

P R O F O R M A

(To be filled by the Management of the College)

	<u>INSTITUTION</u>	
(a)	Name of college / colleges	
(b)	Where is the college located. (Show the village, town or city and the distance between the college and the nearest railway station or bus station)	
	<u>CATEGORY OF THE COLLEGE</u>	
(a)	Whether professional or non-professional	
(b)	Major discipline (For Eg. Engg/Medicine/ Dental/ Ayurveda,/Homoeo/ Sidha, Arts/Science/Commerce/Law/Teacher Education/Business Management/Others)	
	<u>MANAGEMENT</u>	
	(a) Name and address of the Educational Agency	
	(b) Whether Unitary or Corporate If Corporate, which are those colleges?	
	(c) Minority or non minority	

	(d) Trust under the Indian Trust Act/ Society under –(i) The Societies Registration Act or (ii) The Travancore-Cochin Charitable Scientific & Cultural Societies Registration Act or (iii) The Kerala Co-operative Societies Act.	
	(e) Has the Management constituted Governing Body (for Unitary Management) or Managing Council (for Corporate Management) as laid down in the University Act.	
	(f) If the answer to the above is ‘Yes’ who are the members of the Governing Body or Managing Council.	
	<u>UNIVERSITY</u>	
(a)	University to which the college was first affiliated	
(b)	University to which the College is presently having affiliation	
	<u>AFFILIATION</u>	
(a)	Affiliated courses to which students are admitted	
(b)	Date of affiliation first obtained	
(c)	Whether temporary (Provisional) or permanent affiliation	
(d)	Date of continued affiliation last obtained	

(e)	Courses, if any, commenced after the first affiliation	
(f)	Was the affiliation withdrawn or cancelled	
(g)	If the answer is 'Yes' reason for withdrawal or cancellation	
(h)	What is the present position as regards affiliation	
(i)	Number of batches for the course	
	<u>EXPENDITURE</u>	
(a)	<p>Amounts remitted by the management during 2016-17 under various heads of account like application fee, registration fee, affiliation fee, other kinds of fees etc. to the Apex Council, the University, the Central Government and the State Government.</p> <p>Each item of remittance shall be shown separately with necessary particulars.</p>	
(b)	Total expenditure towards salary or other remuneration paid to the staff members (Teaching and non-teaching)	
(c)	Expenditure to maintain and update Library, Laboratory, Workshop etc.	
(d)	Expenditure to provide additional furniture, if any.	
(e)	Expenditure to provide equipments and other facilities for learning	

(f)	Expenditure towards electricity charges, water charges, telephone , internet etc.	
(g)	Expenditure towards payment of property tax to the local body and other taxes, if any.	
(h)	Expenditure for maintenance of buildings including hostel buildings, play grounds etc.	
(i)	Other expenditure not mentioned above	
	<u>INCOME</u>	
(a)	Total income from tuition fees (2016 -17)	
(b)	Income from other kinds of fees, fine amounts etc. (“)	
(c)	Income received by way of fellowships,scholarships etc.(“)	
(d)	Income received as donations, if any. (“)	
(e)	Income from other sources (Institutions in the higher education sector functioning abroad are utilizing the professional experience and skills of the teaching faculty and those of meritorious students to carry out activities including - innovative and commercial - and market them profitably to earn substantial income from such activities thereby supplying the deficiency in the income received as fees from the students. The idea or concept of meeting the entire expenditure from the income received as fees charged on the student is alien to foreign Universities. They are able to supplement the income from fees by lawfully tapping other sources).	

	<u>PARENT TEACHER ASSOCIATION</u>	
(a)	Is there a parent-teacher association for the college	
(b)	If the answer to the above is 'Yes' what is the name of the PTA and who are the office bearers of the PTA	
(c)	Does the management think that the PTA is functioning effectively and taking care of the interest of the students, the staff of the college and the institution.	
(d)	If no PTA is functioning what action the management has taken to improve the situation?	
	<u>STUDENTS</u>	
(a)	Sanctioned strength of students per batch for 2016-17	
(b)	Number of students admitted to the first year batch during 2016-17	
(i)	Boys	
(ii)	Girls	
(c)	Number of students discontinued the course in 2016-17 (Show the number of students voluntary left and the number of students sent out for other reasons)	
(d)	How many students were admitted for the course of study in the 1 st year/ 1 st semester pertaining to the batch of students who have completed the course in 2016-17	
(e)	Number of students registered for the final year examination from the above mentioned batch.	

