



UTKAL UNIVERSITY

REPORT OF LOCAL ENQUIRY  
FOR  
ADMISSION OF COLLEGES  
TO THE PRIVILEGES  
OF THE

UTKAL UNIVERSITY  
VANI VIHAR, BHUBANESWAR



**UTKAL UNIVERSITY**  
VANI VIHAR, BHUBANESWAR-751004

**REPORT OF LOCAL ENQUIRY FOR ADMISSION OF COLLEGE TO THE PRIVILEGE OF THE UNIVERSITY**

Local enquiry conducted on.....by the following Inspectors in the ..... College for grant of Affiliation/ Further Affiliation/ Increase of seats for the session .....

Name (s):

- |     |     |
|-----|-----|
| (1) | (4) |
| (2) | (5) |
| (3) | (6) |

PART-1

(to be furnished by the Principal and placed the Inspectors for verification)

1.	Name of the College/ Proposed College applying for affiliation.			
	(a)	(i)	Revenue address:	
			(1) Name of the village /town where the college is situated.	
			(2) Police Station (distance from the college).	
			(3) Tahasil:	
			(4) Sub-Division:	
			(5) District:	
		(ii)	Postal address with Pin Code	
		(iii)	Telephone Number with STD Code	STD Code:
				Office:
				Residence:

	(b)	(i)	Year of Establishment			
		(ii)	Year of first Affiliation to the University			
	©	Whether situated in Urban/ Rural area				
	(d)	Whether situated in scheduled area				
	(e)	Co-educational / Women				
2.	Stage of affiliation					
3.	Session for/from which affiliation is sought for i.e. year of admission of students.					
4.	Stage of the College Please mention whether Government, Private (Aided) or self financing one.					
5.	(a)	(i)	Whether the College has already been affiliated to the University and if so, whether permanently or provisionally granted and year of such affiliation with the course to be mentioned.	1.Course & Stream		
				2. Permanent or Provisional		
		(ii)	In case the college has already been affiliation the existing number of seats in each subject and total number of seats in the course with pass and separately mentioned.	3.Year		
				Subject	Sanction strength	No. of students actually admitted
				Total		

(3)

	(iii)	In case the college has seeks new affiliation, the number of seats in each subject and total number of seats in the course with pass and Honours be separately mentioned.	Subject	No. of seats
			Total	
	(iv)	In case the college seeks affiliation to open new subjects, besides the existing subjects, the proposed subjects with number of seats in the course with pass and Honours be separately mentioned.	Subject	No. of seats
			Total	

	(v)	In case the college seeks affiliation to increase the total number of seats in the course and subject the total number of proposed increase of seats and also the number of seats in each subject with pass and Honours be separately mentioned.	Subject	No. of seats		
			Total			
	(b)	Relevant concurrence from State Govt. and approval of the concerned Central Body. Please mention the letter No. and date of such letter.(A copy of the same also be annexed to this.)				
6.	(a)	Previous application, if any for affiliation and subject in which affiliation was sought for together with information on the manner of disposal of such application. Here the conditions laid down by the University and Government item wise be mentioned. Compliance report thereto be furnished item wise. A copy of University letter to this effect be annexed.				
	(b)	The performance of the students for the 3 consecutive years preceding year of which affiliation is sought for.	Year	Number appeared	Number Passed	Percentage

	(c)	Is there an evidence of adoption of large scale unfair means in the University Examinations?				
7.		Pledging Money for Non-Government College per stream. Such amount be pledged in favour of Registrar, University in prescribed form for the continued maintenance of respective colleges. (Fees as applicable) (Form No.-4) (Original pledging Certificate with photo copy of F.D.R. valid for 10 years be annexed).	F.D.R. No.	Date	Amount deposited	Date of Maturity
	(a)	(i) General college such as Arts/ Science /Commerce etc. (Fees as applicable)				
		(ii) Law College (Fees as applicable)				
		(iii) Engineering M.B.A., M.C.A., B.D.S. and M.B.B.S. and such other technical Professional courses(Fees as applicable)				
		(iv) B.A.M.S., B.H.M.S., B. Pharma, B.C.A., B.B.A., etc. (Fees as applicable)				
	(b)	Documentary evidence of security deposit with ALCTE/All India Regulatory Bodies by the management of Professional College and Technical Institutions. A copy FDR to be annexed.	F.D.R. No.	Date	Amount deposited	Date of Maturity
		(i) Engineering and Technology (Fees as applicable)				
		(ii) B. Pharma (Fees as applicable)				
		(iii) Architecture (Fees as applicable)				
		(iv) M.B.A./ M.C.A.- (Fees as applicable)				
		(v) Others if any:				

