

**PROFORMA FOR THE INSPECTION REPORT for B.E.  
ACADEMIC SESSION 2011- 2012.**

**Date of inspection** \_\_\_\_\_ **Place** \_\_\_\_\_ **Time** \_\_\_\_\_

**[Observation of the expert committee based on the documents furnished and physical verification of facilities.]**

1. Name & address of the Institution:

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

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

2. The land area available for the institution \_\_\_\_\_

- Availabilities of clear demarcations of the institution either by a boundary Wall or by a barded wire fencing  Yes  No
- Whether Land Use Certificate fro educational purposes has been issued by The Competent Authority for the entire land and is in order  Yes  No
- Availability of all weather approach road to the Institution  Yes  No
- Suitability of location and surrounding of land for an academic institution  Yes  No
- Whether the said piece of land is mortgaged to any other agency  Yes  No
- Availability of master plan for the whole campus indicating boundary of land and building of proposed institution  Yes  No

**03. Building Plan & Built Up Area**

- Whether Building Plan duly approved by the Competent Authority has been Submitted  Yes  No
- Whether Building Plan has survey nos. / identification of land on it  Yes  No
- Whether construction has been carried put as per the approved building plan  Yes  No

**Details of Built Up Area**

**Quality of constructions (excellent / very good / good / satisfactory / poor) in terms of**

- Plastering :
- Painting :
- Flooring :
- Wood Work :

**Details of total Built-up Area (Sq.m)**

Particulars	Requirement as per AICTE Norms	Available	Shortfall, if any
Instructional Carpet Area			
Administrative Carpet Area			
Circulation and Other Area			
<b>Total</b>			

Note: Circulation and other area include Toilets, Corridors, staircases, common areas etc.  
 Details of instructional area (sq. m.):

Particulars	Requirements as per AICTE Norms			Available			Shortfall, if any Area in Sqm.
	Number	Area of each	Total area	Number	Area of each	Total area	
Classrooms							
Tutorial Rooms							
Drawing Hall (+)							
Library							
Computer Lab							
Lab. / Workshops							
<b>Total</b>							

(+) Studio Hall is required in case of Architecture and Town Planning institutions.

(a) Total constructed area at present:  
 Ground Floor \_\_\_\_\_ sq.m.+ First Floor \_\_\_\_\_sq.m. + Second Floor \_\_\_\_\_ sq.m.  
 = **Total** \_\_\_\_\_ **sq.m.**

(B) Area proposed to be constructed in future :  
 Coming next year \_\_\_\_\_ sq.m.  
 Coming next 2 year \_\_\_\_\_sq.m.

Furniture for professional course :  
 Teaching aids (black board & audio visual aids):

Yes	No
Yes	No

**Adequacy of Administrative area**

- Availability of furnished Principal Offices
- Availability of furnished staff room

Yes	No
Yes	No
Yes	No

- Availability of separate cabins in staff room for faculty
- Availability of furnished administrative staff office

Yes	No
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**Details of circulation area and essential amenities - Availability of**

- Permanent electrical connections (\*)
- Electrical generator
- Water supply connection(\*)
- Proper drainage connection (\*)
- Canteen facility at functional stage
- Toilets (boys)
- Toilets (girls)
- Common room (girls)
- Common room (boys)

Yes	No
-----	----

Yes	No
-----	----

Yes	No
-----	----

Yes	No
-----	----

Yes	No
-----	----

Yes	No
-----	----

Yes	No
-----	----

Yes	No
-----	----

Yes	No
-----	----

- Hostel facility (#) (girls) 

Yes	No
-----	----

 If Yes, capacity
- Hostel facility (#) (boys) 

Yes	No
-----	----

 If Yes, capacity

(\*) Expert Committee to verify documentary evidence

(#) If no hostel facilities is available, whether arrangements has been made for boarding and loading of students in vicinity of the institution, if yes mode of travels from the place of stay to the institution

4. Information about the Teaching Faculty of the Institution (Furnish detailed information about the teaching faculty of the institution as per enclosed proforma) **(Appendix -1)**

(a) Total Intake of students at present \_\_\_\_\_nos.

(b) Total number of students in the institution \_\_\_\_\_nos.

(c) Total number of regular teachers at present \_\_\_\_\_nos.

(d) Total number of teachers on Part time basis / visiting faculty basis who are not regular \_\_\_\_\_nos.

(e) Total number of teachers at present (c) + (d) \_\_\_\_\_nos.

- Whether the selection committee for appointment if staff has been conducted. (Kindly check the list of candidates applied, called and appeared for interview and proceedings of the selection committee meeting)

Yes	No
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- Whether all papers related to advertisement / recruitment / identification of faculty were made available to the expert committee.

