**ACADEMIC SESSION 2025-26**

**Report of Joint Assessment committee (New institutes – Technical & Non-Technical courses)**

**Department of Higher Education, Government of NCT of Delhi and Guru Gobind Singh Indraprastha University, Delhi**

**Committee Members:**

|  |  |  |
| --- | --- | --- |
|  | NAME (BLOCK LETTERS) | SIGNATURE |
| Chairperson: |  |  |
| Expert 1: |  |  |
| Expert 2: |  |  |
| Expert 3: |  |  |
| Convenor: |  |  |

**INSTITUTION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF VISIT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This report comprises of two parts.

Part I – Deals with parameters relating to physical infrastructure of an institute (carries no marks).

**Part II** – Evaluates several parameters that concern academic standards & infrastructure of an institute. Total of Max. Marks of Part II will depend upon the number of courses being run in an Institute.

**GGSIPU shall provide the Inspecting Teams, the proposals as submitted by the Institute and other relevant documents like concerned Guidelines of the Govt. of NCT of Delhi, Norms of the concerned Statutory Bodies (if applicable), etc.**

Depending upon the marks obtained by the institute in Part II of the Assessment Report, it may be placed in one of the following categories:

|  |  |
| --- | --- |
| Category 'A' | 75% marks or more |
| Category 'B' | 65% marks or more but less than 75% |
| Category ‘C’ | 50% marks or more but less than 65% |
| Category ‘D’ | Less than 50% marks and will be put in No Admission Category |

**General Guidelines for the JAC Members**

1. The inspection team should evaluate facilities available on the date of inspection and should not take into account promises made by the Society/ Trust Managing the College/ Institution.

2. Wherever required additional pages may be attached in the Report.

3. While calculating the requirement of space, norms for space mentioned in Policy Guidelines of Govt. of NCT of Delhi conveyed vide letter no. DHE-4(60)/Policy/GGSIPU/2014-15/5890-5904, dated 12.01.2016 & its amendment dated 03.02.2017 and norms of the concerned Statutory Body, if any, have to be referred.

4. All pages of the JAC Report must be signed by all Members of the Committee.

5. Any cuttings/ over writings should be avoided; if any such cutting is unavoidable the same may be authenticated only by countersignatures of the Chairman of the Committee.

6. The names in capital letters of all the members of the Committee should be indicated below their respective signatures at the end of Part I and at the last page of the Report.

7. The copy of the JAC Report will be sent through e-mail to the Institute after 07 days of date of Inspection.

8. JAC may obtain declaration by the authorized signatory of the Institute as per Clause 12 of the Govt. Policy Guidelines dated 12.01.2016, as per the format given by the Affiliation branch.

9. General Undertaking to be submitted by the Institute on Rs. 100/- Stamp paper at the time of inspection, as per the format given by the Affiliation branch.

10. If new institutions are not recommended for grant of provisional affiliation, no category may be awarded.

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| --- | --- |
|  | GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  A State University established by Govt. of NCT of Delhi  **Sector-16C, dwarka, new delhi – 110078**  PARTICULARS OF THE INSTITUTE |

1. Date and Time of Visit :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name and Address of the :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

proposed/ affiliated institute \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name and Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of the Society/Trust/Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Name and Address of Chairperson :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of the Society/Trust/Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Name and Address of :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director/Principal of the Institute \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. **Details of proposed programmes**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Programme(s)** | **Duration**  **(in years)** | **Intake** |
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**Part- I: (Physical Infrastructure)**

**Parameter 1A : Legality of ownership and possession of land, land use**

|  |  |  |
| --- | --- | --- |
| **Parameters** | **Yes** | **No** |
| (1) The land and building owned by the Society/Trust/Company (acquisition by allotment/ procurement) |  |  |
| (2) The land available as per norms in conforming area, |  |  |
| (3) Land use certificate of institutional purpose. |  |  |

**P.S.:- Duly attested copies of relevant documents to be enclosed.**

**Parameter 1B: Availability of space and sanctioned building plan**

|  |  |  |
| --- | --- | --- |
| **Parameters** | **Yes** | **No** |
| Sanctioned building plan as approved by DDA/ MCD/ Govt. Body  **Name of the Sanctioning Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| Building Occupancy Certificate |  |  |
| Availability of space as per the norms of Statutory Body/ University/ Govt. for proposed programme(s). |  |  |