8.	Payment of fees.	Due date of deposit	Date on which deposited	Amount deposited	Bank Draft No. & date
	<p>The Bank Draft No. date and Amount to be mentioned.</p> <p>N.B.:(a) Statutory last date of deposit i.e. due date of deposit.30<sup>th</sup> Nov. in the preceding year of admission. (b) Statutory last date of deposit with late fee of Rs. 2000/-31<sup>th</sup> July in the year of admission</p>				
	(a) Documentary evidence of payment of subject fees as prescribed by the Statute 174 & 177. (For affiliation per subject fees as applicable, increase of seats fees as applicable per subject. Late fee of Rs.2000/- for each proposal of new affiliation ,further affiliation, extension of affiliation and increase of seats increase stream (to be credited in the examination fund) separate proposal be submitted for each item.				
	(b) Documentary evidence of payment of non-refundable/ academic fee for private colleges (to be credited in the Improvement fund) for opening of:- (c)				
	(i) Each of Engineering B. Pharma ,M.B.A., M.C.A., B.D.S. and M.B.B.S.,B.A.M.S., B.H.M.S. and such other technical Professional courses- -(Fees as applicable)				
	(ii) Each of B.C.A. and B.B.A. course --(Fees as applicable)				
	(iii) LL.B. course -(Fees as applicable)				
	(iv) Each of Arts and Commerce stream – (Fees as applicable)				
	(v) Science stream -(Fees as applicable)				

(7)

	(c)	One time non-refundable processing fee (to be credited in improvement fund for grant of No. Objection certificate (NOC) to private colleges For:-	Due date of deposit	Date on which deposited	Amount deposited	Bank Draft No. & date
	(i)	Each of Engineering , B. Pharma, M.B.A., M.C.A., B.D.S.and M.B.B.S. and B.A.M.S., B.H.M.S. and such other technical Professional courses-(Fees as applicable)				
	(ii)	Each of B.C.A. and B.B.A. course –(Fees as applicable)				
	(iii)	Each for all types of general courses for each item/ stream -(Fees as applicable)				
9.	(a)	Has the College got it own land ?(The Khatian, sale deed, up-to-date tax payment receipt and building plan be noted and copy of such records be annexed)				
	(i)	If so, its area with specifications.				
	(ii)	Purchased or donated, the sale or donated deed No.....and date.....with a Xerox copy.				



	(b)	(i)	Whether there is a permanent pucca building of the college.				
		(ii)	If so, the number of Lecture halls/ Laboratories/ Workshops etc.				
		(iii)	Measurement of such halls and Laboratories with seating capacity.				
		(iv)	Number of rooms with size.				

		(v)	Any other accommodation/ facility available with specification. (Lavatory, guest House, Conference Hall/ Auditorium) etc.				
		(vi)	If the College is providing co-education separate accommodation for common rooms, Tiffin rooms and other necessary convenience for the women students.				
		(vii)	Is there a pucca compound wall around the college?				
		(viii)	Distance between Administrative Building, Class room, Laboratories and workshop to be specified if situated in different campus.				
		(ix)	Mode of conveyance from the Class room/ Administrative Building/ Laboratory. Workshop, if they are not in one campus.				
		(x)	Please mention if the college is accommodated in a house which is rented / leased/ otherwise. If so, a copy of agreement be annexed.				