(f)	Number of students who came out successful in the final year qualifying examinations and became eligible for the University Degree	
(g)	Is the relationship between the students and the members of the teaching faculty including the Principal, cordial? If not, what action has been taken to set right things.	
(h)	Has the management made facilities for the students to engage themselves in cultural and other extra caricular activities. If the answer is in the affirmative, furnish brief description of those activities	
	FEES	
a)	Tuition fee charged per student for the first year (2016-17) batch. (Furnish details separately for different categories, viz. merit quota, management quota, NRI quota etc.	
b)	Amount, if any, collected from the students in 2016-17 otherwise than as tuition fees. (Furnish details of such collection of money from the student)	
c)	Whether the receipt of money as above from the students has been acknowledged by issuing receipts and accounted by the Manager or the Principal or any other person on behalf of the Management (Furnish details of such collection of money from the student)	

d)	Number of students found eligible for fee concession or exemption from payment of fees in the last year, i.e. 2016-17 (show the details of SC, ST, OEC etc. separately and state whether the students could avail the benefit. If not, what is the reason)	
e)	Whether SC/ST/OEC students admitted against the management quota are eligible for fee concession or exemption from payment of fees	
f)	In the answer to the above question is 'yes', furnish details supported by Governments orders on the subject.	
g)	If the answer is in the negative, state the reason therefor.	
DISCIPLINARY ACTION AGAINST STUDENTS		
(a)	Number of students subjected to disciplinary action (i) Memo or show cause notice issued (ii) Suspended (iii) Punished with minor penalty (iv) Punished with major penalty of dismissal etc.	
(b)	Has there been instances of imposing fine by the Principal or any Agent of Management on the students for alleged indiscipline, that is to say grave misconduct, minor lapses, faults etc. etc. If the answer to the above is 'yes', furnish the various categories of misconduct/lapses/faults and the rate of fine imposed and the amount collected per student on each such occasion	

	INTERNAL ASSESSMENT	
(a)	Any grievance against internal assessment and award of marks (State, briefly, the system followed in the College for internal assessment and award of marks)	
(b)	Does the Management think that the system needs modification? If the answer is 'Yes' state, briefly, suggestions in that behalf)	
(c)	Strike, agitation, demonstration etc by students against the management or teaching faculty – (Furnish details)	
(d)	Any instance of disciplinary action involving grave misconduct of the student/ (Furnish details)	
(f)	Any instance of complaint to the police by the student or against the student furnish details	
(g)	Any instance of malpractice detected in the examination hall indulged in by the students.	
(h)	Any crime case pending investigation by the Police or trial before the criminal court against any member constituting the Management of the College or any member of the teaching faculty. If the answer is 'yes' furnish relevant particulars.	
	ASSOCIATION OF STUDENTS	
(a)	Do the students of the college have students' Union or Associations?	

(b)	<p>If the answer is in the affirmative, how many students' associations or organisations are functioning in the college and what are the names of those associations.</p> <p>If the answer is in the negative, state the reason for denying the right to form associations</p>	
(c)	<p>What is the procedure and method (Presidential or Parliamentary system) followed for election to the office bearers of the students' association/s</p>	
(d)	<p>Do the students have representation in the constituency guaranteed / reserved for them in the various statutory bodies under the laws relating to University</p>	
(e)	<p>Has the management raised any objection against the request of the students to form associations based on socio-political ideologies which every responsible citizen is entitled to.</p>	
(f)	<p>If the answer to the above question is 'yes'</p> <p>Has the management noticed any instance of students dividing themselves and forming groups based on communal (Cast, religion etc.) considerations ?</p>	

	RIGHT TO PERSONAL LIBERTY	
(a)	Has the management installed CCTV cameras inside the campus?	
(b)	<p>If the answer is 'yes', furnish the places/locations/points where the cameras are installed –</p> <p>(i) What is the response/ reactions of the students against CCTV cameras installed in certain locations or points</p> <p>(ii) What action the management has taken in this regard. State briefly the reasons which justify the objection of the Management</p>	
(c)	Any practice of interrogating or questioning the student to elicit any information or statement from the student	
(d)	<p>If the answer is in the affirmative –</p> <p>(i) Who is the officer or person entrusted with the act of interrogation and</p> <p>(ii) Which is the place or room in the college campus used for or earmarked for the above purpose.</p>	
	<u>HOSTEL FACILITIES</u>	
(a)	<p>Is there a hostel run by the management for the students of the college?</p> <p>If the answer is 'yes' what is the intake capacity</p>	

