



RAJIV GANDHI UNIVERSITY

RONO HILLS, DOIMUKH-791112

ARUNACHAL PRADESH, INDIA

Email: cdc@rgu.ac.in

VISITING TEAM REPORT

MANDATORY INFORMATION REQUIRED TO BE FURNISHED FOR GRANT OF AFFILIATION TO ESTABLISH A NEW COLLEGE OR INSTITUTION OR NEWEWAL OR PERMANENT AFFILIATION OR PERMISSION TO OPEN NEW COURSES UNDER THE RAJIV GANDHI UNIVERSITY, RONO HILLS.

*The Visiting Team shall make each entry accurately during the physical verification and ascertaining of the information as filled in **Form-I** by the College/Institution with 'YES' in case found correct or 'NO' in case found incorrect, while in the mater of quantities/number shall enter as 'ADEQUATE' or 'INADEQUATE.'*

1.	Name of the College/Institution.	:	
2.	File No./Code No. with date of submission.	:	
3.	Permanent Address of the College or Institution.	:	
	(i) Phone No./Mobile No.	:	
	(ii) Fax No.	:	
	(iii) Email.	:	
	(iv) Official Website.	:	
4.	Name of the Society/Trust/Organization with permanent address.	:	
5.	Registration Number of the Trust/Society/Organization (Copy of the Bye-Law/Constitution is to be enclosed).	:	
6.	Whether the College/Institution has completed 5 years of temporary affiliation with the RGU?	:	
7.	Whether applying for: 1. Permanent/Temporary Affiliation? 2. Establishment of new college/institution? 3. Start of New Subjects/course?	:	

	(iii)	Mention the particulars of Land Allotment Certificate or Land Possession Certificate issued by the Government.	:	
	(iv)	Mention the total area of land in square metres.	:	
	(v)	Whether land is free from any encumbrances, if yes, furnish the encumbrance certificate issued by the Competent Authority?	:	
	(vi)	Whether No Objection Certificate (NOC) obtained from the Competent Authority to construct building for the College or Institution, if yes, furnish the details?	:	
	(vii)	Furnish the building plan for the College or Institution with enclosed Architectural drawing.	:	
	(viii)	Whether connected by all-weather road?	:	
	(ix)	Mention the total built up area for classroom, multipurpose halls and administrative block in square metres.	:	
	(x)	Details of Building Completion Certificate countersigned by not below the rank of Executive Engineer of Central or State Government of the jurisdiction.	:	
	(xi)	Built up areas for future expansion and additional Courses or Programmes in square metres.	:	

13. Provide the detail information on infrastructure against the column given below:

	(i)	Number of Class Rooms and size of each Class Rooms in square metres.	:	
	(ii)	Size of Multipurpose Hall in square metres.	:	
	(ii)	Size of Seminar Hall in square metres.	:	
	(i)	Total number of halls for indoor sports & fitness facilities.	:	
	(v)	Whether playground owned or not, or sharing with other College or Institution, specify?	:	

14. Information for Academic and Supporting Staff (to be filled in the Format-II and

	enclose):		
15.	Provide the details information of academic equipment and logistics facilities as mention below:		
(i)	Curriculum Laboratories (Science, Mathematics Kits, Maps, Globes, Chemicals, etc.,).	:	
(ii)	ICT Resource Centre.	:	
(iii)	Arts & Craft Resource Centre.	:	
(iv)	Health & Physical Education Resource Centre.	:	
(v)	Computer laboratory with the following facilities	:	
(a)	Whether access to internet or not?	:	
(b)	Whether TV, VCR, Projector & Camera are available in the Centre?	:	
(c)	Whether Wi-Fi facility is available in the Campus?	:	
(vi)	Whether the provisions for separate amenities are available for staff/students (male & female)?	:	
(vii)	Whether the instructional space is available as per the UGC, NCTE or Council Guidelines, if yes, provide the details?	:	
(vii)	Whether Fire Safety Certificate is obtained from the Competent Authority, if yeas, provide the details?	:	
(ix)	Whether the College or Institution is having safety measure for emergency purpose, provide the details?	:	
(x)	Whether invoice & payment receipt of purchased equipment are available or not?	:	
(xi)	Whether acquisition entries are made in the Stock Register?	:	
(Visiting Team Members are to affix their signature at the last page of Stock Register indicating the position).			
16.	Whether the College or Institution is having the provisions for the following accommodations and facilities:		
(i)	Principal's Office.	:	
(ii)	Faculty's Rooms.	:	