	(c)	If there is no Permanent pucca building, the present accommodation with detailed specification to be furnished room wise and facilities wise.	
	(d)	If the permanent building is under construction or purposed to be constructed in near future, the specification be furnished with plans or drawing and firm dated of companion.	
10.	Residence allotted to the Staff:-		Types of Residence
	(i)	For the Principal:-	
	(ii)	For other teaching staff:-	
	(iii)	For other non-teaching staff:-	
11.	(a)	Has the college got its play ground?	
	(b)	If so, specification of each field is to be given.	
	(c)	Equipment/ facilities available for games and sports.	

12.	(a)	Has the college made adequate provision for residence of its students not residing with parents or recognized guardians?	
	(b)	The specification of the hostel building with number of students accommodated in each hostel is to be furnished.	
	(c)	The specification of the hostel building with number of students accommodated in each hostel is to be furnished.	
	(d)	Are there any approved lodgings for the students?	
	(e)	If so, specifications of the building be approved lodgings with number of students accommodated in each lodge are to be furnished.	
13.	Equipment (The list of Equipment is to be furnished. As additional list of equipment procured in the Preceding academic year and cost of the same be furnished.)		
	(i)	For Teaching (prior to the Preceding year of admission.)	

		(ii)	For teaching during the preceding year of admission and the cost of the same.	
		(iii)	Laboratory (Prior to the preceding year of admission.)	
		(iv)	Laboratory during the preceding year of admission and the cost of the same.	

		(v)	Workshop (prior to the preceding year of admission.)	
		(vi)	Workshop during the preceding year admission and the cost of the same.	
14.	(a)	Has the college a Library?		
		It there a separate reading room?		
	(b)	Accommodation for library available including reading room.		
	(c)	The total number of books available before the preceding year of admission. (to be mentioned subject-wise)		

	(d)	The total number of books available during the Preceding year of admission and the cost thereof.  (To be mentioned subject-wise.)	
	(e)	The total number of journals and periodicals available before the Preceding year of admission.	
	(f)	The total number of journals and periodicals available during the Preceding year of admission and the cost of the same.	
	(g)	Annual financial provision for purchase of books, journals and periodicals.	For Books Rs.
			For Journals Rs.
	(h)	Detailed staff position appointed for the library with qualification of the Librarian and Assistant Librarians.	

15.	(a)	Number of students in the college.	Students	BOYS	GIRLS	TOTAL
			General			
			SC			
			ST			
			Grand Total			
	(b)	Number of students in each class (Boys, Girls, SC, ST and Others)  (A separate sheet be annexed.)				
	(c)	Students admission: Whether advertised in news papers and method of selection of students. (A copy of College Calendar and /or College admission prospectus be annexed)				
	(d)	Fees charged received from the students on different heads. (Separate sheet be attached.)				
16.	Teachers of the College					
	(a)	Detailed information in respect of all teachers of the college including the principal is to be furnished as perform No. 3. Appended (Subject- wise)				
	Note					
	(1)	The appointment letters issued to the teaching and non-teaching staff be made available to the Inspectors for verification (Photo copies be annexed.)				
	(2)	The under qualified teachers should not be included in the list and be replaced.				
	(3)	Visiting faculties shall not be considered as teaching staff of the College in terms of Provisions of the Acts and Statutes.				



	(b)	Xerox copies of certificate and mark sheet of the teachers duly attested by the Principal be annexed.	
	(c)	Whether the teachers have been registered as the college teachers of the University as per provision under Statute 102? If so, the registration number of each teacher be furnished in column No. 8 in form No.3 appended.	
17.	(a)	Working Hours of the College.	
	(b)	Copy of the advertisement inviting applications for teaching and non-teaching posts.	
	(c)	Time table of work allotted to each of the above teachers (Work load statement is to be annexed.)	
18.	Financial provision made for proper maintenance of the College.		
	(a)	Detail of permanent/ endowment fixed deposits, if any.	
	(b)	Details of undertaking given by a person or persons or body for provision for adequate financing of the college.	
	(c)	Details of current monthly or annual financial provision along with fees proposed.	
	(d)	Sources of income in detail.	