**P.S.:- Duly attested copies of relevant documents to be enclosed.**

**Parameter 1C: Safety Measures**

|  |  |  |
| --- | --- | --- |
| **Parameters** | **Yes** | **No** |
| (1) Structural Safety Certificate of building of the Institute/College issued by Registered Architect/ Structural Engineer |  |  |
| (2) Certificate indicating that the building is earthquake resistant |  |  |
| (3) Availability of fire fighting devices at the Institute. |  |  |
| (4) Fire Safety Certificate by Delhi Fire Service or concerned department of the State (NCR) where the Institute is located:  Valid upto \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| (5) Use of basement for other than approved purpose, if any in the Institute: |  |  |
| (a) Use of Basement (approved) |  |  |
| (b) Use of Basement other than approved purpose |  |  |

**P.S.:- Duly attested copies of relevant documents to be enclosed.**

|  |  |
| --- | --- |
| **NOC from the concerned department of the concerned State Government, for relevant programme, wherever applicable** | **Copy Attached: YES / NO** |

**Note: All above details to be verified.**

**Remarks, if any:**

**PART-II: (ACADEMIC STANDARDS & INFRASTRUCTURE)**

**PART-II: Academic Standards**

**Parameter II A: Status of Director/Principal: (Max. Marks 100)**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Yes / No** | **Marks awarded**  **out of 100** |
| Is the Director/Principal (in position), as per norms of Statutory Body (NMC, AYUSH, Homoeopathy Council, Dental Council etc.) UGC / University.  **(A) Private/ Self-Financing Institute has to provide all the documents as mentioned below:**   1. Following documents are to be submitted by the Institute for the Director/Principal in position during the last 2 years in reverse chronological order.  * Name * PAN No. * Copy of AADHAR Card * Attested Copies of Educational Qualifications. * Attested copy of Experience Certificate. * Copy of Advertisement. * Composition of the Selection Committee. * Minutes of the Selection committee. * Offer of Appointment. * Acceptance by the incumbent. * Proof of salary transfer in his/her bank account since joining.   **(B) In case of Govt. Institute/ College**   * Appointment Letter given by the Authority. * PAN No. * Copy of AADHAR Card * Self-certified copy of the experience in a tabular form * Self-certified certificate from the Head of the Institution that he fulfills the eligibility criterion as per the regulatory authority’s regulations * Relieving letter/Joining letter in case the Head of Institution has joined since the last assessment |  | **Note:**  **(i) Award 100 marks, if eligible and all documents are provided.**  **(ii) Award zero marks, if the Director/ Principal is not as per norms and non-submission of any of the desired certificates/ documents.** |

**Remarks, if any:**

**Parameter IIB: Computer Centre: (Max. Marks 100)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Parameters, wherever applicable** | **Maximum Marks** | **Marks Awarded** |
| Number of computers/ configuration and the licensed software be evaluated as per requirement of course(s) conducted.  **Note**: Norms of Statutory Body be followed wherever applicable. For other programmes, the terminal student ratio may be as follows:    U.G. prog. – 1 : 6  P.G. prog. – 1 : 3 | Number and configuration of Terminals | 25 |  |
| Availability of licensed software | 25 |  |
| Internet connectivity | 25 |  |
| Availability of peripherals such as printers, scanners, server of sufficient capacity etc. | 25 |  |
| **Total Marks** | | **100** |  |

**Note: The JAC should verify the purchases from the Invoices/ Bills.**

**Remarks, if any:**

**Parameter IIC: Status of Library: (Max. Marks 250)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Parameters** | **Maximum Marks** | **Marks Awarded** |
| Number of titles and volumes may be in the ratio of 1:8 for U.G. prog. and 1:4 for P.G. prog. OR as approved by concerned statutory body.  Books – U.G. Programme (per prog.) - Titles:200; Volume:1600.  P.G. Programme (per prog.) - Titles:200; Volume:800.  Journals: For U.G./ P.G. Prog. - Indian–12; International– 03. | Total Titles/ Volumes | 60 |  |
| Number of journals (national/ international) | 60 |  |
| Number of magazines / newspapers | 30 |  |
| Computerization / online subscription | 25 |  |
| Reading Room and Reprographic facilities (photocopier and book binding) | 25 |  |
| Subscription of e-books | 50 |  |
| **Total Marks** | | **250** |  |

**Note: The JAC should verify the purchases from the Invoices/ Bills.**

**Remarks, if any:**

**Parameter IID: Status of Labs./ Workshops, wherever applicable:**

**Applicable for programmes which have specific labs. / workshops as part of their course curriculum (Max. Marks 100**)

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Parameters** | **Maximum Marks** | **Marks Awarded** |
| Norms of Statutory Body will be followed for their concerned programmes. For other programmes, the subject experts will assess as per the requirement of experiment recommended in the syllabus for the programme. | Availability of equipments / instruments, work table / work stations shall be as per the requirement | 50 |  |
| (1) Minimum Technical Lab staff shall be:-  One Lab Assistant &  One Lab Attendant  (for each lab)  **AND/ OR**    (2) For Workshop:-  One Workshop Superintendent  One Senior Technician  One Junior Technician | 30 |  |
| Size of the Lab as per norms of the Statutory Body | 20 |  |
| **Total Marks** | | **100** |  |

