



# University of Kashmir



**Hazratbal Srinagar, Kashmir**  
**NAAC Accredited Grade 'A+' University**



**Check List of Minimum Requirements**  
**For**  
**Grant of Temporary Affiliation**

**To**

**B.P.Ed Colleges**

**In The**  
**Union Territory of J & K**

# **Guidelines and Minimum Requirements**

**For**

**Grant of Temporary Affiliation to B. P. Ed College**

## A: Brief Profile of the College/ Institution

- Name of the College ( *Attach Brief Profile of the College* ) :- \_\_\_\_\_
- Name of the Principal with Qualification & Experience ( *Attach CV* ): \_\_\_\_\_
- Programme/s offered/ to be offered: \_\_\_\_\_
- NOC of Govt. for the course / College / Institution: ( *Attach as Appendix* ).
- Whether recognized by National Council for Technical Education? ( *Attach Copy of Recognition* )-----
- Proposed intake per course/ per programme by the College: \_\_\_\_\_
- Duly audited financial statements of the last financial viz; Balance Sheet, Statement of Income & Expenditure & Receipts & Statement of Payments: ( *Attach These Statements* )
- Monthly salary statements along with monthly bank statements of individual staff members ( *Attach statement as appendix* )
- Names of the members of student grievance committee ( *Attach as Appendix* )
- Names of the members of teaching & non-teaching grievance committee ( *Attach as Appendix* )
- Whether constituted College Management Committee as the prescribed constitution of the committee ( *Attach the constitution of the committee as Appendix* )
- Any other Particulars:

### Note: Constitution of College Management Committee

• Three Representatives of Sponsoring Society/ Trust
• Two Educationists of Repute
• Two Prominent Teacher Educators in the field of Physical Education
• Representative of the Affiliating University
• Principal of the College
• To Senior Faculty Members of the college in order of seniority

**Note: The term of the members of the College Management Committee shall be three years except for the representatives of sponsoring society/trust and the Affiliating University**

## B: Physical Infrastructural Facilities

S. No.	Infrastructural Facilities	Minimum Requirement for Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks
1.	<p><b>Land</b></p> <ul style="list-style-type: none"> <li>• Land has to be in the name of the trust or society.</li> <li>• Land use certificate mandatory</li> <li>• Land should have a boundary wall from all sides with at least one well designed/ Built entry gate.</li> <li>• Requisite green cover must</li> <li>• Well laid roads within the college campus.</li> <li>• Proper landscaping of the main lawns of the college must</li> </ul> <p>(Give details of each of the above items., Wherever required give information on a separate sheet )</p>	08 Acres			
2.	<p><b>College Built Up Area</b></p> <ul style="list-style-type: none"> <li>• College can be in a rented/leased building only for the first two years</li> <li>• Parking space for vehicles must</li> <li>• Benches placed at requisite places for students in the college lawns.</li> <li>• Every Building should have ramps</li> </ul>	1500 sq.mts			

3.	<b>Fully Developed Multi Purpose Play Field for:</b> <ul style="list-style-type: none"> <li>• Cricket</li> <li>• Football</li> <li>• Volleyball</li> <li>• Badminton</li> <li>•</li> </ul>	400 meter			
4.	<b>Class Rooms:</b> <ul style="list-style-type: none"> <li>• Space Sufficient enough to accommodate 50 students.</li> <li>• Fully equipped with White Boards and LCDs</li> <li>• Well furnished and ventilated.</li> <li>• Atleast one Smart - Virtual Classroom</li> <li>• Preferably Gallery type class rooms</li> <li>• Proper light arrangement, fans/coolers/ Split ACs,</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	02 rooms			
5.	<b>Multi Purpose Hall</b> <ul style="list-style-type: none"> <li>• Built Up Area inclusive of Dias of 2000 Sq. Mts</li> <li>• Seating Capacity</li> <li>• With proper stage &amp; green room facilities, well ventilated and proper lightening system</li> <li>• There should be arrangements for the use of all kinds of basic and advanced audio-visuals aids</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, and toilet facilities</li> </ul>	01			

