

PROFORMA FOR INSPECTION OF A DEGREE COLLEGE

Year -----

1. Name of the proposed /Existing College: _____
2. Year of Establishment: _____
3. Date of inspection _____
4. Address: _____

5. Type of College, Whether Govt./Aided/S.F.S/
Minority: _____
6. Telephone/Mobile No.: _____
7. Fax/Website : _____
8. E-mail Address: _____
9. TAN of the College: _____

10. Name of Society/Trust, under which College
is running/being established: _____
11. The specific term and constitution of the G-Body: _____
12. PAN of the Society: _____
13. Courses and Seats for which
affiliation is to be granted:

Course	Intake	Course	Intake
Course	Intake	Course	Intake

(Note:- Attached Proof in support of above points.)

PURPOSE OF INSPECTION

- (A) Establishment of a new college _____
- (B) Extension/Continuation in prov. affiliation _____
- (C) Grant of Additional Course(s) _____
- (D) Grant of Additional Subject(s) _____
- (E) Grant of Additional Unit(s)/Seat(s) _____
- (F) Grant of Permanent Affiliation to Course/College: _____
- (G) Regarding periodical Inspection _____

Information/Documents Required

- (i) Mention the year, for which NOC has been Issued by the State Government: _____
- (ii) Name of the Courses with an intake, for which affiliation is asked for _____
- (iii) Session/Year for which affiliation is asked for _____
- (iv) Courses with intake already granted by Uni. _____

- (v) Date of Previous Inspection made by the University _____
- (vi) Whether Compliance has been made by the College or not _____
- (vii) Mention the year, in which Permanent Affiliation has been granted to the college, by the university _____
- (viii) Any other Information: _____

Requirement and Availability of staff: (As per 16 hours workload per week)

Description	Required	Available
(i) Principal(Regular and approved):	_____	_____
Subject of teaching:	_____	
Load/WK	_____	
(ii) No. of qualified regular and approved *teachers	_____	
(iii) No. of qualified contractual teachers (Submit a list with qualifications)	_____	_____
(iv) No. of teachers on part time:		
(a) Adjunct faculty(below 65 years):	_____	_____
(b) Visiting faculty,	_____	_____
(c) Guest faculty(submit list with load):	_____	_____
(v) Non-teaching staff:		

- (a) Librarian: _____
- (b) Library Staff: _____
(Submit list cadre wise)
- (c) Laboratory Technicians: _____
(Submit list laboratory wise)
- (d) Ministerial staff: _____
(submit list with posts)
- (e) Supporting staff: _____
(submit list with posts)
- (Note: Indicate regular aided and non-aided Posts separately)

Land and Building required at the time of inspection for granting affiliation:-

- (i) Area: 5 acres
(submit CLU certificate)
- (ii) Ownership (Trust/Society/College): _____
- (iii) Building (submit map with required certificates)**
- (a) Total covered area: _____
- (b) No. of class rooms/lecture
Theatres with dimensions
to accommodate upto 80
students (15 sq. ft per student) _____
- (c) No. of tutorial rooms:
(details as above) _____
- (d) No. of seminar halls/auditorium:
(details as above) _____
- (e) No. of laboratories:
(Adequate Space 20 Sq ft. Per student)
(Submit Inventory of articles for sanctioned seats) _____
- (f) Library with 1000 books or
100 books in different titles in each subject, whichever is more
- Books* _____
- Journals* _____
- Magazines _____
- Newspapers _____
- Internet services _____
- Photocopy services _____
- Reading hall capacity _____
(Recent addition as per requirement of the proposal under inspection)
- (iv) **Student support:**
- (a) Sports-Grounds (game wise) _____
Gymnasium _____
Field and Track _____
- (b) NSS/NCC/Women-Cell/Placement and
personality Development cell/Youth
Red Cross Unit/Committee on Sexual
Harassment/Grievance Cell/Hobby
Clubs/Anti Ragging Cell _____

(c) Common Rooms: Boys/Girls/Staff

(d) Canteen:

(e) Safe Drinking Water:

(f) Toilets: Boys/Girls/Staff

(g) Cycle stand -cum-parking space:

(h) Hostel with intake-Boys/Girls
(in campus/off campus)

Date:

Signature of the Principal with seal

Full Name

Designation

Detailed Report and Descriptive observations:

Name of the College

Shortage as per requirement:

Teachers

Non-Teaching staff

Building

Laboratory Equipments

Books and Journals

Any other:

Date of Inspection:

The names of Inspection Committee Members:

1. _____ convener

2. _____

3. _____

4. _____

Recommendations: *(use separate sheets for details)*

Convener

Member

Member

Member: