



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, Delhi-110075

No. GGSIPU/Reg./Notice/2013/289-L

Dated: 21/4/13

NOTICE

All the concerned affiliated Institutes are hereby informed that in pursuance of Ordinance 1 and Statute 24 of GGSIP University Act 1998, the University has initiated the process of inspection of affiliated Institutions w.e.f. 1st April 2013. Joint Assessment Committees (JAC) will preferably carry out these inspections on working days. However, these inspections may also be carried out on Saturdays as per circumstances/coordination done with the members of the JAC. The Convener, so assigned to the JAC, shall be coordinating with the Director/Principal of the affiliated Institutions for Inspection.

The concerned affiliated Institutions are also advised to keep the following documents ready, duly attested / self attested by authorized signatory of the society and Director/Principal of the Institute, these are also mentioned in the revised JAC Performa (copy enclosed). The originals of the following documents may need to be presented before the Inspection Committee.

Parameter 1A: Legality of ownership and possession of land, land use. (Page No. 3 of JAC Performa)

Parameter 1B: Availability of built up area and sanctioned building plan. (Page No. 3 of JAC Performa)

Parameter 1C: Safety Measures (Page No. 3 of JAC Performa)

Parameter II A: Status of Director: (Page No. 4 of JAC Performa)

Part III: Status of Compliance with the terms and conditions of the Academic Audit and NOC for grant of affiliation during the previous Academic year. (Page No. 9 of JAC Performa)

The Director/Principal of the Institute is requested to cooperate with the Joint Assessment Committee. The Director / Principal of the Institute shall also made available to the JAC, the duly attested copy of the above referred documents and any other document demanded by the JAC.

(Dr. Bhaskar P. Joshi)
Registrar

Encl: Revised JAC Performa.

306

**REPORT OF JOINT INSPECTION TEAM
DEPARTMENT OF HIGHER EDUCATION
(GOVERNMENT OF NCT OF DELHI/GGS IP UNIVERSITY)
Academic Session 2013-2014**

Note: This report comprises three parts. **Part I** deals with parameters relating to physical infrastructure of an institute. **Part II** evaluates several parameters that concern academics standards & infrastructure of an institute. **Part III** deals with the efforts made by the institute in complying with the terms and conditions of grant of NOC of the Government of NCT of Delhi, academic audit report and affiliation of GGSIPU during the year 2012-2013.

The GGSIPU shall provide the Inspecting Teams, the proposals as submitted by the Institute along with copies of letter/s indicating the terms and conditions of NOC and affiliation along with the report of the academic audit which were to be complied with by the institute, if any, during 2012-2013, and other relevant documents like concerned guidelines of the Govt. of NCT of Delhi, norms of the concerned statutory bodies (if applicable), etc.

Depending upon the marks obtained by an existing institute in Parts II & III, it may be placed in one of the following categories:

Category 'A'	<p>The institute may be granted Category A, if it obtains at least 75% marks in Part II of the assessment report subject to its obtaining minimum of 50% marks in part III. However, obtaining Category 'A' does not confer right to Institute for issuance of NOC to the Institute for period of five years.</p> <p>The Government may revalidate NOC granted to institutions affiliated to the GGSIP University for up to a period of five years subject to the following conditions:-</p> <p>i.) The Institutions should be running in conforming area and in a permanent campus of its own. ii.) The Institution should be running the academic programme(s) approved by the GGSIP University for at least a period of three years subject to the following conditions:</p> <p>a. No penal action for last five years has been initiated against the institute, no fine imposed by the AICTE, concerned statutory body, DHE, DTTE or University.</p>
Category 'B'	<p>The institute may be granted Category 'B', if it obtains between 65% - 74% marks in Part II, subject to its obtaining minimum of 50% marks in part III. However, obtaining Category 'B' does not confer right to Institute for issuance of NOC to the Institute for period of three years.</p> <p>The Government may revalidate NOC granted to institutions affiliated to the GGSIP University for up to a period of three years subject to the following conditions:-</p> <p>i.) The institutions should be running in conforming area and in a permanent campus of its own. ii) The institution should be running the academic programme(s) approved by the GGSIP University for atleast a period of three years subject to the following conditions:</p> <p>a. No penal action for last three years has been initiated against the institute, no fine imposed by the AICTE, concerned statutory body, DHE, DTTE or University;</p>
Category C	<p>The institute may be granted Category 'C', if it obtains between 50% - 64% marks in Part II, subject to its obtaining minimum of 50% marks in Part III.</p>
Category D	<p>The institute shall be kept under 'No Admission Category', if any of the following is true:</p> <p>a. The marks obtained are less than 50% in Part II or III, individually. b. If the actual no. of admitted students during the last two academic year is less than 25% of the sanctioned intake. c. If the total no. of teaching faculty has been less than 50% of the required strength calculated as per the sanctioned intake for the programme concerned.</p>