6.	<p><b>Seminar Room :</b></p> <ul style="list-style-type: none"> <li>• Space sufficient enough to accommodate more than 100 persons</li> <li>• Well furnished with push back comfortable chairs.</li> <li>• LCD facility available</li> <li>• Public address facility available</li> <li>• Attached toilet with wash basin facility</li> <li>• With proper stage, well ventilated and proper lightening system</li> <li>• Proper light arrangement, fans/coolers/ Split ACs,</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	1			
7.	<p><b>Tutorial Specialization Class Rooms</b></p>	10			
8.	<p><b>Faculty Room</b></p> <ul style="list-style-type: none"> <li>• One faculty room should accommodate 2 teachers only</li> <li>• Separate toilet with hand washing facility for male and female faculty members separately.</li> <li>• Each faculty member provided with dedicated computer with printer and internet facility</li> <li>• Proper light arrangement, fans/coolers/ Split ACs,</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	No of Faculty Rooms Needed Determined on the Basis of Total Faculty Strength			

9.	<b>Medical Facility Room</b> <ul style="list-style-type: none"> <li>• Having atleast two beds with Oxygen facility.</li> <li>• All critical medicines and diagnostic equipments available</li> </ul>	01			
10.	<b>Administrative Office</b> <ul style="list-style-type: none"> <li>• Separate office room for the office staff with adequate toilet facility.</li> <li>• Spacious enough space to accommodate the entire office staff with separate cabin for each official.</li> <li>• Each office room adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves filling cabinets and book cases.</li> <li>• Provision for typewriters, computers and intercom facility.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	1			
11.	<b>Library-Cum Reading Room</b> <ul style="list-style-type: none"> <li>• Be centrally located with reference to buildings of faculties and departments, laboratories and hostels.</li> <li>• Atleast 50 books for each title of text books.</li> <li>• For reference books, atleast 4 books</li> <li>• The number of books for each title should be raised to 75 within a period of 5 years.</li> <li>• At least two subject journals should be subscribed by the library.</li> </ul>	10 sq.ft per student 2000 titles			

	<ul style="list-style-type: none"> <li>• The UGC journals, if any in the subjects concerned should be subscribed.</li> <li>• Comfortable seating arrangement for atleast half of the total strength of the students and teachers.</li> <li>• Separate budget for the Library with atleast recurring expenditure of not less than Rs.75,000 per year for books.</li> <li>• Cabin for Librarian with intercom facility.</li> <li>• Proper requisite Book Racks, Book shelves, Display Racks and Proper records system</li> <li>• Reading room with proper furniture with seating capacity for 20% of the total strength of the students.</li> <li>• ICT facility for browsing online material.</li> <li>• Photocopying facility</li> <li>• The library shall have proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>				
12.	<p><b>Store Room</b></p> <ul style="list-style-type: none"> <li>• Built in shelves, Racks, Cabinets, fire proof steel almirahs for keeping student records</li> </ul>	01			
13.	<p><b>Laboratory</b></p> <p>The institutions shall have the following equipments and facilities for various laboratories</p> <p><b>a) Anatomy, Physiology and Health Education Laboratory:</b></p> <ol style="list-style-type: none"> <li>Hemoglobin Meter</li> <li>Respirometer (wet)</li> </ol>	01 10 sq.ft per student			
		01 02			



