

(13)

## बरकतउल्ला विश्वविद्यालय, भोपाल

क्रमांक 565...../अकादमी/2026

भोपाल, दिनांक 13.04.26

**::आदेशः**

सर्व संबंधितों को सूचित किया जाता है कि माननीय कार्यपरिषद की बैठक 15.04.2026 के पद क्रमांक 02/04/2026 में बरकतउल्ला विश्वविद्यालय के क्षेत्राधिकार में संचालित महाविद्यालयों के निरीक्षण हेतु निरीक्षण प्रपत्र "ए" एवं "बी" अनुमोदित किये गये हैं तथा सत्र 2026-27 हेतु नवीन महाविद्यालय/नवीन कक्षाएं/नवीन पाठ्यक्रम/सीट वृद्धि एवं सम्बद्धता की निरंतरता हेतु निरीक्षण इसी प्रपत्र से कराये जाने के निर्देश प्रदान किये गये हैं।

अतः समस्त महाविद्यालयों के प्राचार्यों को निर्देशित किया जाता है कि प्रपत्र "ए" भरकर एवं संबंधित दस्तावेज संलग्न कर महाविद्यालय के निरीक्षण के समय निरीक्षण समिति को उपलब्ध कराना सुनिश्चित करें।

संलग्न – उपरोक्तानुसार  
(प्रपत्र "ए") कुल पृष्ठ-16

आदेशानुसार




डॉ. एस.वी. सिंह  
कुलसचिव

बरकतउल्ला विश्वविद्यालय, भोपाल  
भोपाल, दिनांक 13.04.26

क्रमांक 566...../अकादमी/2026  
प्रतिलिपि:

1. आयुक्त, उच्च शिक्षा, म.प्र. शासन, भोपाल की ओर सूचनार्थ।
2. राज्यपाल के उपसचिव, लोक भवन, भोपाल की ओर सूचनार्थ।
3. अवर सचिव, उच्च शिक्षा विभाग, मंत्रालय, भोपाल की ओर सूचनार्थ।
4. अतिरिक्त संचालक, नर्मदापुरम् संभाग, उच्च शिक्षा, म.प्र. शासन, भोपाल की ओर सूचनार्थ।
5. डीसीडीसी, बरकतउल्ला विश्वविद्यालय, भोपाल की ओर सूचनार्थ।
6. परीक्षा नियंत्रक, बरकतउल्ला विश्वविद्यालय, भोपाल की ओर सूचनार्थ।
7. अध्यक्ष/सचिव, महाविद्यालयों से संबंधित समिति की ओर सूचनार्थ।
8. निज सचिव के माध्यम से कुलगुरु/कुलसचिव की ओर सूचनार्थ।
9. प्रभारी आई.टी.सेल, अधिसूचना को वेबसाइट पर प्रसारित करने के आशय के साथ सूचनार्थ।

  
सहायक कुलसचिव (अकादमी)  
बरकतउल्ला विश्वविद्यालय, भोपाल



# BARKATULLAH UNIVERSITY, BHOPAL

ACADEMIC CELL / INTERNAL QUALITY ASSURANCE CELL

Draft- PART-A

[To be filled by the applicant college and submitted in duplicate, dully authenticated]  
Inspection of an educational institute for affiliation/ continuation of affiliation / mid term  
Inspection to guide Academic Quality Assurance.

1. Name of the College:- \_\_\_\_\_  
Name of the Society:- \_\_\_\_\_  
Address a. Corporate Office / Society / Trust / Office Address : \_\_\_\_\_  
\_\_\_\_\_   
c. Any other Address :- \_\_\_\_\_

2. Year of Foundation  
a. of Society / Trust / Company : \_\_\_\_\_  
b. College : \_\_\_\_\_  
Nature of ownership / Society / Trust / Company / Individual : \_\_\_\_\_  
Ownership details members of Society / Trustees / Board of director of the company etc in case of  
private colleges. \_\_\_\_\_

c. Chairman :  
Name : \_\_\_\_\_  
Father's Name : \_\_\_\_\_  
Age (DOB) : \_\_\_\_\_  
Education Qualification : \_\_\_\_\_  
Occupation Address : \_\_\_\_\_  
Telephone Number/Mobile No. : \_\_\_\_\_  
E-MAIL ID : \_\_\_\_\_  
PAN : \_\_\_\_\_

d. Secretary:  
Name : \_\_\_\_\_  
Father's Name : \_\_\_\_\_  
Age (DOB) : \_\_\_\_\_  
Education Qualification : \_\_\_\_\_  
Occupation Address : \_\_\_\_\_  
Telephone Number/Mobile No. : \_\_\_\_\_  
E-MAIL ID : \_\_\_\_\_  
PAN : \_\_\_\_\_

e. Principal DOB:  
Name (Regular Incharge) : \_\_\_\_\_  
Father's Name : \_\_\_\_\_  
Age (DOB) : \_\_\_\_\_  
Education Qualification : \_\_\_\_\_