Please Note: If the concerned department of the State Government or the University is of the opinion that NOC/ Provisional affiliation is not justified, the issuance of such NOC/ provisional affiliation may be revoked after following proper procedure.



369

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, Delhi-110075

1. Date and Time of Visit : _____
2. Name and Address of the : _____
proposed/affiliated institution: _____
Telephone: _____
Website Address: _____
E-Mail : _____
3. Name and Address of the Society/Trust _____
& Chairman of the Society/Trust _____
Telephone: _____
Website Address: _____
E-Mail : _____
4. Name and Address of the _____
Director/Principal of the Institute _____
Telephone: _____
E-Mail : _____
5. Details of the existing / proposed programmes

(i) Proposal for Revalidation of NOC / Continuation of Provisional Affiliation & Variation, if any, in Intake

S. No.	Existing programmes	Detail of Intake & Students Admitted during the last two Academic Years				Increase	Decrease	No Change
		Academic Session 2011 – 2012		Academic Session 2012 – 2013				
		Intake	Admitted	Intake	Admitted			
1.								
2.								
3.								
4.								
5.								
6.								
7.								

(ii.) Proposal for Grant of NOC / Grant of Provisional Affiliation for New/Additional Programme(s).

Programme(s)	Intake / Duration

Part-I (Physical Infrastructure)

PS: If the Institute is running in conforming area and in its permanent campus and if one batch of students has passed out, and no variation in existing seats / programme have been sought by the institute then this part need not be filled in. However, if the University has received any complaint with regard to Land / Infrastructure, safety issue, the JAC has the authority to verify the same.

Parameter 1A : Legality of ownership and possession of land, land use

Parameters		Yes	No
(1) (a) Ownership of land and building by the society (acquisition by allotment/ procurement)	a.)		
(b) Rented building in conforming areas	b.)		
(2) (a) Availability of land as per norms in conforming area, i.e., the land use is institutional area.	a.)		
(b) B.Ed. in Schools in Conforming area.	b.)		
(c) Availability of land in non-conforming area as per norms	c.)		

P.S.:- Duly attested copies of relevant documents & papers to be enclosed.

Parameter 1 B: Availability of built-up area and sanctioned building plan

Parameters	Yes	No
Sanctioned building plan as approved by DDA / MCD/ Govt. body		
Availability of built-up area as per the norms of statutory body/ University/ Govt. for proposed / existing programme(s). (If the actual built up area upto 150 FAR is less than the total built-up area required as per norms for that course and number of seats, then marks would be deducted to the extent of proportionate shortfall in built-up area)		

P.S.:- Duly attested copies of relevant documents & papers to be enclosed.

Parameter 1C: Safety Measures

Parameters	Yes	No
Structural Safety Certificate of building of the Institute/College issued by Registered Architect		
Certificate indicating that the building is earthquake resistant		
Availability of fire fighting devices at the institute and Fire Safety Certificate by Delhi Fire Service or concerned department of the state (NCR) where the Institute is located		
Use of basement for other than approved purpose, if any in the Institute		

P.S.:- Duly attested copies of relevant documents & papers to be enclosed.

NOC from the concerned department of Govt. of NCT, Delhi (please tick which is applicable & strike out which is not applicable)	Required / Not Required
---	--------------------------------

()
Subject Expert

()
Subject Expert

()
Subject Expert

()
Convener

()
Chairman

Date of Visit: _____

Part-II (Academic Standards & Infrastructure)

362

(Total of Max. Marks will depend upon the number of courses being run in an Institute)

Parameter II A : Status of Director: (Max. Marks 100)

Criteria	Yes / No	Marks awarded
<p>1. Is the Director, as per norms of Statutory Body/ UGC / University, is in position.</p> <p>2. Give following documents for the Directors in position during the last 2 years in reverse chronological order.</p> <ul style="list-style-type: none"> • Name • PAN No. • Attested Copies of Educational Qualifications. • Attested copy of Experience Certificate. • Copy of Advertisement. • Composition of the Selection Committee. • Minutes of the Selection committee. • Offer of Appointment. • Acceptance by the incumbent. • Proof of salary transfer in his/her bank account since joining. 		<p>Note: Zero if the answer is no, 100 if all documents for appointment produced</p>

Parameter II B: Status of Cadre Ratio & Teacher Student Ratio for all UG programmes excluding B. Tech., B. Arch., B. Pharma, BHMCT and B.Ed.: (Max. Marks 200)

Parameters	Marks Allotted	Marks awarded Proportionately
<p align="center">II B (i.) Cadre Ratio</p> <p>SENIOR FACULTY = Professors + Associate Professors JR. FACULTY = Assistant Professors</p> <p>Cadre Ratio is the Ratio of Senior Faculty to Junior Faculty</p> <p>The Desired Cadre Ratio is 1:2 The Minimum Acceptable Cadre Ratio is 1:7*</p> <p>Important Note: It is desired that the institute has at least ONE Professor and/or One Associate Professor per division of Student Intake per year (multiplied by the Number of Years of the Course Duration), <i>failing which the Institute will be put in the category of "On Probation for the Academic Year 2013-14".</i></p> <p>*Subjected to conditions explained in the Guidelines for JAC members</p>	100	<p>100 (if the Cadre Ratio is 1:2)</p> <p>If NOT, then as per the formula given in the Guidelines for JAC members</p>

<p align="center">II B (ii.) Teacher Student Ratio</p> <p>Desired Teachers Student (TS) Ratio: 1:20 for all undergraduate programmes excluding B. Tech., B. Arch., B. Pharma, BHMCT, Applied Arts & Crafts and B. Ed.</p> <p>The Minimum Acceptable TS Ratio: 1.25</p>	100	<p>100 if the TS Ratio is 1:20.</p> <p>If NOT, then as per the formula given in the Guidelines for JAC members</p>
---	-----	---

Parameter II C: Status of Cadre Ratio & Teacher Student Ratio for B. Tech., B. Pharma, BHMCT and all other PG programmes excluding M. Tech.: (Max. Marks 200)

Parameters	Marks allotted	Marks awarded
<p align="center">II C (i.) Cadre Ratio</p> <p>SENIOR FACULTY = Professors + Associate Professors JR. FACULTY = Assistant Professors</p> <p>Cadre Ratio is the Ratio of Senior Faculty to Junior Faculty</p> <p>The Desired Cadre Ratio is 1:2 The Minimum Acceptable Cadre Ratio is 1:7*</p> <p>Important Note: Important Note: It is desired that the institute has at least ONE Professor and/or One Associate Professor per division of Student Intake per year (multiplied by the Number of Years of the Course Duration), <i>failing which the Institute will be put in the category of "On Probation for the Academic Year 2013-14"</i>.</p> <p>*Subjected to conditions explained in the Guidelines for JAC members</p>	100	<p>100 if the Cadre Ratio is 1:2)</p> <p>If NOT, then as per the formula given in the Guidelines for JAC members</p>
<p align="center">II C (ii.) Teacher Student Ratio</p> <p>Desired Teachers Student (TS) Ratio is 1:15 for B. Tech., B. Pharma, BHMCT and all other post-graduate programmes excluding M. Tech.</p> <p>The Minimum Acceptable TS Ratio is 1:20</p>	100	<p>100 if the TS Ratio is 1:15.</p> <p>If NOT, then as per the formula given in the Guidelines for JAC members</p>