	<ul style="list-style-type: none"> <li>iii. Human Skeleton</li> <li>iv. Weighing Machine</li> <li>v. Human Body System Charts displaying all system</li> <li>vi. Human Body organ system models</li> <li>vii. Food Nutrient Charts</li> <li>viii. Communicable and Non-Communicable Diseases Charts</li> <li>ix. Road Safety Devices Charts</li> <li>x. First Aid Box (Preliminary and Advanced)</li> <li>xi. Height and Weight Charts.</li> </ul> <p><b>(a) Human Performance Laboratory:</b></p> <ul style="list-style-type: none"> <li>i. Peak Flow Meters</li> <li>ii. Dry Spiro meters</li> <li>iii. Pedometers</li> <li>iv. Heart Rate Monitors</li> <li>v. Stop Watches (Electronic measuring time up to 17100<sup>th</sup> of a second)</li> <li>vi. Grip Dynamometers</li> <li>vii. Back And Leg Dynamometers</li> <li>viii. Anthropometers</li> <li>ix. Sliding Calipers</li> <li>x. Skinfold Calipers</li> <li>xi. Steel Tapes</li> <li>xii. B.P Apparatus <ul style="list-style-type: none"> <li>i. Harvard step Test Benches</li> <li>ii. Wall Thermometer and Barometer</li> </ul> </li> <li>iii. Metronome</li> <li>iv. Flexometer (to measure flexibility)</li> <li>v. Finger Dexterity Test</li> <li>vi. Reaction time Apparatus</li> <li>vii. Foot and hand reaction Time Apparatus</li> <li>viii. Vibrators.</li> </ul>	<p style="text-align: center;">01 01</p> <p style="text-align: center;">(at least one separate chart for each body system)</p> <p style="text-align: center;">At least 10</p>			
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	<p><b>(c) Physiotherapy, athletic care and Rehabilitation Laboratory :</b></p> <ol style="list-style-type: none"> <li>i. Infra red lamp</li> <li>ii. Diagnostic Table</li> <li>iii. Sterilizing Unit</li> <li>iv. Thermometer (Clinical)</li> <li>v. Ultrasound Therapy Unit</li> <li>vi. Wheel Chair</li> <li>vii. Vision Chart</li> <li>viii. Clutches</li> <li>ix. Ice Box Stretcher</li> <li>x. Wax Bath Therapy</li> <li>xi. IFT (Short Waive Diathermy)</li> <li>xii. Hot PACKS, Ice Packs</li> <li>xiii. Massage Tables</li> <li>xiv. Refrigerator</li> </ol>				
14.	<p><b>Multi Purpose Hall</b></p> <ul style="list-style-type: none"> <li>• Built Up Area inclusive of Dias of 2000 Sq.Mts</li> <li>• Seating Capacity</li> <li>• With proper stage &amp; green room facilities, well ventilated and proper lightening system</li> <li>• There should be arrangements for the use of all kinds of basic and advanced audio-visuals aids</li> <li>• The library shall have proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>	<p>2000 sq.mtrs</p> <p>200 Seating Capacity</p>			
15.	<p><b>Health and Physical Resource Centre</b></p> <ul style="list-style-type: none"> <li>• Having yoga and gymnasium facility</li> </ul>				
16.	<p><b>Hall For Indoor Games and Sports</b></p>	<p>01</p>			

17.	<b>Common Room:</b> <ul style="list-style-type: none"> <li>• Separate for male &amp; female students.</li> <li>• Fully furnished with attached toilets and wash basin facility.</li> <li>• Proper lighting arrangement, fans/coolers/ Split ACs,</li> </ul>				
18.	<b>Canteen</b>	01			
19.	<b>Essential Services</b> <ul style="list-style-type: none"> <li>• Adequate facilities for essential services of safe drinking water, toilets, wash basins, electricity and sewerage facilities be provided to all the buildings</li> </ul>				
20.	<b>Other Facilities</b> <ul style="list-style-type: none"> <li>• Ramps be provided in the buildings for physically handicapped</li> <li>• Separate common rooms for girls and boys be provided in co-educational colleges.</li> <li>• Separate toilets for girls.</li> <li>• Garage for 50 seater bus</li> <li>• Fire extinguishers (adequate provision for extinguishing fire should be available as per the local bye-laws)</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>				