Occupation Address : \_\_\_\_\_  
 Telephone Number/Mobile No. : \_\_\_\_\_  
 E-MAIL ID : \_\_\_\_\_  
 PAN : \_\_\_\_\_

3. Details of the Chairman Janbhagidari Samiti in case of Govt. College : \_\_\_\_\_  
 Name \_\_\_\_\_ Age(DOB) \_\_\_\_\_  
 Education qualification \_\_\_\_\_  
 Occupation address \_\_\_\_\_  
 Telephones/Mobile Number \_\_\_\_\_ PAN \_\_\_\_\_

4. A details of other courses subjects already being taught in this college :

Course / Subject number with of seats	Class UG/PG	Year of Affiliation	Continuation/ Affiliation	Temporary/ Permanent

4.B. Clause 2.1(iv) of statute 27. If affiliation is for starting PG, UG Course should be completed at least for 3 years

Details of teaching staff in other courses / subjects already being taught in this college:

Name	Principal / Director and Teacher	Educational Qualification & Teaching Experience	Mode of Appointment Management /Code 28	Date of Joining	Date of Birth	Subject	PAN	Mobile No.

5. . Other educational college / Institutions being run by members of this society whether as a member of this society or as a member of some other society / trust etc?

Name of the Educational Institution with Location address	Course / Subject with number of seats	Class	Year of affiliation	Temporary / Permanent	If temporary state conditions	Status of compliance of conditions

Note- Point No. 20 of the draft undertaking on point No. 15, 16, 17, 18, 19, 20, 21, and 22 as per Statute 27 (Rule 8a to 8k)

(a) Total area and built up area (describe separately) earmarked for the proposed course and total area & built up area of in college ( If it is being shared by other college, mention separately).

Total area : \_\_\_\_\_

Built up area : \_\_\_\_\_

(b) Whether the college is running on rented building (Total area & Builtup area)  
(If so enclosed rent agreement also) : \_\_\_\_\_  
Total Area- \_\_\_\_\_

Where the college is in rented building whether sufficient provision is being made to construct own building; in books of accounts. : \_\_\_\_\_

(c) Built up Accommodation (describe common facilities. & areas like staircases, varandah, office space, laboratories galleries etc. separately).  
(Enclose Building map) \_\_\_\_\_

(d) Quality of the college building : \_\_\_\_\_  
(Note be made of appropriateness of the building & surrounding, open space for game & cultural activities, gardens, clear & fresh air & sunlight overall ambience of the building). Please attach photo of the college building. \_\_\_\_\_

(e) The PWD clearance of adequate civil facility. \_\_\_\_\_

(f) Whether college has required number of classrooms as required under statutory Provision? : \_\_\_\_\_  
(A note about total no of rooms. Their room wise floor space, room wise position of fresh air & natural, equipment filled with each class room, be given)

(g) If it is easily accessible to public : \_\_\_\_\_

(h) If away from District HQ, whether any security problems anticipated for holding examinations, keeping papers in safe custody, finding invigilators and center superintendent etc. YES / NO. : \_\_\_\_\_

(i) Is there proper space for parking of Vehicles of staff student & visitors? YES / NO : \_\_\_\_\_

(j) Whether neighbours are complaining about recurring nuisance? Opinion of neighbourhood about the reputation prestige of colleges, society and its management YES / NO. : \_\_\_\_\_

6. whether same building / campus is being shared by any other college / any other faculty / course / subject of the same college or of the same society? : \_\_\_\_\_

7. (A) Details of teaching staff recruited or identified for recruitment to facilitate teaching in the Proposed Courses / Subject; : \_\_\_\_\_

(B) Non Teaching and other facilitation staff, recruited or proposed to recruited for the proposed course. : \_\_\_\_\_

(C) Teaching aids and equipment; computer hardware, software etc. & other facilities available for proposed college. : \_\_\_\_\_

(D) Details about Library and reading room with regard to the proposed course.

- How many books are available in library? \_\_\_\_\_
- What is book/ Student ratio? \_\_\_\_\_
- Whether there is library building? \_\_\_\_\_
- Whether reading rooms available? \_\_\_\_\_  
"If yes its dimension \_\_\_\_\_
- Whether staff to manage the library is available? \_\_\_\_\_
- Whether books are regularly issued to student? \_\_\_\_\_
- Whether books being shown are relevant and latest on the subject / Course? \_\_\_\_\_
- Whether journals are being subscribed? If yes, How many Total Journals are being subscribed are latest issue are available on the shelf? \_\_\_\_\_
- Students book bank facility are available ( No. of Books) \_\_\_\_\_



12. Whether desirability / "permission" from Govt of M.P. (depl. Higher/ Technical / Medical. Education) is issued in favour of college where it is conditional; the compliance status about the conditions imposed by them stated clearly.

