

**CIRCULAR**

**Sub:** Guidelines to the Local Inquiry Committees 2025-26 for onsite visit-reg

**Ref:** 1. University Notification of even No: BCU/ACA/Ren/2025-26 dated: 28.10.2024  
2. Approval of the Vice- Chancellor dated: 03.03.2025

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The Following guidelines are issued for information and guidance of Local Inquiry Committees for the year 2025-26:

1. The Local Inquiry Committees are requested to schedule their college visits between 05.03.2025 to 10.03.2025
2. Local Inquiry Committees shall examine all aspects of affiliation proposals of the Institution or Society for starting new college or extension/continuation of affiliation to existing courses. The Committee should primarily examine the financial position, the academic feasibility physical and academic infrastructure vis-a-vis the courses proposed for new college. The key objective of the LIC is to enhance quality, equity, objectivity, transparency and academic integrity in higher education system. Local Inquiry Committees are requested to submit inspection reports along with observations and remarks on colleges on the same day of visit.
3. The LIC shall carefully verify and ascertain the values/responses against each parameter in the Self-Assessment Report of the college. Against the values/responses that are found to be different from the observed facts/figures, correct values/responses shall be uploaded on the affiliation portal by the committee through the Chairman's login credentials with the assistance of the Supporting staff accompanying the committee. After uploading the observed values in full, the LIC Assessment Report shall be downloaded and three copies of the same may be printed. The Chairman and members of the LIC including the Principal of the college (if it is fresh affiliation Principal or head of the management) shall sign the LIC Assessment Report and submit one copy of the same in a sealed cover on the same day to the university. The LIC should avoid handwritten correction on the LIC reports.
4. The Chairpersons and Members of the Committees are requested to assemble at Central College Campus (near Registrar's Office) and proceed for inspection of colleges in a vehicle provided by the University. The admissible conveyance for

commuting journey from residence to Central College Campus shall be met out of the contingency amount sanctioned to the Convenor of the respective LICs.

5. The Convenors are required to manage the expenditure within the amount sanctioned.
6. The Chairpersons of the committees are requested to co-opt in consultation with the University a subject expert from the university departments not below the rank of Associate Professor, if required
7. The requests of the colleges for new courses and enhancement of intake made on affiliation portal are final and Local Inquiry Committees shall not consider new requests of the Management/Colleges during the college visit.
8. Committees shall ensure that the colleges have arranged for video recording of the visit of the Local Inquiry Committees. The respective colleges shall submit the video footage of the LIC visit in DVD to the Chairman/Convenor of the Committee within two days after the visit of the committee.
9. Chairman/President or Secretary of the college management shall be present or a representative of the management shall be made available during LIC visit.
10. For Extension/Renewal of Permanent affiliation NAAC accreditation Certificate is compulsory.
11. The existing colleges, affiliated in the previous years have to comply the defined 8 parameters within 2 years. If the parameters or not complied the affiliation may be recommended for continuation subject to the condition of fulfilling the parameters. However, such colleges need not to be recommended for new courses and subjects.
12. The existing colleges applying for new courses/Enhancement of Intake for BCA, BBA and PG courses as per the Government circular No. ED 218 UNE 2020 dated 24.08.2020, it is made mandatory that the colleges have to submit the certificate issued by the public works department for having comply with condition national building code and fire safety certificate from the fire services department.

**For Technical Assistance:** Sri. Naveena R - +91- 9538653180  
Sri. Rohith A - +91- 8553259497

  
**REGISTRAR**

To,

The Chairpersons, Members, and Convenors of the Local Inquiry Committees, 2025-26

Copy to:

1. The P.S to Vice-Chancellor, Registrar, Registrar (Eval), Finance Officer, BCU - for information.
2. Website Copy.