## C: Hostel Block

S. No.	Infrastructural Facilities	Minimum Requirement	Infrastructure Available	Deficiency If Any	Remarks
1.	<b>Hostel Block for 60 students</b> <ul style="list-style-type: none"> <li>Separate hostel for the male and female students</li> </ul>	19,000 sq.ft			
2.	<b>Single Room/ Double Room</b> <ul style="list-style-type: none"> <li>Hostel facility be created within 5 years of the establishment of the college</li> <li>Ideally 2 students in one room with adequate furniture like beds, reading tables, chairs and cupboards..                             <ul style="list-style-type: none"> <li>Single Seater</li> <li>Double Seater</li> <li>Three Seater</li> </ul> </li> <li>Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	8-9 Sq. Mts. per student 7.5 to 8 Sq. Mts. per student 7 to 7.5 Sq. Mts. per student			
3.	<b>Sanitary</b> <ul style="list-style-type: none"> <li>Toilet and bathroom facilities should be provided on each floor of the student's hostel @ of one toilet and one bathroom for 2-6 students.</li> <li>Geysers in bathroom and wash basins should also be provided.</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	275 sq.ft			

4.	<b>Visitors Room</b> <ul style="list-style-type: none"> <li>• There should be a visitor room in the hostel with comfortable seating, lightening and toilet facilities.</li> </ul>	275 sq.ft			
5.	<b>Reading Room</b>	135 sq.ft			
7.	<b>Recreation Room</b> <ul style="list-style-type: none"> <li>• Provisions for T.V should be there.</li> <li>• Facilities for indoor games</li> </ul> <b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b>	275 sq.ft			
8.	<b>Dining Hall</b> <ul style="list-style-type: none"> <li>• To seat at least 80% of the total strength of the Hostel at one time with adequate furniture</li> <li>• Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and washbasin facilities</li> </ul> <b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b>	2000 sq.ft			
9.	<b>Kitchen</b> (Hygienic with proper ventilation)	1200 sq.ft			
10.	<b>Pantry</b> <ul style="list-style-type: none"> <li>• One Pantry on each floor should be provided. It should have water cooler and heating arrangements.</li> </ul>	01			

11.	<b>Washing &amp; Ironing Room</b> <ul style="list-style-type: none"> <li>• Facility for drying and ironing clothes should be provided in each floor</li> </ul>	01			
	<b>Sick Room</b> <ul style="list-style-type: none"> <li>• Having atleast two beds with Oxygen facility.</li> <li>• Provided with first aid and emergency medicines</li> </ul> <p>(Give details for each of the above items., Wherever required give information on a separate sheet )</p>	01 room of 120 sq.ft			
	<b>Room for Cooks &amp; Room Attendants</b> <ul style="list-style-type: none"> <li>• 1 room of 9.60 sq. m. with WC and bathrooms</li> <li>• Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>	1			
	<b>Store</b>	01			
	<b>Boundary Wall</b> around the hostel, if necessary				

### **D: Teaching Faculty for a basic unit of 100 Students**

<b>S. No.</b>	<b>Posts</b>	<b>Minimum Requirement of Teaching Faculty</b>	<b>Faculty in Place</b>	<b>Deficiency If Any</b>	<b>Nature of Appointment</b>	<b>Qualification of Appointee</b>	<b>Pay Scales</b>	<b>Remarks</b>
1.	<b>Principal</b>	1						
2.	<b>Associate Professor</b>	2						
3.	<b>Assistant Professor</b>	6						
4.	<b>Assistant Professor (Part Time)</b>	3						
5.	<b>Sports Trainers (Part Time)</b>	3						
6.	<b>Yoga Trainer (Part Time)</b>	1						
7.	<b>Dietician (Part Time)</b>	1						

**Note:**

- i. Faculty appointments shall have to be on permanent basis.
- ii. Faculty on contractual basis or on Academic Arrangement basis only to the extent of 25% of the total faculty positions prescribed for the programme
- iii. Essential qualifications as per the NCTE prescribed qualifications.
- iv. Paid salary as per the UGC scales or the scales prescribed by the state Govt or Affiliating University
- v. Selection committee shall be as per the constitution prescribed by the Affiliating University.
- vi. Age of superannuation and other benefits shall be same as that of the state government / Affiliating University norms

**Essential Qualification:**

**Principal:**

- i. Master's degree in Physical Education (M.P.Ed/M.P.E) with 55% marks or its equivalent grade as per UGC norms.
- ii. Ph.D in the field of Physical Education.
- iii. Eight years teaching experience out of which five years experience in an institute/college department of physical education.
- iv. Any other stipulation prescribed by the UGC/affiliating body/State Govt. from time to time for the positions of principal shall be mandatory.

