



BHARATHIAR UNIVERSITY

A State University

Established by the Bharathiar University Act 1981 (Tamil Nadu Act No. 1 of 1982)

Accredited with 'A' Grade by NAAC

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GENERAL GUIDELINES TO THE MEMBERS OF INSPECTION COMMISSION (NEW COLLEGES/COURSES/PERMANENT INCREASE IN INTAKE/CONTINUANCE OF PROVISIONAL AFFILIATION/PERMANENT AFFILIATION)

The Inspection Commission shall verify the availability of all facilities required for starting new college/course/increase in intake or for grant of continuance of provisional affiliation/permanent affiliation. In this connection, the following broad guidelines are given:

1. The consolidated staff list with **qualification approval** number may be obtained from the college.
2. Appointment of qualified **Principal, Librarian and Physical Director** is to be verified and entered in the report in detail. In colleges where only courses coming under the purview of AICTE (viz M.B.A., M.C.A. only) are being offered, the appointment of Physical Directors need not be insisted upon.
3. **Part I of Proforma** – is to be filled-in by the college and produced before the commission, contents are to be physically verified and the findings of the commission shall be recorded in detail in Proforma II.

Part II of the Proforma is almost the abridged form of Proforma I which contains the recommendations of the commission.

4. The commission members while recording their recommendations shall clearly state whether all the facilities available as on date including the staff, library, class rooms, laboratory etc. are **Adequate / Not Adequate**.
5. The commission members while recording their recommendations shall clearly state whether all the facilities available as on date including the **staff, library, class rooms, laboratory etc.** are satisfactory for grant of course.
6. If any of the facilities available is/are not satisfactory and the college is yet to improve the facilities, observation as “**not satisfactory**” be recorded with the reasons thereof.

7. The recommended maximum **strength for New Courses and Permanent Increase in Intake** shall be necessarily entered in the proforma.

PRESCRIBED STENGTH:

S.No.	Name of the Course	Strength at the time of starting shall not exceed	Maximum Strength
(1)	(2)	(3)	(4)
I.	UG COURSES		
1.	Lab-oriented Courses	40	50
2.	Lab-oriented Computer related Courses	50	60
3.	Non Lab-oriented Courses	50	60
II.	PG COURSES		
4.	Lab-oriented Courses	40	50
5.	Lab-oriented Computer related Courses	50	60
6.	Non Lab-oriented Courses	50	60
III.	CERTIFICATE COURSES / DIPLOMA COURSES / P.G. DIPLOMA COURSES		
7.	Information Technology related Courses	50	---
8.	Lab-oriented Courses	50	---
9.	Non Lab-oriented Courses	50	---

Maximum strength as given in column (4) shall not be recommended before one batch of student pass out the course.

If the strength recommended is lower than the above strength, the reason for such recommendation shall be recorded.

If the strength already sanctioned is more than what is prescribed now, in any college, then the same will be retained subject to the condition that no further increase be granted for all such cases.

8. The **equipments** purchased shall be of good quality. The details of purchase shall have been entered in the stock register. Entry in the stock register and the invoices shall be verified.

9. With regard to **library books**, it may be checked that the accession register is properly maintained, any book added is properly entered in the accession register, all new books have the college seal on the inner pages and the entry of accession number without fail.

In respect of the provision of books to be made by the colleges for each course, it may be stipulated that **five copies** each of the books prescribed as **text books** and as reference books by the respective Board of Studies for each semester be acquired. However, incase, any such books are not available in the market, equivalent books may be substituted. In addition to the above, **50 books** in the concerned discipline be acquired for every year.

10. With regard to toilets, the water connections and availability of sufficient water for the use of the students shall be ascertained.
11. If it is a co-education college, it may be verified that men and women have separate Toilets, built apart. The woman's toilets shall be fitted with the basins meant for the Convenience of women and one or two buckets with lids shall be made available in the woman's toilet.
12. If any column furnished in the proforma is not applicable to the course under Consideration, please enter "**NOT APPLICABLE**".
13. The inspection commission members are requested to adhere to the guidelines.

REGISTRAR