13. (a) Whether college has fulfilled all the requirements of statute 2B YES / NO  
(b) Deposit of affiliation fee renewal, sports fees, Cultural fees. Exam fees and other fees payable to University.  
(c) Deposit in the Endowment fund?

14. a) Whether in the past the society / college has 'adhered to the statutory norms / Whether they have defaulted over any instruction of the university / Govt. / Statutory Body'.  
b) Whether college has adhered to fee structure?  
c) Whether the college has followed "Reservation" norms in case of admission of students (As per policy/direction of the Govt.)

15. Provisions of residential quarters (Availability / Provisions ) for teaching / non teaching staff and emergency service staff :

16. Whether society office bearers of college management has any objection if the information submitted by them is made open to public for transparency.

Point-2. Application from Chairman of Governing Body Attached All document pertain to rule 9 (3) (I to Xi)

17. Computers:

No. of Computers

- a) Latest: \_\_\_\_\_
- b) Old Technology: \_\_\_\_\_
- c) Printers: \_\_\_\_\_
- d) Scanners: \_\_\_\_\_
- e) Internet facility: \_\_\_\_\_
- f) No of computer trained staff : \_\_\_\_\_
- g) Future plans \_\_\_\_\_
- h) Computer: Student Ratio: \_\_\_\_\_
- i) How many computers are in working condition : \_\_\_\_\_
- j) Licensed software available: \_\_\_\_\_
- k) Packages using (Name): (Specify Name): \_\_\_\_\_
- l) Down time \_\_\_\_\_

18. Equipment:

- a) Whether the college has the lab as per norms. YES / NO. \_\_\_\_\_
- b) Floor space \_\_\_\_\_
- c) No and description of equipment \_\_\_\_\_
- d) Workshops - \_\_\_\_\_
- e) First aid facility \_\_\_\_\_
- f) Fire lighting facility \_\_\_\_\_
- g) Other major Instruments whether as per the requirement of the course YES / NO \_\_\_\_\_



19. Undertaking from the college with reference to clause a-k rule no. 8 of Statute 27.

**DECLARATION BY PRINCIPAL**

This is to declare that all information given in the Performa is correct to the best of my knowledge.

Signature

Date:

Principal's Name :

**CERTIFIED BY SECRETARY/CHAIRMAN**

This is to certify that all information given in the Performa is correct to the best of my knowledge.

Signature

Date:

Secretary/Chairman Name :

**JOINT AFFIDAVIT**

*(To be submitted to Barkatullah University, Bhopal)*

**ACADEMIC YEAR**

We hereby solemnly affirm and declare that all informations submitted in part 'A' are true, complete & correct, and no material fact has been concealed.

**SIGNATURES**

**Chairman / Secretary**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Seal

**Principal / Director**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Seal

**VERIFICATION**

Verified at \_\_\_\_\_ on this \_\_\_ day of \_\_\_\_\_ 2026.

To be attached with part A

Annexure 1

S.No.	Course (UG,PG and Other)	Year	Room Numbers or college specific code *	Required Built up Area @ 15 Sq.ft. per student	Available Built up Area	No. of Seats	Is the area @ 15 Sq.Ft. per student available? Y/N
			1				
			2				
			3				
			4				
			5				
			6				
			7				
			8				
			9				
			10				
			11				
			12				
			13				
			14				
			15				
			16				
			17				
			18				
			19				
			20				
			21				
			22				
			23				
			24				
			25				
			26				
			27				
			28				
			29				

Note : 1. College specific code may be G-112 or FF-31 etc. 2. If there are more than one section in a particular class then they no. of rooms shall increase accordingly

To be attached with part A

Annexure 2.1(vi)

S.No.	Facilities	Area in Sq.ft.	Tables	Chairs	Computers	Equipment	Chemicals
	Principal Room						
	Administrative Staff room						
	Teaching Staff Room						
	Seminar Hall						
	Library						
	Physics Laboratory						
	Chemistry Laboratory						
	Zoology Laboratory						
	Botany Laboratory						
	Maths Laboratory						
	Computer Room						
	Other						

To be attached with part A  
Annexure 3 Section 2.1(viii) and 2.1(ix)

