

**LIST OF DOCUMENTS TO BE MADE AVAILABLE BY THE COLLEGE TO BE VERIFIED BY THE AFFILIATION INQUIRY COMMITTEE (AIC)**

<b>Statute No.</b>	<b>Particulars</b>	<b>Yes/ No</b>
	<b>INFRASTRUCTURE</b>	
<b>SC-1(iii) 1</b>	Requirements prescribed by the Statutory/Regulatory bodies	
<b>SC-1 (iii) (a)</b>	<b>LAND</b> Documents regarding ownership and possession of land (not less than 5 acres)	
<b>SC-1(iii) (b)</b>	<b>BUILDINGS</b> Administrative, academic and other buildings to run the programme.	
<b>SC-1(iii) (c) &amp; (j)</b>	<b>LECTURE ROOMS AND LABORATORIES</b> Lecture/Seminar rooms/ library (15 sq. ft. per student) with appropriate furniture	
<b>SC-1(iii) (c) &amp; (j)</b>	Laboratories (20 sq. ft. per student) with appropriate furniture	
<b>SC-1(iii) (e) &amp; (f)</b>	<b>CIVIC FACILITIES</b> Water, electricity, ventilation, toilets sewerage in conformity with the norms laid down by the Central/State PWD including safety, security	
<b>SC-1(iii) (g)</b>	<b>LIBRARY</b> A library with at least 1000 books or 100 books in different titles on each subject, reference books, two journals per subject along with a book bank facility to SC,ST, etc. students	
<b>SC-1(iii) (h)</b>	<b>EQUIPMENTS</b> Necessary laboratory equipments as prescribed by the University/ statutory/regulatory body concerned for each programme.	
<b>SC-1(iii) (i)</b>	<b>SPORTS FACILITIES, COMMON ROOMS, CANTEEN FACILITIES</b> Facilities for sports, canteen, and healthcare, separate common rooms and separate hostel for boys and girls.	
<b>SC-1 2. (b)</b>	<b>FINANCIAL POSITION</b> i) Check evidence of creating and maintaining Corpus Fund by way of irrevocable Government Securities/Joint FDR with the University for a minimum period of three years: (a) Rs. 35 lakhs per programme (professional) (b) Rs. 15 lakhs per programme ( other programmes).	
<b>SC-1 2 2.8</b>	<b>FUND POSITION</b> i) Budget for the year for which affiliation is sought ii) Audited statement of the previous year	

<p><b>SC-1 4 (d) &amp; (g)</b></p> <p><b>SC-1 4 (e)</b></p>	<p><b>APPOINTMENT AND SALARY OF FACULTY</b></p> <ul style="list-style-type: none"> <li>i) Whether the appointment is approved by the Goa University</li> <li>ii) Whether salary to the teaching and non-teaching staff is regularly paid along with the applicable allowances as prescribed by UGC/State Govt.</li> <li>iii) Salary Acquittance Roll</li> <li>iv) Statement showing salary of teaching and non-teaching staff and evidence of its crediting to the respective bank accounts to ascertain whether the salary is paid and credited in time.</li> <li>v) Verify the deductions in salary including Income tax, P.F. etc. and evidence of sending deductions to various agencies including Income Tax Department.</li> </ul>	
<p><b>SC-1(iii) 1 (k)</b></p> <p><b>SC-1 7 (b)</b></p>	<p><b>CONSTITUTION OF</b></p> <ul style="list-style-type: none"> <li>i) Managing Body</li> <li>ii) Local Managing Committee</li> </ul>	
<p><b>SC-1 2.1</b></p>	<p><b>Registration of Society/Trust</b></p>	
<p><b>SC-19 (XII) (8)</b></p>	<p><b>MUSTER ROLL OF FACULTY AND NON-TEACHING STAFF</b></p> <ul style="list-style-type: none"> <li>i) Verify whether the strength shown tallies with those on the Master Roll (Department-wise)</li> <li>ii) Leave orders to ascertain that the leave is granted as per the provisions of the Statute.</li> </ul>	
<p><b>SC-1 4 (d), (e) &amp; (g)</b></p>	<p><b>MEETING WITH THE FACULTY AND NON-TEACHING STAFF</b> to ascertain whether:</p> <ul style="list-style-type: none"> <li>i) Appointment is approved by the Goa University.</li> <li>ii) Salary is paid as per the norms of U.G.C /Directorate of Higher Education and is paid in time.</li> <li>iii) All deductions in salary are done and the amount remitted accordingly including income tax.</li> <li>iv) Adequate facilities are available to the Faculty for teaching etc.</li> </ul>	
<p><b>SC-1 4 (a)</b></p> <p><b>SC-1 4 (h)</b></p>	<p><b>MEETING WITH THE STUDENTS</b> to ascertain whether:</p> <ul style="list-style-type: none"> <li>i) Teaching is done as per approved syllabus and as per the Time Table.</li> <li>ii) Adequate facilities are available in terms of required books in the library including book bank facility and computers in the computer labs.</li> <li>iii) Fees are charged as notified and approved by the Authorities.</li> </ul>	

(Signature of Chairman/Chairperson)