(b)	Does the hostel satisfy the requirements stipulated by the Apex body (MCI, AICTE, NCTE, NCE etc.) and by the University under the relevant enactments, statutes, rules and regulations?	
(c)	Has the management received complaints, if any, from the inmates of the hostel about inadequacies, insecurity, mental or physical torture, harassment suffered by the inmates, quality of the food served, non-supply of electricity and water, denial of basic human rights etc.	
(d)	If the answer to above question is in the affirmative, furnish the details of the complaints and state what action has been taken to rectify the defects and to redress the legitimate grievances of the students.	
TEACHING FACULTY		
(a)	Has the Apex Council or the University fixed the staff pattern of the teaching faculty of the College ?	
(b)	If the answer to above question is in the negative, state the principle or norm followed by the Management to fix the staff strength.	

(c)	Category-wise strength of teaching faculty, that is number of Professors, Asst. Professors, Associate Professors based on the nature of the courses of study and the sanctioned strength of students as stipulated in the regulations/orders issued by MCI, AICTE, UGC, NCTE, NCI and apex bodies set up by the Central or State Governments as also by the Universities and departments of the Government.	
(d)	Furnish details about the categories of teaching posts fixed by the Apex Council / University ? (Separate sheet may be attached as Annexure)	
(e)	Name, qualifications and teaching experience of the Principal of the College?	
(f)	What is the length of service of the Principal in the College?	
(g)	What was the actual strength of teachers in the college in 2016-17. Furnish details category-wise.	
(h)	How many of them are employed (i) permanently/ regularly (ii) temporarily or on contract basis. (Furnish details and attach separately the list showing the names, designations and qualifications of the teaching staff) for 2016-17	
(i)	How many teachers are having the prescribed qualifications (Furnish details category-wise)	
(j)	How many are not having the minimum qualifications for the post (Furnish details category-wise)	

(k)	<p>Are the qualified teachers paid salary and other emoluments at the same rates paid to their counterparts in Government Colleges and Private Aided Colleges</p> <p>Furnish relevant details in a separate sheet and attach the same as annexure to this proforma</p>	
(l)	<p>What is the remuneration paid to each category of teachers who do not possess the minimum qualification for the teaching post. Furnish full details of all such teachers showing the designations, remunerations etc. in a separate sheet and attach the same as Annexure to this proforma.</p>	
(l)	<p>If unqualified teachers are engaged by the management against Orders and Regulations issued by the authorities and the interest of the students, what explanation the management would offer to sustain their action</p>	
(m)	<p>If the management is not appointing the members of the teaching staff on permanent or regular basis by issuing written orders stating that such teachers will be on probation etc. state as to why such a procedure is adopted</p>	
(n)	<p>What, if any, are the service benefits other than monthly salary given to the members of the teaching staff of the college</p>	

(o)	Are the members of the teaching staff of the college find a place in the voters list meant for the teachers of private colleges affiliated to the University for election to the “Teachers constituency” for due representation in the statutory bodies as laid down in the University laws.	
(p)	Do the teachers of the college have their organization / association to safeguard their rights and interest and for the redressal of their grievances ?	
(q)	If the answer is in the affirmative state the name of the teachers’ Association and the names of the office bearers of their association.	
(r)	If the answer is in the negative, state whether the teachers of the college have the grievance that the management is opposed to their desire to form Association.	
(s)	State whether any member of the teaching faculty left the college during 2016-17.	
(t)	If left, furnish their names, and designation and the reason for resignation or termination.	
(u)	Any instance of disciplinary action taken against members of the teaching staff ? If so, what decision has been taken in those proceedings ?	

	NON-TEACHING STAFF MEMBERS	
(a)	Has the Apex Council or the University fixed the staff pattern of known teaching (Administration and Technical) staff of the college	
(b)	If the answer is 'Yes' furnish the details showing categories and the number of posts.	
(c)	What was the actual number of non-teaching staff (Administration and Technical) in the college during the year 2016-17? Furnish details category-wise	
(d)	How many of them are employed permanently/regularly and temporarily or on contract basis ? (Furnish details and attach separately the list showing names, designations (nomenclature of the post and qualification, with regards to the year 2016-17)	
(e)	Number of persons having the prescribed qualification, (Furnish details category-wise)	
(f)	How many are not having the minimum qualification for the post (Furnish details category-wise)	
(g)	Are the qualified members of the paid salary and other emoluments at the same rate paid to their counter parts in Government colleges and private aided colleges (Furnish details in a separate sheet and attach the same as Annexure to this proforma)	

	REMARKS Here enter grievances, opinions and suggestions of the Management on the subject.	
--	---	--