology courses:

Laboratory equipment:

a. The institute must append a list showing size and number of laboratory rooms an equipment available therein.

b. The inspector(s) shall ensure that at least one instrument of each of those provid the list except those marked by '*' is available at the college to begin in the first year,

c. A second inspection shall be conducted to see that at least one growth room and r the required number of instruments (except '*') are available in the next year of beginnir course without which the affiliation shall be cancelled.

d. All along with the required numbers are available for a permanent affiliation.

2.7.3. Laboratory Equipment in other courses

The institute must append a list showing size and number of laboratory rooms and the equi available therein.

(An adequate number of equipment/instruments shall be available with the institute. Sp requirements if made available by the respective Board of Studies in Group IV courses (Botany, M.Sc. Zoology, M.Sc. Environmental Science, B.Sc. Biology), Group V (Chemistry, M.Sc. Applied Chemistry, M.Sc. Pharmaceutical Chemistry, (Maths/Biology/Biotechnology)); Group VI (M.Sc. Physics, M.Sc. Electronics, B.Sc. (I and Group VII. (M.H.Sc., M.Sc. Foods & Nutrition, B.H.Sc) shall be made available academic section else the inspector being expert in the field may use his/her discretion ti lists are available).

Signature of Principal wi

Place: **Date:**

Verified the information given by the institute in Form I and II.

Specific recommendation:

Signature of the insp

Place: **Date:**