**Associate Professor:**

- i. M.P.Ed degree with 55% marks or its equivalent grade as per UGC norms.
- ii. A minimum of Eight years teaching experience or research in an academic research position equivalent to that of Assistant professor in a University, college or Accredited Research institution industry excluding the period of Ph.D research with evidence of published work and a minimum of 5 publication as books and or research/policy papers
- iii. Any other stipulation prescribed by the UGC/affiliating body/State Govt. from time to time for the positions of principal shall be mandatory.

**Assistant Professor:**

- i. M.P.Ed degree with 55% marks or its equivalent grade as per UGC norms.
- ii. Any other stipulation prescribed by the UGC/affiliating body/State Govt. from time to time for the positions of principal shall be mandatory.

**Sports Trainer:**

- i. Masters degree/Bachelors degree in physical education with specialization in at least one game/sport (as applicable) or Diploma/PG Diploma in coaching in a sport (as applicable)

**Yoga Trainer:**

- i. PG Diploma in Yoga.

**Dietician:**

- i. Masters degree in nutrition or Bachelors in home science with diploma in nutrition and dietetics.



**E: Technical Support Staff for a Basic Unit of 100 Students**

S. No.	Posts	Minimum Requirement of Teaching Faculty	Faculty in Place	Deficiency If Any	Nature of Appointment	Qualification of Appointee	Pay Scales	Remarks
1.	Librarian	01						
2.	Physiotherapist	01						
3.	Grounds Men / Markers / Helpers	01 each						
4.	Music Teacher / Band Master (Part Time)	01						
5.	ICT Instructor (Part Time)	01						
6.	Physiotherapist	01						

## F: Administrative and Supporting Staff for a Basic Unit of 100 Students

S. No.	Post	Minimum Requirement of Staff	Staff Available	Deficiency If Any	Prescribed Qualification	Qualification of Appointee	Nature Of Appointment	Pay Scale	Remarks
1.	Administrative Officer	01							
2.	Clerk / Accountant	01							
3.	Store Keeper	01							
4.	Peons	02							
5.	Sweepers	01							
6.	Gardener	01							

### Note:

- i. Staff Appointments shall have to be on permanent basis.
- ii. Non- teaching staff on contractual basis or on casual basis only to the extent of 25% of the total staff positions prescribed for the college
- iii. Essential qualifications as per the qualifications prescribed by the state Govt or affiliating university for the above posts.
- iv. Pay scales as per the scales prescribed by the state Govt or Affiliating University from time to time.
- v. Selection committee shall be as per the constitution prescribed by the Affiliating University for such positions.
- vi. Age of superannuation and other benefits shall be same as that of the state government / Affiliating University norm
- vii. Essential Qualifications: As prescribed by concerned State Govt., or affiliating University/UGC.

## G: Staff for the Hostel

S. No.	Post	Minimum Requirement of Staff	Staff Available	Deficiency If Any	Nature Of Appointment	Pay Scale	Remarks
1.	Warden	01					
2.	Cook	One For Every 50 Students For Each Shift					
3.	Kitchen & Dining Room Helper	One For Every 50 Students For Each Shift					
4.	Sweeper	01					
5.	Security Guard/ Chowkidar	01					

## H: Restricted Funds

S. No	Name Of The Fund	Minimum Amount Prescribed By The Affiliating University/ NCTE	Date of Establishment	Amount As on Date	Remarks
1	Endowment Fund	Rs 5 Lakhs			
2	Contingency Fund	Rs. 7 Lakhs			

## I: Budgets:

- i. There has to be separate budget for every department and service centre like:
- ii. Salary, pension and other benefits.
- iii. Office contingencies
- iv. Labs
- v. Library
- vi. Sports