	(e)	Financial provision made per annum.	
	(i)	Capital Expenditure on Building.	
	(ii)	On Equipment.	
	(iii)	On continuing maintenance of the College (like Building, Laboratory, Workshop, Sports & Games.)	
	(f)	Amount of Capitation/ Donation collected from the students, if any.	
19.	(a)	Whether the College is being managed by a duly constituted Governing Body? If so, a copy of Registration of Governing Body under the Society Registration Act is to be annexed.	
	(b)	<p>If so, the names of members of the Governing Body in terms of statute of North Orissa University/ Central Regulatory Body/ State Government are to be furnished.</p> <p>Please mention the letter No. and date in which the composition of the Governing Body has been approved by the Director. Letter No.....dt.....</p>	<ol style="list-style-type: none"> <li>1. President:</li> <li>2. Secretary:</li> <li>3. Principal:</li> <li>4. Teacher Representative(1)</li> <li>5. Teacher Representative(2)</li> <li>6. V.C.'s nominee</li> <li>7. D.H.E's nominee</li> <li>8. D.H.E's nominee</li> <li>9. Women</li> <li>10. S.C. / S.T.</li> <li>11. Others</li> <li>12.</li> <li>13.</li> <li>14.</li> <li>15.</li> </ol>

20.	(a)	Whether the College has a duly constituted College Council.	
	(b)	If so, the name or names of the teacher staff as representative in the College Council to advise the Principal as per statute 181(2) (ii).	
21.	Whether the college is maintaining under mentioned records:-		
	(1)	A register of admission and withdrawals.	
	(2)	A register of attendance.	
	(3)	A register of permanent and local address of students; and also on transfer and migration.	
	(4)	A register of members of the staff showing their qualification, previous experience, salaries, number of house of work allotted to each teacher together with the classes and subjects taught.	
	(5)	A register of fees showing dates of the payments.	
	(6)	A counterfoil fee receipt book (Counter foil number of the last receipt on the day preceding of the date of Inspection.)	
	(7)	A register of scholarships and concessions of all kinds whether tuition, boarding or lodging.	
	(8)	A counterfoil book of transfer certificate (Counterfoil number of the last certificate issued on the day preceding of the date of Inspection.	
	(9)	A register showing the report from time to time of medical inspection of students.	
	(10)	A register of marks obtained by each student at the college examination.	

	(11)	Account books showing the financial transactions of the college as separate from those of management.	
	(12)	A general cashbook (the closing balance on the preceding date of Inspection.)	

Date.....

Place.....

Signature of the Person or Body  
Authorized to mark application  
(Designation with seal)

(20)

**Part-II**

(To be furnished by the Inspectors appointed by the Syndicate/ Vice-Chancellor as per the Statute 180 consistent with the provisions 172,173 and 181 of the Statute)

23. (1) we verified the statement in part-I submitted by the Principal item wise and have gone through the rules and the Statute.

(2) We recommend:

Signature of the Inspectors with name and designation.

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24.	Observation of the Registrar	
25.	Decision of the Syndicate under statute 182.	

(22)

Form No.3

**STATEMENT OF TEACHERS OF THE COLLEGE**

Sl. No.	Subject and Designation	Name of the teachers	Detailed qualification with marks of all exams. From secondary to post-Graduation with% of marks	Salary now drawing with scale of pay	Temporary substantive appointment and date of joining	Whether selected by section committee after due advertisement and interview	Registration number as Regd. College Teacher of University
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(23)

Fom No. 4

**SPECIMEN LETTER OF PLEDGING FROM THE BANK WHEREIN  
THE COLLEGE HAS KEPT FIXED DEPOSIT**

(IN THE LATTERPAD OF THE BANK)

To

The Registrar,  
Utkal University,  
Vani Vihar, Bhubaneswar .

Sbu: Pledging Certificate.

