



RAJIV GANDHI UNIVERSITY

RONO HILLS, DOIMUKH-791112

ARUNACHAL PRADESH, INDIA

Email: cdc@rgu.ac.in

VISITING TEAM REPORT FORM

MANDATORY ENTRIES ARE TO BE MADE BY THE VISITING TEAM AS FURNISHED IN THE FORM I BY THE COLLEGE OR INSTITUTION TO GRANT AFFILIATION, RENEWAL OR PERMISSION TO OPEN NEW COURSES OR PROGRAMMES UNDER THE RAJIV GANDHI UNIVERSITY, RONO HILLS.

The Visiting Team shall make each entry column accurately and meticulously during the physical verification and ascertaining of the information as filled in the Form I by the College or Institution with "YES" in case found correct or "NO" in case of incorrect; while in the matter of quantities or 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 enclosed) :

6 Whether applied for:

:

- (i) Opening New College or Institution
- (ii) Offering New Courses or Programme
- (iii) Obtaining Renewal or Temporary Affiliation
- (iv) Permanent Affiliation

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7. Proposed or Existing Courses or Programmes of Study properly clearly mentioned (Please mention Name of the Course in the same sequence as given in the application form)

Sl. No. Name of the Course

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5. :
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10. :
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8. Particulars of 'No Objection Certificate' (NOC) obtained from the State Government provided? :
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9. Name of the recognizing Council or Board for the Courses or Programmes mentioned? :
.....

10 Whether Complete detail about the Feeder Higher Secondary :
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School(s) for the
College/Institution
provided?

11. Details about Land and Building owned or possessed

- (i) Whether land is owned by College or Institution or Society? :
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- (ii) Whether land is obtained on lease, if so, the Deed of Agreement countersigned by the Notary Public or First Class Magistrate furnished? :
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- (iii) Whether particulars of Land Allotment Certificate or Land Possession Certificate issued by the Government furnished. :
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- (iv) Mention Total area of land in square metre. :
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- (v) Whether land is free from any encumbrances, if yes, the encumbrance certificate issued by the Competent Authority furnished? :
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- (vi) Whether No Objection Certificate (NOC) obtained from the :
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.....

- Competent Authority to construct building for the College or Institution, if yes, the same provided with details? :
- (vii) Whether The building plan for the College or Institution with enclosed Architectural drawing is furnished? :
- (viii) Connectivity by all-weather road? :
- (ix) Whether Total built up area for classroom, multipurpose halls and administrative block is mentioned and adequate? :
- (x) Whether details of Building Completion Certificate countersigned not below the rank of Executive Engineer of Central or State Government of the area furnished? :
- (xi) Availability of additional Built up areas for future expansion and additional Courses or Programmes. :

12. Information on infrastructure

- (i) Number of Class Rooms and size of each Class Rooms in Sq. metres :
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- (ii) Size of Multipurpose Hall in Sq.mts. :
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- (ii) Size of Seminar Hall in Sq.mts. :
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- (iii) Total number of halls for indoor sports & fitness facilities. :
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- (v) Playground owned or not, or shared with other College or Institution? :
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13. Whether Information for Academic and Supporting Staff has been provided as per the Format-II :
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14. Information about Academic Equipments and Logistics Facilities.
- (i) Curriculum Laboratories (Science, Mathematics Kits, Maps, Globes, Chemicals, etc.) :
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- (ii) ICT Resource Centre. :
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- (iii) Arts & Craft Resource Centre. :
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- (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? :
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- (c) Whether Wi-Fi facility is available in the Campus? :
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- (vi) Whether the provisions for separate amenities are available for staff/students (male & female)? :
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- (vii) Whether the instructional space is available as per the UGC, NCTE or Council guidelines, if yes, provide the details. :
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- (viii) Whether Fire Safety Certificate is obtained from the Competent Authority and the details provided? :
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- (ix) Whether the College or :
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Institution is
having safety
measure for
emergency
purpose and the
details provided?

(x) Whether invoice
& payment receipt
of purchase is
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.)

15. Provisions for the following accommodations and facilities in the College or Institution.

(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. :

16. Availability of Health and Physical Resource Centre (including Yoga).

(i) Whether health
and physical :

Centre is shared
with attached
School or College
or Institution, if
so, mention their
names?

(ii) Whether space,
equipments and
materials are
made available for
the Centre?

(iii) Whether required
furniture is made
available for the
Centre as per the
UGC, NCTE or
Council
guidelines?

(iv) Whether invoice
& payment receipt
of purchase is
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.)

17. Information about Library and Resource Centre.

(i) Whether the
College or
Institution created
a separate Library
facility?

(ii) Total numbers of
titles in the
Library.

(iii) The total number
of textbooks in in

the Library
Course wise or
Programmes wise,

- (iv) Total number of Newspapers, Magazines, Periodicals/ Journals subscribed. :
- (v) Total number of encyclopaedia, subject dictionary and reference titles procured. :
- (vi) Total seating capacity in the Library. :
- (vii) Whether Library has e-contents access facilities? :

18. 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, whether so specified. :
- (ii) Whether the College or Institution has created School Internship for secondary and senior secondary :

- classes for
practice teaching?
- (iii) Whether curriculum laboratory is shared with attached school or college, and if yes, so specified? :
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- (iv) Whether the laboratory facilities are as per the required level of school curriculum (equipments and consumable, etc.) available for each subject? :
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.....
- (v) Whether the facilities or equipments provided in the laboratory are as per the standard and specification laid down by UGC, NCTE or Council? :
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- (vi) Whether the acquisition entries are entered into the Stock Register and the entries details provided? :
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19. Information regarding practice Teaching (for B.Ed. & M.Ed.).

