



**RAMA DEVI WOMEN'S UNIVERSITY**

**REPORT OF LOCAL ENQUIRY  
FOR  
ADMISSION OF COLLEGES  
TO THE PRIVILEGES  
OF THE  
RAMA DEVI WOMEN'S UNIVERSITY  
BHUBANESWAR**



## R.D.WOMEN'S UNIVERSITY

BHOI NAGAR, BHUBANESWAR-751022

### 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-I

(to be furnished by the Principal and placed before the Inspector 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			
	(c)	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  3. Year		
		(ii)	In case the college has already been affiliated the existing number of seats in each subject and total number of seats in the course with pass and honours, if any, be separately mentioned	Subject	Sanction Strength	No.of students actually admitted
				TOTAL		

	(iii) In case the college 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 subjects 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	Percent age

	(c)	Is there an evidence of adoption of large scale unfair means in the University Examination?				
7		Pledging Money for Non-Government College per stream Such amount be pledged in favour of Registrar, R. D. Women's University in prescribed form for the continued maintenance of respective colleges. (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. Rs.3,50,000/-			
		(ii)	Law College Rs.1,00,000/-			
		(iii)	Engineering M.B.A. , M.C.A., B.D.S. and M.B.B.S. and such other technical			
			Professional course- Rs.10,00,000/-			
		(iv)	B.A.M.S., B.H.M.S., B.Pharma, B.C.A., B.B.A., B.Sc. Nursing etc. Rs.2,00,000/-			
	(b)	Documentary evidence of security deposit with AICTE/All India Regulatory Bodies by the management of Professional College and Technical Institutions. A copy FDR to be annexed.	FDR NO	Date	Amount deposited	Date of Maturity
		(i)	Engineering and Technology Rs.50,00,000/-			
		(ii)	B. Pharma Rs.20,00,000/-			
		(iii)	Architecture Rs.20,00,000/-			
		(iv)	M.B.A/M.C.A Rs.20,00,000/-			
		(v)	Others if any:			

8.	<p>Payment of fees.</p> <p>The Bank Draft No. date and Amount to be mentioned.</p> <p>N.B:(a) Statutory last date of deposit. 30<sup>th</sup> Nov. in preceeding year of admission.</p> <p>(b) Statutory last date of deposit with late fee of Rs.2,000/- 31<sup>st</sup> July in the year of admission.</p>	Due date of deposit	Date on which deposited	Amount deposited	Bank Draft No. & date
	(a)Documentary evidence of payment of subject fees as prescribed by the University (for affiliation Rs.1,000/- per subject, increase of seats Rs.500/- per subject, late fee of Rs.2000/- for each proposal of new				
	affiliation, further affiliation, extension of affiliation and increase of seats in each 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 Development fund) for opening of:-				
	(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.,B.Sc Nursing and such other technical Professional courses. Rs.5,00,000/-				
	(ii) Each of B.C.A.and B.B.A. course – Rs.2,00,000/-				
	(iii) L.L.B course Rs.75,000/-				
	(iv) Each of Arts and Commerce stream – Rs.30,000/-				
	(v) Science stream-Rs 50,000/-				

	(c)	One time non-refundable processing fee (to be credited in Development fund for grant of No. Objection certificate (NOC)) to private college 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., B.A.M.S., B.H.M.S., B.Sc Nursing and such other technical Professional courses. Rs.50,000/-				
	(ii)	Each of B.C.A. and B.B.A. course – Rs.25,000/-				
	(iii)	Each for all types of general courses for each item/stream Rs.5,000/-				
9.	(a)	Has the College got its 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 photo 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 drawings and firm date of completion.	
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)	If so, the number of hostels managed by the College.	
	(c)	The specification of the hostel building with number of students accommodated in each hostel are to be furnished.	
	(d)	Are there any approved lodgings for the students ?	
	(e)	If so, specifications of the buildings 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. An 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 the 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 of admission and the cost of the same.	
14	(a)	Has the college a Library ?	
		Is 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 Librarian.	

15.	(a)	Number of students in the college.	Students	Total
			General	
			SC	
			ST	
			Grand Total	
(b)	Number of students in each class (Girls SC.ST and Others)  (A separate sheet be annexed).			
(c)	Student admission: Whether advertised in News papers and method of selection of students. (A copy of College admission prospects 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 per Form No.3 appended (Subject- wise)			
Note				
(1)	The appointment letters issued to the teaching and non-teaching staff be made available to the Inspector 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 Statues.			



	(b)	Photo copies of certificates 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 statue of Utkal University / Central Regulatory Body/ State Government is 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</li> <li>5. Teacher Representative</li> <li>6. VC'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. Other</li> <li>12.</li> <li>13.</li> <li>14.</li> </ol>

20.	(a)	Whether the College has a duly constituted College Council.	
	(b)	If so, the name or names of the teaching staff as representative in the College Council to advise the Principal as per statue 181 (2)(ii).	
21.		Whether the college is maintaining under mentioned records :- (Records to be placed before the Inspector at the time of Local enquiry.)	
	(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 member of the staff showing their qualifications, previous experience, salaries, number of hours 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 preceeding of the date of submission of applicaton.)	
	(7)	A register of scholarship and concessions of all kinds whether tuition, boarding or lodging.	
	(8)	A counterfoil book of transfer certificate (Counterfoil number of the last certified issued on the day preceeding of the date of submission of application.)	
	(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 submission of the application.)	

Certified that the information furnished on different items in this applications are correct to the best of my knowledge and belief.

Date .....

Place.....

Signature of the Person or Body  
authorised to make application  
(Designation with seal)

### STATEMENT OF TEACHERS OF THE COLLEGE

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

## PART-II

**(To be furnished by the Inspectors appointed by the Syndicate/Vice Chancellor/O.S.D. 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 Statute.

(2).We recommend:

Signature of Inspectors with name and Designation

1.

2.

3.

4.

5.

6.

7.

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

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

**(IN THE LETTERPAD OF THE BANK)**

To

The Registrar

Rama Devi Women's University,

Bhoi Nagar, Bhubaneswar

Sub: Pledging Certificate

Sir,

I am to inform you that the .....  
College.....has deposited a  
Sum of Rs.....(Rupees.....  
.....)vide T.D.R. /F.D.R. No.....fixed deposit  
Receipt No.....dated.....for ten  
Years which is due on .....duly pledged in favour of the Registrar,  
Rama Devi Women's University, Bhoi Nagar, Unit-IX, Bhubaneswar for opening of .....  
Course.

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

Further it is to be mentioned that the college shall not be allowed to encash or get loan against the face value without the production of permission letter from the Rama Devi Women's University.

Date:

Seal and Signature of  
Authorised Person of Bank

CC-The Secretary.....

.....College.....for information and necessary action.

Date

Seal and Signature of  
Authorised Person of Bank