**Remarks, if any:**

**Parameter IIE: Ancillary and Other Essential Facilities: (Max. Marks 200)**

| **Criteria** | **Parameters** | **Maximum Marks** | **Marks Awarded** |
| --- | --- | --- | --- |
| Physical verification by the Committee | Medical/ First–Aid facility with Medical Room and availability of Doctors | 10 |  |
| Sports and games (indoor / outdoor) | 10 |  |
| Computer and Internet facility for the faculty members/ students/ staff | 30 |  |
| Facilities for differently abled : |  |  |
| (i) Lift | 4 |  |
| (ii) Ramp | 4 |  |
| (iii) Toilet | 4 |  |
| (iv) Railing | 4 |  |
| (v) Tactile pathways for visually impaired | 4 |  |
| Separate common rooms for boys and girls with wash room facility (separate/ attached) | 20 |  |
| Students canteen | 20 |  |
| Availability of Power Backup | 10 |  |
| Potable water and water coolers for summer season | 10 |  |
| Faculty cubicles | 10 |  |
| Solar Energy utilization | 10 |  |
| Environmental Upgradation (Tree plantation, greenery etc.) | 10 |  |
| Building Maintenance | 8 |  |
| General Cleanliness & Hygiene | 8 |  |
| Rain Water Harvesting | 8 |  |
| Record Maintenance | 8 |  |
| Display of Boards & Signages | 8 |  |
| **Total Marks** | | **200** |  |

**Remarks, if any:**

**SUMMARY OF MARKS OF PART II**

|  |  |  |
| --- | --- | --- |
| **A** | **B** | **C** |
| **Unit** | **Maximum Marks** | **Marks Awarded** |
| **Part II:-** | | |
| Parameter II A (Status of Director/ Principal) | 100 |  |
| Parameter II B (Computer Centre) | 100 |  |
| Parameter II C (Status of Library) | 250 |  |
| Parameter II D (Status of Labs./ Workshops, wherever applicable) | 100 |  |
| Parameter II E (Ancillary and other Essential Facilities) | 200 |  |
| **Total of Part II** |  |  |

**Percentage Marks Awarded in Part II = Total of Marks awarded in Column (C) Divided by total of Marks in Column (B) x 100 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recommendation regarding Programme(s) with justification on the basis of space factor (covered area) as stipulated by the concerned Statutory Body / University/ Policy Guidelines of GNCTD.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.**  **N.** | **Programme** | **Recommended**  **(YES or NO)** | **Intake Recommended**  **/ duration of programme** | **Space factor (covered area)**  **(in Sq. Mtrs.)** | **Space (covered area) required per programme (in Sq.Mtrs.)** | **If not recommended reasons thereof** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
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| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
| Total of Space (covered area) required for all the programme/ intake recommended: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

Total plot area (Sq. Mtrs./Acres) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total covered area required for recommended intake (Sq. Mtrs./ Acres): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Available Covered Area as per Sanctioned Building Plan (Sq. Mtrs./ Acres): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permissible FAR: **225%**

FAR Achieved (should be within permissible FAR limit as per Sanctioned Buidling Plan) (in %): \_\_\_\_\_\_\_\_\_\_\_

**Note:** (i) Programmes/ intake should be recommended subject to the availability of space required.

(ii) If the actual covered area as per permissible FAR (presently 225) is less than the total area required as per norms for that programme and number of seats, then seats would be reduced to the extent of proportionate shortfall in space.

(iii) In case of Institutions which are conducting any P.G. Diploma Programme, the total space should be mentioned excluding the area required for any P.G. Diploma Programme.

(iv) While calculating the requirement of space, norms for space mentioned in Policy Guidelines of Govt. of NCT of Delhi conveyed vide letter no. DHE-4(60)/Policy/GGSIPU/2014-15/5890-5904, dated 12.01.2016 & its amendment dated 03.02.2017 and norms of the concerned Statutory Body, if any, have to be referred.

### RECOMMENDATION REGARDING CATEGORY

Based on the Inspecting Team’s finding in respect of Part II as detailed in the above table, the Inspecting Team recommends the Institute to be in Category \_\_\_\_   
(Write Category “A” or Category “B” or Category “C” or Category “D”) keeping in view the benchmarks given in the first page of the format. These recommendations will be valid only if the conditions of Part I are met by the Institute.

**Placed / Not Placed under**

***“provisional affiliation for the academic year 2025-26”.***

**Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REMARKS/ OBSERVATION(S)**

**Name of the Institute**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**