Parameter II D: Status of Cadre Ratio & Teacher Student Ratio for B. Arch., B. Sc. (Nursing), Applied Arts & Crafts (PG) & M. Arch. Programmes: (Max. Marks 200)

Parameters	Marks allotted	Marks awarded
<p align="center">II D (i.) Cadre Ratio</p> <p>SENIOR FACULTY = Professors + Associate Professors JR. FACULTY = Assistant Professors</p> <p>Cadre Ratio is the Ratio of Senior Faculty to Junior Faculty</p> <p>The Desired Cadre Ratio is 1:2 The Minimum Acceptable Cadre Ratio is 1:7*</p> <p>Important Note: Important Note: It is desired that the institute has at least ONE Professor and/or One Associate Professor per division of Student Intake per year (multiplied by the Number of Years of the Course Duration), <i>failing which the Institute will be put in the category of "On Probation for the Academic Year 2013-14"</i>.</p> <p>*Subjected to conditions explained in the Guidelines for JAC members</p>	100	<p>100 if the Cadre Ratio is 1:2)</p> <p>If NOT, then as per the formula given in the Guidelines for JAC members</p>

<p>II D (ii.) Teacher Student Ratio Desired Teacher Student (TS) Ratio is 1:10 for B. Arch, M. Arch., B. Sc. (Nursing) & Applied Arts & Crafts (PG) programmes. Minimum Acceptable TS Ratio is 1:12 However, for B. Ed. & other Programmes the norms of the concerned statutory body will be followed</p>	100	<p>100 if the TS Ratio is 1:10</p> <p>If NOT, then as per the formula given in the Guidelines for JAC members</p>
---	-----	--

Parameter II E: Status of Cadre Ratio & Teacher Student Ratio for M. Tech., M. Pharma., HMCT (PG) Programmes: (Max. Marks 200)

Parameters	Marks allotted	Marks awarded
<p>II E (i.) Cadre Ratio SENIOR FACULTY = Professors + Associate Professors JR. FACULTY = Assistant Professors Cadre Ratio is the Ratio of Senior Faculty to Junior Faculty</p>	100	<p>100 if the Cadre Ratio is 1:2)</p>
<p>The Desired Cadre Ratio is 1:2 The Minimum Acceptable Cadre Ratio is 1:4* (ONLY for Academic Year 2013-14; from 2014-15 onwards, this MUST be 1:2)</p> <p>Important Note: There must be at least ONE Professor per division of student Intake per year in every Branch / Discipline multiplied by the Number of years of the Course Duration <i>failing which this score will be ZERO</i> *Subjected to conditions explained in the Guidelines.</p>		<p>If NOT, then as per the formula given in the Guidelines for JAC members</p>
<p>II E (ii.) Teacher Student Ratio Desired Teacher Student (TS) Ratio is 1:12 for M. Tech., M. Pharma., HMCT (PG) Programmes. Minimum Acceptable TS Ratio Also Remains 1:12 However, for B. Ed. & other Programmes the norms of the concerned statutory body MUST be followed</p>	100	<p>100 if the TS Ratio is 1:12 If NOT, then ZERO</p>

Parameter II F: Computer Centre: (Max. Marks 100)