Yes	No
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Yes	No
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- If yes, whether they are satisfactory as per norms
- Whether faculty is identified and consent for joining institution is Obtained from the entire faculty  Yes  No
- Whether full time Principal has been appointed  Yes  No

**Shortfall / deficiency as per AICTE / RGPV norms** \_\_\_\_\_  
 \_\_\_\_\_

**Specific observation of the expert committee** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Information about the supporting staff of the Institution [as per enclosed proforma **(Appendix -2)**

- (a) Total Number of Supporting Staff (Technical) in the institution \_\_\_\_\_ nos.
- (b) Total Number of Supporting Staff (Non-Technical) in the institution \_\_\_\_\_ nos.

**Shortfall / deficiency as per AICTE / RGPV norms** \_\_\_\_\_  
 \_\_\_\_\_

**Specific observation of the expert committee** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Information about Library of the Institution (enclose the list of books)

Particulars	Requirement as per AICTE Norms	Availability	Shortfall, if any
Numbers of titles of books			
Numbers of volumes books			
Numbers of Journals (National + International)			

The future plans for Automation of the library of the institutions:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Availability of Library facilities for the proposed Institution  Yes  No
- Whether the Library is fully furnished  Yes  No
- Whether Photocopier machine is available in the Library  Yes  No

- Whether the Stacking and Seating Area is adequate  Yes  No
- Whether full-time librarian has been appointed (if yes)  
Qualification \_\_\_\_\_ Pay Scale \_\_\_\_\_  Yes  No
- Whether the titles of books available are relevant to the syllabus  Yes  No
- Availability of vouchers and payment receipts indicating proof  Yes  No
- Whether books and journals have been procured, stamped and entered  
In the Accession Register (The Expert to kindly affix their signatures on  
The last page of accession Register)  Yes  No

**Shortfall / deficiency as per AICTE / RGPV norms** \_\_\_\_\_

**Specific observation of the expert committee** \_\_\_\_\_

7. Information about laboratories/workshop required as per the syllabus of RGPV (Name of lab with equipments must be given in table course/department wise) (as per enclosed Proforma **(Appendix – 03)**  
Please verify bills vouchers & payments receipts for the purchase equipment.

- Mention the laboratory / workshop not available but otherwise required as per syllabus.  
\_\_\_\_\_

- Availability of Laboratory / workshop facilities for the proposed Institution  
(if shared, give details \_\_\_\_\_.)  Exclusive  Shared

- Whether laboratories and workshop possess relevant equipment as per  
the 1st year syllabus.  Yes  No

- Whether equipment procured are at the operational stage  Yes  No

- Availability of vouchers and payment receipt indicating proof of purchase  Yes  No

- Availability of Stock Register of equipment (The Experts to kindly affix  
theirs signature on the last page of Stock Register)  Yes  No

**Shortfall / deficiency as per AICTE / RGPV norms** \_\_\_\_\_

**Specific observation of the expert committee** \_\_\_\_\_

8. Examination results of the students of last four years.  
(**excellent / very good / good / satisfactory / poor**)

9. Information about computer lab and softwares available in the Institution  
Computer facilities

S.No.	Particulars	Requirements as per AICTE Norms	Availability	Shortfall, If any
1	Number of Computer Terminals (terminal-students ratio)			
2	Hardware Specification			
3	Number of terminals on LAN/WAN			
4	Relevant legal Software's			
5	Peripheral (s)			

Whether the Computer facilities for the proposed Institution are being Shared with other institution, if so give details:

• Availabilities of vouchers and payment receipt indicating proof of purchase

Yes	No
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• Whether entries have been made in the stock register (The Expert to kindly affix their Signature on the last page of Stock Register)

Yes	No
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• Whether the computer centre is fully furnished.

Yes	No
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• Brand of computers & printers

Assembled
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Branded (Name of brand) :
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(All computers should be in operational stage / switched on at the time of inspection).

**Shortfall / deficiency as per AICTE / RGPV norms** \_\_\_\_\_

\_\_\_\_\_

**Specific observation of the expert committee** \_\_\_\_\_

\_\_\_\_\_

10. Additional Facilities:

• Principal 's Quarter's

Yes	No
-----	----

• Quarter's for faculty

Yes	No
-----	----

• Guesthouse

Yes	No
-----	----

• Parking facility

Yes	No
-----	----

Yes

- Digital library  Yes  No
- Medical facilities (part time medical officer)  Yes  No
- Insurance facilities (Medi-claim + Accident Insurance)  Yes  No
- Provision for Bank / Extension counter  Yes  No
- Provision for Post office  Yes  No
- Provision for Telephone Booth  Yes  No
- Gymnasium / Indoor / Outdoor stadium  Yes  No
- Sports facilities  Yes  No
- Whether rainwater-harvesting facility has been provided in the institution.  Yes  No
- Canteen facility  Yes  No
- Girl's common room  Yes  No

11. A brief note about policies and plans of the management for faculty and staff development.

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12. A brief report about the Innovation and Technological Changes introduced in the institution in last 3 years.