	(iii)	Office Rooms.	:	
	(iv)	The Common Room for staff & students separately.	:	
	(v)	Visitor's Room.	:	
	(vi)	Facilities for Differently Abled Persons.	:	
	(vii)	Provisions for portable water.	:	
17.	Health and Physical Resource Centre (including Yoga) are available or not as asked below:		:	
	(i)	Whether health and physical Centre is shared with attached School or College or Institution, if yes, mention the name?	:	
	(ii)	Whether space, equipment and materials are made available for the Centre?	:	
	(iii)	Whether required furniture are made available for the Centre as per the UGC, NCTE or Council Guidelines?	:	
	(iv)	Whether invoice & payment receipt of purchased equipment are available or not?	:	
	(v)	Whether acquisition entries are made in the Stock Register?	:	
(Visiting Team Members are to affix their signature at the last page of Stock Register indicating the position).				
18.	Library and Resource Centre, if available, furnish the following information:			
	(i)	Whether the College or Institution created a separate Library facility?	:	
	(ii)	Mention the total numbers of titles in the library.	:	
	(iii)	Mention the total number of textbooks in the Library in Course wise or Programmes wise.	:	
	(iv)	Mention the total number of Newspapers, Magazines, Periodicals/ Journals subscribed.	:	
	(v)	Mention the total number of encyclopaedias, subject dictionary and reference titles procured.	:	
	(vi)	Mention the total seating capacity in the library.	:	

	(vii)	Whether Library has e-contents access facilities or not?	:	
19.	Details of Instructional Facilities (for B.Ed. or M.Ed. Courses or Programmes):			
	(i)	Whether the College or Institution has created School Internship facilities for lower or upper primary classes for practice teaching, if yes, specify?	:	
	(ii)	Whether the College or Institution has created School Internship for secondary and senior secondary classes for practice teaching, if yes, specify?	:	
	(iii)	Whether curriculum laboratory is shared with attached School or College, if so, specify?	:	
	(iv)	Whether the laboratory facilities are as per the required level of School curriculum (equipment and consumable, etc.,) available for each subject, specify?	:	
	(v)	Whether the facilities or equipment provided in the laboratory are as per the standard and specification laid down by UGC, NCTE or Council?	:	
	(vi)	Whether the acquisition entries are entered into the Stock Register? If yes, mention with entries details?	:	
20.	Practice Teaching (for B.Ed. & M.Ed.), if yes, furnish the following information:			
	(i)	Whether the College or Institution made arrangement for Practice Teaching?	:	
	(ii)	Mention the number of School where Practice Teaching is proposed (on the basis of Certification of the School).	:	
	(iii)	Whether the distance for Practice Teaching School is within approachable limits?	:	
	(iv)	Particulars of No Objection Certificate (NOC) obtained from the School for Practice Teaching and also Practice Teaching Completion Certificate.	:	
21.	Financial Accounting of the College or Institution, furnish the following information:			
	(i)	Whether the staff salaries are disbursed in cash, through account payee cheque or account Transfer?	:	
	(ii)	Whether the Payroll Ledger is maintained by the College or Institution, if yes, (enclose	:	

	the salary statements) of the staff?	
22.	Details of Corpus and Endowment Fund of the College or Institution, held jointly by the College or Institution and the University (Applicable for Private College or Institution):	
	(i) Mention the FDR number of Endowment Fund of `5,00,000 (Rupees Five lakhs), and name of issuing Bank with date and validation period (Enclose the original FDRs).	:
	(ii) Mention the FDR number of Corpus Fund of 15,00,000 (Rupees Fifteen lakhs) in case of non-science Course/ Programmes and `35,00,000 (Rupees thirty-five lakhs) in case of science and laboratory-based Courses/Programmes/ Professional Course. Mention the name of issuing Bank with date and validation period (Enclose the original FDRs).	:
23.	Whether the College or Institution has submitted an Affidavit on Non-Judicial Stamp Paper of `100/- countersigned by the Oath Commissioner or Notary Public as per the Guidelines of UGC, NCTE, BCI, MCI or other Regulatory Bodies?	:
24.	Whether the College or Institution has submitted an Affidavit of Teaching and Supporting Staff on Non-Judicial Stamp Paper of Rs. 10/- declaring their appointments as per Format-II?	:
25.	Details of Auditor's Report prepared by the Registered Chartered Accountant to satisfy the Balance Sheet of the state of financial affairs of the College or Institution for the last two years (Enclose a copy of Auditor's Report).	:
26.	Whether the employees are paid UGC/ Govt. scale of pay? (Enclose salary statement of the employees)	
27.	Whether the college has constituted 'College Council' as per norms of the university ordinance? (Enclose the list of the council member)	
28.	Whether the college has accredited by NAAC/ INC or any other statutory accreditation agency by state/central government? (Enclose the accreditation certificate/report)	

DECLARATION BY THE VISITING TEAM

The information furnished above and statements made in the Visiting Team Report are based on exact facts and correct information with complete supporting documents for verification.

This is true to the best of our knowledge and belief.

Note: On the basis of physical inspection and verification of the information as furnished by the College/Institution as per Form-I, the Visiting Team shall prepare a separate detail report and submit to the Rajiv Gandhi University within one week from the completion of visit and inspection work.

Observation and Recommendation of the visiting team:

Name and signature of the visiting team:

Sl. No.	Name of the Visiting Team	Designation	Signature with date
1		Chairman	
2		Member	
3		Member	
4		Convener	