Criteria	Parameters	Marks allotted	Marks awarded Proportionally
Number of computers/ configuration and the licensed software be evaluated as per requirement of course(s) conducted. General standard could be 60% for Hardware and 40% for Software.	Number and configuration of Terminals	25	
	Availability of licensed software	25	

<p>Note: Norms of statutory body be followed wherever applicable. For other programmes the terminal student ratio may be as follows: U.G. prog. – 1:6 PG prog. – 1:3 However, for specialized programmes such as programmes in B.ed Special Education (Mentally Retarded), Advanced diploma in child guidance and counseling, MPT, the subject expert may decide as per requirement.</p>	Internet connectivity	25	
	Availability of peripherals such as printers, scanners, server of sufficient capacity etc.	25	

Parameter II G: Status of Library: (Max. Marks 200)

Criteria	Parameters	Marks allotted	Marks awarded proportionally
<p>Number of titles and volumes may be in the ratio of 1:8 for UG prog. and 1:4 for PG prog. except the prog. approved by statutory body where norms stipulated by concerned body will be followed. Books - UG Programme (per prog.) Titles:200; Volume:1600 PG Programme (per prog.) - Titles:200; Volume:800 Journals: For UG/PG Prog. - Indian-12; International- 03 N.B.: Assessment of parameters be done programme-wise and marks allotted in totality. However, for specialized programmes such as programmes in B.ed Special Education (Mentally Retarded), Advanced diploma in child guidance and counseling, MPT, the subject expert may decide as per requirement.</p>	Total Titles/Volumes	60	
	Number of journals (national / international)	60	
	Number of magazines / newspapers	30	
	Computerization / online subscription	25	
	Reading Room and Reprographic facilities (photocopier and book binding)	25	

Parameter II H: Status of Labs / Workshops : (Max. Marks 100)

Applicable for programmes which have specific labs / workshops as part of their course curriculum (all programmes except BBA, BCA, MBA, MCA, LLB.)

Criteria	Parameters	Marks allotted	Marks awarded proportionally
Norms of statutory body will be followed for their concerned programmes. For other programmes, the subject experts will assess as per	Availability of equipments / instruments, work table / work stations shall be as per the requirement	50	

563

the requirement of experiment recommended in the syllabus for the programme.	Minimum Technical Lab staff shall be: One Lab Assistant & One Lab Attendant for each labs & for Central/Mechanical workshop: One workshop Superintendent, One Sr. Mechanic & One Junior Mechanic.	30	
	Size of the lab as per norms of statutory body	20	

OR

Applicable for programmes like MBA, MCA, BBA and BCA where specific labs are not part of course curriculum but other methods are devised for practical training.

Criteria	Parameters	Marks allotted	Marks awarded proportionally
The subject experts will assess on the basis of extent of participation of students and involvement of the institute in arranging such programmes (a report to this effect be submitted by the respective institute).	Summer training programmes / Project reports / Presentations / orientation	50	
	Group discussions / mock interviews / home assignments / case studies / case analysis/ multimedia / Programming/ Dissertation etc.	25	
	Participation of students in workshops, seminars and conferences as part of practical training organized by the institute/ college.	25	

OR

Applicable for 5 year integrated LLB programme where specific labs are not part of course curriculum but other methods are devised for practical training.

Criteria	Parameters	Marks allotted	Marks awarded proportionally
The subject experts will assess on the basis of extent of participation of students and involvement of the institute in arranging such programmes (a report to this effect be submitted by the respective institute).	Moot Court, Pre-trial preparation, participation in trial proceedings etc.	40	
	Public interest lawyering/Group discussions/home assignments/case studies/case analysis/ Lok Adalats, etc.	20	
	Drafting, pleading, conveyancing and visits to the courts.	20	
	Participation of students in workshops, seminars and conferences organized by the institute / college.	20	

Parameter II I: Conferencing / Instructional Facilities: (Max. Marks 50)