Sir,

I am to inform you that the .....  
College.....has deposited a sum of Rs.....  
(Rupees.....)videT.D/R./F.D.R.No.....  
..... fixed deposit receipt No..... dated  
..... for the years which is due on..... duly  
pledged in favour of the Registrar, Utkal University, Vani Vihar, Bhubaneswar for opening of  
..... Course.

Necessary record has been noted in the Bank not to allow the College to enjoy face of the fixed deposit except to allow the college to get the interest accrued out of the investment.

Further, it is be mentioned here that the college shall not be allowed to encash or to get loan against the face value without the production of permission letter from the Utkal University.

Date.....

Seal and Signature of  
Authorised Person of the bank.

C.C.:- The Secretary.....  
College.....  
for information and necessary action.

Date.....

Seal and Signature of  
Authorised Person of the bank.



WORK LOAD ASSIGNED TO THE TEACHERS AS PER REGULATION  
OF THE UNIVERSITY PER WEEK IN DEGREE COURSES  
ANCILARY AND FOUNDATION

1 <sup>ST</sup> Year	2 classes per week
CORE-I ENGLISH AND M.I.L.  1 <sup>st</sup> year  2 <sup>nd</sup> year  3 <sup>rd</sup> year	2 General Classes 1 Tutorial class per 16 students 2 General Classes 1 Tutorial class per 16 students 3 General Classes 1 Tutorial class [per 16 students
CORE-II and III (pass) (a) Non Practical bearing subjects  1 <sup>st</sup> year 2 <sup>nd</sup> year 3 <sup>rd</sup> year  (b) Mathematics 1 <sup>st</sup> year 2 <sup>nd</sup> year 3 <sup>rd</sup> year  (c) Practical bearing subjects 1 <sup>st</sup> year 2 <sup>nd</sup> year 3 <sup>rd</sup> year	3 General Classes 1 Tutorial class per 16 students 6 General Classes 1 Tutorial class per 16 students  4 General Classes 2 Tutorial class per 16 students 8 General Classes 2 Tutorial class per 16 students  3 General Classes 1 Practical class consisting of 3 lecturer period 4 General Classes 2 Practical class consisting of 3 lecturer period
HONOURS SUBJECTS (a) Non practical bearing subjects 1 <sup>st</sup> year 2 <sup>nd</sup> year 3 <sup>rd</sup> year  (b) Mathematics 1 <sup>st</sup> year 2 <sup>nd</sup> year 3 <sup>rd</sup> year  (c) Practical bearing subjects 1 <sup>st</sup> year 2 <sup>nd</sup> year 3 <sup>rd</sup> year	8 General Classes 1 Tutorial class per 16 students 10 General Classes 2 Tutorial class per 16 students  8 General Classes 2 Tutorial class per 16 students 12 General Classes 3 Tutorial class per 16 students  8 General Classes 1 Practical class consisting of 3 lecturer period 12 General Classes 2 Practical class consisting of 3 lecturer period (2 x 3=6)

<p>PASS</p> <p>ANCILLARY &amp; FOUNDATION</p> <p>CORE-I ENGLISH &amp; ECONOMICS</p> <p>1<sup>st</sup> year</p> <p>2<sup>nd</sup> year</p> <p>3<sup>rd</sup> year</p> <p>Core II &amp; III</p> <p>1<sup>st</sup> year</p> <p>2<sup>nd</sup> year</p> <p>3<sup>rd</sup> year</p> <p>Honours</p> <p>1<sup>st</sup> year</p> <p>2<sup>nd</sup> year</p> <p>3<sup>rd</sup> year</p>	<p>2 Classes per week</p> <p>2 General Classes</p> <p>1 Tutorial class per 16 students</p> <p>10 General Classes</p> <p>2 Tutorial class per 16 students</p> <p>3 General Classes</p> <p>1 Tutorial class per 16 students</p> <p>6 General Classes</p> <p>2 Tutorial class per 16 students</p> <p>8 General Classes</p> <p>1 Tutorial class per 16 students</p> <p>12 General Classes</p> <p>3 Tutorial class per 16 students</p>
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N.B. A general class consisting of 128 students or less