- (i) Whether the College or Institution has made arrangements for Practice Teaching? :
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- (ii) Number of School :
 where Practice
 Teaching is
 proposed (on the
 basis of
 Certification of
 the Schools).
- (iii) Whether the :
 distance for
 Practice Teaching
 Schools is within
 approachable
 limits?
- (iv) Whether :
 Particulars of 'No
 objection
 Certificate'
 (NOC) obtained
 from the schools
 for Practice
 Teaching and also
 Practice Teaching
 Certificate are
 attached?

20. Information regarding Financial Accounting of the College or Institution.

- (i) Whether :
 disbursement of
 the salaries to the
 staff is either in
 cash, through
 account payee
 cheque or by
 account Transfer?
- (ii) Whether the :
 Payroll Ledger is
 maintained by the
 College or
 Institution?

21. 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) Whether FDR :
 number of
 Endowment Fund

of `5,00,000
(Rupees Five
lakhs), and Name
of issuing Bank
mentioned the
with date and
validation period?

(ii) Whether 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 is
mentioned with
the name of
issuing Bank with
date and
validation period.

22. Whether the College or
Institution has
submitted an Affidavit
on Judicial Stamp

Paper of `100/-

countersigned by the
Oath Commissioner or
Notary Public as per
the Guidelines of UGC,
NCTE, BCI, MCI or
other recognising
Bodies.

23. Whether the College or
Institution has
submitted an Affidavit

of Teaching and
Supporting Staff on
Judicial Stamp Paper
of ₹10/- declaring their
appointments as per
Format II.

24. Whether the details of
Annul Audit Report
prepared by the
Registered Charter
Accountant to satisfy
the financial
management of the
College or Institution
are provided?

DECLARATION BY THE VISITING TEAM

The information furnished above and statements made in the Visiting Team Report Form are based on exact facts and correct information on basis of documents for verification and inspection. 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 or Institution as per the 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 inspect works.

Names and Signatures of the members of the Visiting Team of the University with date



Rajiv Gandhi University
Rono Hills, Doimukh-791112
Arunachal Pradesh, India
Email: cdc@rgu.ac.in



FORMAT-I

TO BE SUBMITTED TO THE DIRECTOR, COLLEGE DEVELOPMENT COUNCIL, RONO HILLS (DOIMUKH) FORMAT FOR PROVIDE
DETAILS OF LABORATORY EQUIPMENTS & INSTRUMENTS.

Name and Address of the College/Institution:

Name(s) of the Proposed/On-going Course(s): 1. 2. 3. 4. 5.

[illegible]

* kindly enlist only those equipments/instruments that cost more than Rs 5000/- and do not duplicate names if the equipment/instrument is part of a common instrumentation facility established for being used by more than one department/subject.

Certificate

This is to certify that the information furnished above are correct and the purchased equipments/instruments have been entered in the stock register of the College/Institution.

**Name & Signature of the
Principal of the College /or Institution**

Date _____

**Name & Counter Signature with Seal of the
Registrar/ or Director, College Development Council of the Rajiv Gandhi University**



Rajiv Gandhi University
Rono Hills, Doimukh-791112
 Arunachal Pradesh, India
 Email: cdc@rgu.ac.in

FORMAT-II

TO BE SUBMITTED TO THE DIRECTOR, COLLEGE DEVELOPMENT COUNCIL, RONO HILLS (DOIMUKH) FORMAT FOR ACADEMIC AND SUPPORTING STAFF

PARTICULAR OF STAFF

Session: _____

Name and address of the College or Institution: _____

Course _____

S/N	Name with Date of Birth Age	Attested photograph of the appointed staff	Whether SC/ST/OBC/ Other Category	Designation	Master's Degree in Discipline Yes/No	M.Phil. Yes/No	Ph.D. Yes/No	Master Degree in school subject Yes/No	Subject of Teaching	Ph.D.(Education/Specify the Subject) Yes/No	Passed UGC NET or equivalent	Teaching Experience in Years	Teaching Experience in Recognized School/Bed. College	Date of initial appointment and NCTE Regulation under which he or she was
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I DETAILS OF TEACHING STAFF															
I(A) PRINCIPAL/HOD															
I															
II LECTURES/TEACHING STAFF (AS PER NCTE NORMS)															
1.															
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
2.															
3.															
4.															
5.															
6.															
7.															
III PART TIME TEACHING STAFF (AS PER NCTE NORMS)															
1.															
2.															
3.															
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

CERTIFICATE

- (i) This is to certify that the appointment of the above teaching staff has been made on the basis of recommendation of the Selection Committee constituted as per the policy of the UGC, MCI, BCI and Rajiv Gandhi University.
- (ii) All appointments are on full-time and regular basis except those specified as part-time as per the UGC, MCI, BCI norms. The academic staff of the institution (including part-time staff) is paid salary in such scale of pay as prescribed by the UGC and University from time to time through account payee cheque or as per advice into the bank account of employee specially opened for the propose. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.
- (iii) The management of the College or Institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc for its employees. The institution shall follow all the norms of the UGC and Rajiv Gandhi University, as amended from time to time.
- (iv) The reservation for SC/ST/OBC and other categories have been followed as per the State and Central Government rules.

**Name & Signature of the
Principal of the College /or Institution
University.**

**Name & Counter Signature with Seal of the
Registrar/ or Director, College Development Council of the Rajiv Gandhi**