Criteria	Parameters	Marks allotted	Marks awarded (proportionally)
Physical verification by the committee	Availability of: <ul style="list-style-type: none"> • NKN Link • Edusat • Conferencing facility • Video multimedia • LCD • Overhead Projector with screens • Interactive boards • Wi-Fi connectivity 	50	

Parameter III: Ancillary and Other Essential Facilities: (Max. Marks 150)

Criteria	Parameters	Marks allotted	Marks awarded (proportionally)
Physical verification by the committee	Medical / First –Aid facility with Medical Room and availability of Doctors	20	
	Sports and games (indoor / outdoor)	20	
	Computer and Internet facility for the faculty members	20	
	Facilities for physically handicapped	15	
	Separate common rooms for boys and girls	15	
	Students canteen	15	
	Availability of generator	10	
	Potable water and water coolers for summer season	15	
	Faculty cubicles	20	

Part III: Status of Compliance with the terms and conditions of the Academic Audit and NOC for grant of affiliation during the previous Academic year (Marks 200)

S. No.	Terms and conditions to be complied with by the Institute	Maximum Marks	Marks Awarded proportionally
A	Academic Audit	50	
B	Grant of NOC	75	
C	Conditions of Affiliation	75	

PS: The Institute is required to obtain minimum of 50% marks, separately in the above table.

Total Maximum Marks = Sum of Maximum Marks for Applicable portions of Part II + Part III

Marks obtained = (Sum of marks Awarded for applicable Portions of Part II + Part III)

Percentage obtained $\left\{ \frac{(\text{Marks Obtained}) \times 100}{\text{Total Maximum Marks}} \right\} =$

RECOMMENDATION REGARDING CATEGORY

1. Based on the Inspecting Team's finding in respect of Part II and Part III as detailed in the above tables, the Inspecting Team recommends the Institute to be in Category ____ (Write Category A or Category B or Category C or Category D) keeping in view the benchmarks given in the first page of the format. This recommendations will be valid only if the conditions of Part I are met by the Institute

2. Subjected to the fulfillment/non fulfillment of stated conditions for Cadre Ratio, the institute is

Put In / Not Put

In the Category of "on probation for the academic year 2013-14".

()
Subject Expert

()
Subject Expert

()
Subject Expert

()
Convener

()
Chairman

Date of Visit: _____

I. Justification on the basis of space factor (in terms of built-up area) as stipulated by the concerned Statutory Body / University. Kindly refer Annexure appended herewith.

S. No.	Programme recommended	Intake Recommended / duration of programme	Space factor (in Sq. Mtrs.)	Space required per programme (in Sq.Mtrs.)
1				
2				
3				
4				
5				
6				
7				

Total of Space required for all the programme/ intake recommended

Total built up space available at the site for conduct of existing/ proposed programmes and their recommended intake (Sq. Mtrs / Acres) _____

Total plot area (Sq. Mtrs./Acres) _____

- Note: (i) Programmes/ intake should be recommended subject to the availability of built-up space.
- (ii) In case of Institutions which are conducting PGDBM Programme, the total built-up area should be mentioned excluding the area required for PGDBM programme
- (iii) While calculating the requirement of built-up area, Norms for Space mentioned in point 9 & 16 of the Policy Guidelines conveyed vide letter no. DHE-4(61)/2010-11/304, dated 06.05.2011 of DHE have to be referred.

II. Recommendations regarding programmes:

Programme(s)	Intake / Duration	Yes - No recommended	If not recommended reasons thereof

()
Subject Expert

()
Subject Expert

()
Subject Expert

()
Convener

()
Chairman

Date of Visit: _____

Note:

1. All pages of the report are to be duly signed by all members of the committee, including the Chairman.
2. Any cuttings/ over writings should be avoided; if any such cutting is unavoidable the same may be authenticated only by countersignatures of the Chairman of the Committee.
3. The names in capital letters of all the members of the Committee should be indicated below their respective signatures at the end of Part I and at the last page of the report.
4. The copy of the JAC report may be collected by the Institute after 10 days of date of Inspection.