S.No.	Facility	Fire Safety Measures	Hygeine	
1	Institution/College Building			
2	Physics Laboratory			
3	Chemistry Laboratory			
4	Seminar Room			
5	Zoology Laboratory			
6	Botany Laboratory			
7	Computer Laboratory			
8	Library			
9	Lift, Whether Annual certificate obtained from PWD			
10	Hostel			
11	Canteens			
12	Whether Pollution Control Certificate available for STP/Other areas wherever applicable Y/N (give details if required)			
13	Whether adequate number of Security personnel available including Ladies staff Y/N (give details if required)			
14	Boundry & Parapet Walls. Whether stairs and roof are adequately protected Y/N			
15	Whether Gas, Water supply and the chemicals are available Y/N			
16	Ramp as per UGC accesibility Guide Lines 2022 standard Norms			
17	whether Dirnking Water/Urinals / toilets are as per UGC accesibility Guide Lines 2022 standard Norms and Harmonised guide Line 2021			

To be attached with part A

Requirement of Library Annexure 4 Section 2.1(ix)			
	Subjects	No. of Books	No. and Name of Journals
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
	Total		

**Note : Library with atleast 1000 books or 100 books in different title in each subject to journals per subjects (Book Bank Facility for SC/ST Students) to be checked with her books being check issue register**

To be attached with part A

	Requirement of Laboratory Annexure 5 Section 2.1ix)		
	Subject	Equipments Y/N	Chemicals if Applicable y/N
1			
2			
3			
4			
5			
6			
7			
8			
9			

Note; The inspection team should have a list of equipments and other requirements and cross check with some of the items. It should also check the bills / stock register of those equipments and chemicals etc to ensure their purchase as well as date of expiry wherever applicable.

To be attached with part A

Annexure 2 Section 2.1(xi)

Sr.No.	Facility	Area in Square Feet	Whether Adequate Y/N
1	No of Student enrolled	Not applicable	
2	Multi Purpose Hall		
3	Sports Facilities (specify sports)		
4	Canteen-Whether Food served is of quality and cooking and washing areas are clean ?		
5	Health Care		
6	Boys Common Room		
7	Girls Common Room		
8	Boys Hostel		
9	Girls Hostel		

Note : Item no. 8 and 9 are not mandatory and as per the norms of the regulatory body/bodies whenever applicable

To be attached with part A

Annexure 3 Section 2.1(xii)

Sr.No.	Facility	No. of Tables	No. of Chairs	No. of Almirahs	Other Items
1	ClassRooms				
2	Physics Laboratory				
3	Chemistry Laboratory				
4	Seminar Room				
5	Zoology Laboratory				
6	Botany Laboratory				
7	Computer Laboratory				
8	Library				
9	Multi Purpose Hall				
10	Hostel				
11	Canteens				
12	Principal Room				
13	Staff Room				
14	Office room				
15	Hostel Rooms				
16	Girls Common Room				
17	Boys Common Room				
18	Sports Room				

Note : As per the norms of the regulatory body/bodies whenever applicable

To be attached with part A

Annexure 8 Section 2(5) Certified copies For New Courses

sr No	List of Documents	Whether attached Y/N
1	Registration Certificate of the Society/Trust	
2	Details of constitution and Memorandum of Association.	
3	Certified copies of Trust deeds and deeds of the property, if any,	
4	Whether last year audit done,include copy	
5	Whether annual report submitted to Registrar as per the act	
6	Certificate of permission from Commissioner Higher Education	
7	Undertaking regarding endowment fund as per schedule No 28 para 3(3) etc.	
8	Copy of DPR etc.	
9	Background of Society development plan for the college with timeline, spelling out its growth plan etc.	
10	Building plan and Architectural master plan etc.	
11	Policy with regard to faculty recruitment etc	
12	Structure of academic and administrative governance etc.	
13	Sources of financing of capital etc.	
14	Resource projections and their utilization schedule etc.	
15	Land Use Certificate form the Government etc.	
16	Registered land/Govt leased land documents etc./if on rent then registered rent deed	
17	Permission for the Society/Trust to start the college etc.	
18	Registered documents by the registered Society/Trust earmarking land and buildings etc.	
19	Details of the latest fund position along with photocopies financial Statement of current year with shows funds availability for running of the courses applied for atleast 3 years	
20	As per section 6, Undertaking regarding control of College	

**To be attached with part A**

Annexure 9 Section 7, Format for approval of new program/ course

S.No.	List of Documents	Attached Y/N
1	Name of new Course/Programm	
2	No of seats/ Students intake	
3	As per requirement of section 8(e)whether as per the Annexure 1,2 and 3 adequate rooms/furniture and equipments are available?	
4	Whether equitable distribution of needs of unserved .. Etc areas ensured	
5	Whether three years of undergraduate program run succssfully?	
6	Genuine need document from Society/Trust	
7	Wherther adequate Teachers/staff/ full time Principal available as per clause 8(b)	
8	Provision of adequate funds	
9	Whether equitable distribution of needs of unserved .. Etc areas ensured	