

SCRUTINY FORM FOR NEW SKILL DEVELOPMENT COURSESName and Address of the Institute:

College Code: _____

Course(s) Applied for (Increase in Intake/New Course)

Sr. No.	Name of Course	Current Intake	Applied Intake	Nature of Application

1. Application form with supporting documents

To check all documents including infrastructure & faculty details for increase in seats/new course(s)

Attached, Examined and found Satisfactory

Yes/No

2. Copy of payment receipt in respect of Extension of Affiliation.

Attached, Examined and found Satisfactory

Yes/No

3. Show-Cause Notice issued by University, if any, during the last two years, since the establishment of the college.

Attached, Examined and found Satisfactory

Yes/No

4. Details of court cases filed against University and order of the Court, if any.

Attached, Examined and found Satisfactory

Yes/No

5. Self-Declaration⁵, in a format as prescribed by the university on the letter head of the college duly signed and stamped by the competent authority of the concerned institute.

Attached, Examined and found Satisfactory

Yes/No

Signatures of Committee members

6. The letter of affiliation of courses offered by the institution issued by the university for the last three academic years.

Attached and found Satisfactory

Yes/No

7. Certificate by the Head of the college to the effect that all Faculty and all non-teaching staff data, has been entered as per the prescribed format on the university Web Portal.

Attached, Examined and found Satisfactory

Yes/No

8. Latest salary sheet giving details such as scale of pay, gross pay, PF deduction, TDS for all teaching and non-teaching staff.

Attached, Examined and found Satisfactory

Yes/No

9. Resolution by the applicant organization, pertaining to increase in intake, starting additional courses/divisions in existing program and all location of land/building/ funds to proposed activities in the format as prescribed by the university.

Attached, Examined and found Satisfactory

Yes/No

10. The detailed resume and relevant certificates of qualifications and experience of the Head of the institution

Attached, Examined and found Satisfactory

Yes/No

OBSERVATIONS OF THE SCRUTINY COMMITTEE

Signatures of Committee members

RECOMMENDATIONS OF THE COMMITTEE:

Sr. No.	Name of Course	Applied Intake	Recommended Intake	Remarks(if any)

1. Recommended for Expert Visit
2. Recommended for Expert Visit with compliance of deficiencies to be submitted to Expert Visit Committee.
3. Rejected

SIGNATURES OF THE COMMITTEE MEMBERS:**Chairman****Expert #1****Expert#2****Expert#3****Expert#4****Representative
of the University****Representative #1
of the applicant instt****Representative #2
of the applicant instt**