SUMMARY OF MARKS

(1) Unit	(2) Max. Marks	(3) Applicable (Y/N) If Y, Max. marks as in column (2), if not, Max. Marks Zero	(4) Marks Awarded
Part I	No Marks, but the JAC to verify whether this part is applicable or not. If applicable, the committee to inspect and prepare a report		
Part II			
Parameter II A	100	Y, 100	
Parameter II B	200	Y/N	
Parameter II C	200	Y/N	
Parameter II D	200	Y/N	
Parameter II E	200	Y/N	
Parameter II F	100	Y, 100	
Parameter II G	200	Y, 200	
Parameter II H	100	Y, 100	
Parameter II I	50	Y, 50	
Parameter III	150	Y, 150	
Total of Part II			

Percentage Marks Awarded in Part II = Total of Marks awarded in Column (4) Divided by the Total of Marks in Column (3) x 100 =

Part III	200	Y, 200	
Total of Part III			

Percentage Marks Awarded in Part III = Total of Marks awarded in Column (4) Divided by the Total of Marks in Column (3) x 100 =

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Subject Expert

(_____)
Convener

(_____)
Chairman

Date of Visit: _____

Name of the Institute: _____

GUIDELINES FOR THE JAC MEMBERS

PART ONE

For calculating the marks to be awarded for Cadre Ratio(CR):

Legend:

Senior Faculty (SF) = Professors + Associate Professors

Junior Faculty (JF) = Assistant Professors

CR = Cadre Ratio as defined by the AICTE / other bodies

TS = Teacher Student Ratio as defined by the AICTE / other bodies

n = No. of Divisions approved

S = Division X (No. of years of duration of the course)

$K = \frac{(S \times n)}{TS}$ = Total Teaching Faculty Required as per the Norms

f = Cadre Ratio Factor = $\frac{\{(K) - (SF \text{ actually in position})\}}{SF \text{ actually in position}}$

t = Teacher Student Ratio Factor = $\frac{(S \times n)}{(SF+JF)}$,

For example: In an institute, having only ONE sanctioned Division (60 students) of B.Tech (duration 4 years), if the SF+JF is 16 (ideal), the $t = \frac{60 \times 4}{16} = 15$

But if the same institute has SF+JF=14, say, then $t = \frac{240}{14} = 17$ (say) and so on.

Case I : Where required Cadre Ratio is 1:2:6

This is applicable to the Undergraduate Courses, as per the latest AICTE Gazette Notification wherein one division has been defined as an annual intake of 60 students. This means that one division of a UG course of 4 years duration must have $S=60 \times 4=240$ students.

As per the AICTE norms, for UG courses the Cadre Ratio should be ordinarily 1:2:6, where 1 is Professor, 2 are Associate Professors and 6 are Assistant Professors.

358

We have defined Senior Faculty=Professors+Associate Professors

Hence the Ideal Cadre Ratio Factor 'f'=(Senior Faculty :Junior Faculty)= 1:2

For example, in an institute having only one division (60 students) of B.Tech, the total required faculty will be 16 (S=240 divided by 15) and out of this there should be ordinarily $P = \frac{S}{15 \times 9} = 2$ say (out of which 1 will be the Director/Principal)

Associate Professors=04

Assistant Professors=10

Where the CR factor 'f' = $\frac{\{16 \times n - (\text{Senior Faculty Actually in Position})\}}{\text{Senior Faculty Actually in Position}}$

Where **n**= No. of Divisions approved and running in the institute=.

Now suppose an institute is the worst case scenario, i.e., it has only ONE Professor (Director) and ONE Associate Professor, then it MUST have 14 Assistant Professor as per the AICTE guidelines to complete the required strength of 16 teachers(14=16 minus the total of Senior Faculty).

But if (the worst case permitted), an institute has ONE Professor and ONE Associate Professor (total=2), the $f = \frac{16-2}{2} = 7$

Therefore in the worst case scenario, f=7.