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13. Number of students selected through campus interviews in last 3 years.

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14. Status of Compliance of Specific Conditions of Last Approval/Extension of Approval by AICTE/RGPV/DTE.

S.No.	Specific Condition	Compliance Status

15. Specification observations of the Expert Committee on the following parameters:

Parameters	Comments
Adequacy & suitability of Built-up space	
Furniture / Teaching Aids for the professional course	
Computer facilities	
Laboratories & Workshop	
Faculty	
Library	
Additional faculties	

16. List of members of the society/trust who interacted with The visiting expert committee

S.No.	Name of Members	Designation in the Society/Trust/Institution	Signature
1.			
2.			
3.			
4.			
5.			

**Major Strengths & Weaknesses of the institution observed by the Expert Committee**  
**Strengths**

- 1.
- 2.
- 3.

**Weaknesses**

- 1.
- 2.
- 3.



**Any other observation / Comments of the Expert Committee on suitability of the Institution**

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**RECOMMENDATIONS OF THE EXPERT COMMITTEE:**

**Recommended**

S.No.	Course (s)	Intake	Period of Affiliation
1			
2			
3			
4			

**Not Recommended**

**Reasons for Not Recommending:**

1
2
3

**Name and Signature of the Expert Committee Members**

**Signature :**  
**Name :**  
**Designation & Address :**  
**(Chairman)**

**Signature :**  
**Name :**  
**Designation & Address :**  
**(Member)**

**Signature :**  
**Name :**  
**Designation & Address :**  
**(Member)**

**Signature :**  
**Name :**  
**Designation & Address :**  
**(Member)**

## APPENDIX – 01

Name and address of the Institution: \_\_\_\_\_

Information Regarding Teaching Faculty of this institution

S.No.	Name of Dept. to which attached	Name of Teacher	Designation of the Teacher	Qualification. Ph.D/ME/BE/M.Sc.	Branch / Subject	% Marks obtained	Regular/ Contract/ PT/Visiting	Date of joining the institute	Salary given		
									Basic	DA	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

**Signature of Principal**  
with date  
and seal of the Institute

## APPENDIX – 02

Name and address of the Institution: \_\_\_\_\_

### Information Regarding Supporting Staff (Technical) of the Institutions

S. No	Name of Laboratory/ Workshop/ Computer Centre etc. to which attached	Name	Designation	Qualification	Regular/ Contract	Date of joining	Salary given		
							Basic	DA	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**Signature of Principal**  
with date  
and seal of the Institute

## APPENDIX – 03

### Information Regarding Laboratories

Name of Laboratories & Department to which attached	Equipments / Machines available in the Laboratories

**Signature of Principal**  
with date  
and seal of the Institute

**Undertaking (I)**

**To be Prepared on 100/- Rs. Stamp Notarized and Submitted at the time of Inspection**

I----- Director/Principal/Secretary of -----, (College) hereby undertake the followings details related with the Institutions \_\_\_\_\_

1. The Land----- will be used as per the Master Plan for the purpose mentioned in the plan.
2. The Building with built up area of ----- constructed for Degree /Post Graduate ----- course only and will be exclusively used for this purpose alone.
3. The Institute has recruited qualified staff as per the norms for the proper functioning and maintenance of the Institution for Degree/Post Graduate ----- in ----- and it will not be shared with other institution.
4. The Institute has purchased ----- books with----- titles and ----- Journals and other such requirements for library for the Degree/Post Graduate ----- course and will be used only by the students and faculty members of the ----- College name.
5. ----- number of computers have also been made available in the computer room and these computers will be used only by the students and faculty members of ----- College name
6. All laboratories/workshop are provided and fully established for various courses/discipline by providing space, furniture, equipments /Instruments experimental setups and licensed software as per AICTE norms.
7. The following faculty members and Principal have been exclusively recruited for the proposed ----- only and no impersonisation of faculty has taken place.

<b>S.No</b>	<b>Name of faculty</b>	<b>Designation/Qualification</b>	<b>Department</b>	<b>Date of Appointment</b>

8. I under take that if any one or all of the undertakings as mentioned above are not fulfilled/complied or if found to be false. It will disentitle the Institution from grant of affiliation by RGPV, Bhopal, (M.P.) for the conduct of the above course(s) for the academic year 2010-2011.

**Director/Principal/ Secretary**