Accordingly, the formula to award marks is:

$$\text{Awarded Marks} = 50 + 10(7-f)$$

Therefore Awarded Marks for the worst case permitted= $50 + 10(7-f) = 50 + 10(7-7) = 50 + 0 = 50$

But suppose an institute has ONE Professor and TWO Associate Professors (or, 2 Professors and one Associate Professor), then its $f = \frac{16-3}{3} = 13 \div 3 = 4.333$

Therefore Awarded Marks= $50 + 10(7-f) = 50 + 10(7-4.33) = 50 + 10 \times 2.67 = 77$ say

Had this institute 2 Professors, 4 Associate Professors, then its $f = 10 \div 6 = 1.66$ (**Ideal Case**)

Therefore Awarded Marks= $50 + 10(7-f) = 50 + 10 \times (7 - 1.66) = (50 + 10 \times 5.34) = 50 + 53.4 = 100$ (maximum allowed)

And so on.

Case II: Where the required Cadre Ratio is 1:2 (M. Tech., M. Pharma, HMCT (PG))

For these courses, no relaxation will be allowed either in the required Cadre Ratio or the require Teacher Student Ratio. This means that the Institute will have to comply with the requirements as laid down by the AICTE / other statutory bodies / Govt., etc completely and fully.

PART TWO

For calculating the marks to be awarded for Teacher Students (TS) Ratio

Case One

Where the Required TS ratio is 1:20, the worst TS ratio acceptable will be 1:25

And the Awarded Marks will be as per the formula given below:

$$\text{Awarded Marks for TS ratio} = 50 + 10(25-t)$$

Where the **t = Actual TS ratio factor** available in an institute.

For example, for an institute having Actual TS ratio 1:20, **t=20**, and the Awarded marks= $50+10(25-20)=50+50=100$

For an institute having TS Actual TS ratio 1:21, t=21, and the Awarded marks= $50+10(25-21)=50+40=90$, and so on

However, the moment the term within the parenthesis (25-t) becomes negative, the marks awarded will be zero, for example, for an institute having Actual TS ratio 1:26, t=26, the value the Marks Awarded WILL BE ZERO

Case Two

Where the Required TS ratio is 1:15, the worst TS ratio acceptable will be 1:20

And the Awarded Marks will be as per the formula given below:

$$\text{Awarded Marks for TS ratio} = 50 + 10(20-t)$$

Where **t = Actual TS ratio factor** available in an institute.

For example, for an institute having Actual TS ratio 1:15, **t=15**, and the Awarded marks= $50+10(20-15)=50+50=100$

For an institute having TS Actual TS ratio 1:16, then t=16, and the Awarded marks= $50+10(20-16)=50+40=90$ and so on

But for an institute having Actual TS ratio 1:21, t=21, and the Marks Awarded WILL BE ZERO, as explained earlier.

Case Three

Where the Required TS ratio is 1:12, the worst TS ratio acceptable will be 1:15

And the Awarded Marks will be as per the formula given below:

$$\text{Awarded Marks for TS ratio} = 50 + 33.33(15-t)$$

But for an institute having Actual TS ratio 1:16, t=16, and the Marks Awarded WILL BE ZERO

Case Four

Where the Required TS ratio is 1:10, the worst TS ratio acceptable will be 1:12

And the Awarded Marks will be as per the formula given below:

$$\text{Awarded Marks for TS ratio} = 50 + 50(12-t)$$

But for an institute having Actual TS ratio 1:13, t=13, and the Awarded WILL BE ZERO

Calculations for Case 3 & Case 4 are self-explanatory on the pattern stated for Case One & Two

VERY IMPORTANT NOTE:

The above calculation has been done keeping in view the requirement of Teachers for the complete duration of the course. However, in cases where new programme has been started or to be started or for programmes where atleast one batch of students has not passed out, the requirement of teachers shall be calculated proportionately.