

Academic Year 2010-2011

Instructions for the Inspection Committee

- Physically verify all the information filled in the inspection performa from the documents produced and by all other possible means.
 - Scratch out which is not applicable. Give your remarks for incorrect / variation of the information given in the application and information physically verified.
 - Attach additional pages if necessary for your remarks about physical verification and recommendations.
 - As per AICTE norms land for Mega City-1.5 Acres, Metro City-2.5 Acres, Other-5 Acres.
 - As per AICTE norms Built-up area required is 9 Sq.M. per student (Including all)
 - As per AICTE norms Teacher Student Ratio is 1:20
 - As per AICTE norms Computer Student Ratio is 1:4
 - Photographs of additional facilities created may be attached
 - The comments / remarks in the inspection performa may be given by the subject expert in his / her own handwriting
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**INSPECTION PERFORMA FOR EXTENSION IN APPROVAL/ADDITIONAL
DIPLOMA COURSES AND / OR VARIATION IN INTAKE CAPACITY IN
EXISTING APPROVED INSTITUTION AND CLOSURE OF INSTITUTE**

1. Name and address of the institution at the Permanent Site (State clearly whether the permanent site falls within Corporation limits of a Mega City / Metro City / State Capital / Other Area*)

Name of the Institutions	Address of the Permanent Site with Pin Code & Nearest City	Classification of the permanent Site
Year of Establishment		
	State : Pin Code :	
	Fax No : STD Code:	
	Phone No.	
	E-mail: Nearest City:	

2. Type of Technical Institution. (√ Relevant Column)

i) Government / Govt. Aided	: _____
ii) Private Unaided	: _____
iii) Minority / Women	: _____

3. Date on which first approval was accorded by the AICTE : _____

4. Whether the institution is sharing the facilities with any other institution/ any other programmes (YES / NO)

If yes, then give details

Name of the Institution	Courses	Sharing Institute	Built up area shared with other Institute in Sq. M.

**Signature of Principal / Chairman
With seal**

5. i) Existing courses in the Institute (Mention only A.I.C.T.E. approved courses.)

Sr. No.	Name of Course	First/Seco nd Shift	Duration (Yrs)	Sanctioned Annual Intake	Actual Admissions during 2009-2010	Period of approval by the Council & AICTE	Remarks
	Total						

Verified

i) Found Correct

ii) Not correct

Remarks: -----

- ii) Whether the institution is conducting any other courses, which are not approved by AICTE, if yes give details.

Name of the Course	Duration	Intake	Name of the approval authority

- iii) Whether the above courses are run in existing diploma institute **(YES / NO)**

6. Proposal for Additional Courses / Variation in intake Capacity.

- D) Additional Courses proposed to be introduced in approved institution during Academic Year 2010-11.

Sr. No.	Courses	Duration	Annual Intake	Entry Level

**Signature of Principal / Chairman
With seal**

II) Courses in which variation in intake is proposed for Academic Year 2010-2011.

Sr. No.	Courses	Existing Sanctioned	Proposed variation in intake	Total intake (Existing + Proposed) (3+4)	Duration (yrs)

III) For the Closure of the Institute.

Sr. No.	Name of the Courses	Approved intake	Proposed Intake to be enter as Nil / Zero	Reason for closure

7. i) Teaching Staff Details.

- i) Faculty Norms: Teacher Student ratio - 1:20
 Principal: One for each institute (Teaching load – 5 hrs.)
 Head of Department: One per branch. (Teaching Load – 12 hrs.)
 Lecturer According to teaching load.
 18 hrs. for Lecturer.
 16 hrs. for Sr. Lecturer.

Course Name (Do not use abbreviation)	Sanctioned Intake	No. of faculty required as per norms		Nature of Appointment						
				Regular (Approved)		Adhoc		Visiting	Total	
				HOD	LECT.	HOD	LECT.		LECT.	HOD

**Signature of Principal / Chairman
With seal**

Total intake of Institute: _____

Actual No. of students on roll in Institute : _____

1. Ratio of student: Staff _____ (**Considering Regular Staff**)

2. Ratio of student: Staff _____ (**Considering Reg.+ Adhoc**)

ii) Details of Course-wise faculty (Attach separate sheet)

Sr. No.	Name of the staff	Designation	Qualification	Date of joining the Institutions	Present pay scales with date from which Pay Scale is implemented)	
				Regular	Scale	Date
1	2	3	4	5	6	7

8. Built-up Area

i) Details of existing buildings Plinth Area (in Sqm.)

Sr. No.	Particulars	Area (in Sqm.)	
1.	Total Academic/ Instructional Area		
2.	Total Administrative Area		
3.	Amenities		
4.	Hostels for i) Boys :		
	ii) Girls :		
5.	Others		
	Total Area (in Sqm.)		

Signature of Principal / Chairman
With seal

9. i) **Books and Journals (Branch-wise Break-up)**

Branch	Number of Titles	Number of Volumes	Number of Tech Journals		Total
			National	International	

ii) Whether library has Regular librarian : (YES / NO)

10. **Computer Centre**

i) **Infrastructural facilities:**

1. Number of Computer Labs :
2. Total Area of Computer Centre (in Sqm) :
3. Total No. of Computers in the Institute :
4. Total numbers of printers :

ii) **Software :**

a)	Operating System for Network	
b)	Operating System for Desktop	
c)	List of Application Software and compilers available	
Cost (for application Software only) (Rs.)		

iii) **Internet connectivity :**

- a) Connection : ISDN / DSL / Leased Line
- b) Bandwidth available : 56k / 64k / 128k / 256k / 512k / 1mbps / 2mbps
- c) Name of ISP : _____

**Signature of Principal / Chairman
With seal**

11. Result of students in the approved courses during 3 last years.

i) Result of final year students of the Institute:

Course(s) & Intake	Year 2007 - 2008						
	Enrolled students	Appeared students	Passed students	2 nd class students	1 st class students	Distinction students	% of passed students

Course(s) & Intake	Year 2008 - 2009						
	Enrolled students	Appeared students	Passed students	2 nd class students	1 st class students	Distinction students	% of passed students

Course(s) & Intake	Year 2009 - 2010						
	Enrolled students	Appeared students	Passed students	2 nd class students	1 st class students	Distinction students	% of passed students

12. Last three years placement/higher education of the students

S.No	Course(s)	Placement / enrolment for higher education in last 3 years						Remarks
		2008		2009		2010		
		Placement	Higher Edu.	Placement	Higher Edu.	Placement	Higher Edu.	

13. Details of infrastructure/facilities created/proposed to be created for the proposed additional courses and/or variation in intake.

- a) Infrastructure :-
- i) Additional Institutional Area :
 - ii) Additional Hostel facilities :
 - iii) Others (if any)

**Signature of Principal / Chairman
With seal**

- b) Equipments :-
Additional equipments procured / to be procured (in lakhs) Rs.
(Enclose list of equipments existing & proposed to be procured in the proposed courses).
- c) Additional books added :-
- d) Faculty recruited / to be recruited :-
- e) Other facilities if any:-

<p>Signature of Trustee President / Secretary</p>	<p>Signature of Principal / Chairman With seal</p>
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Recommendation of the expert committee:

(a) May be recommended for issuing letter of approval for extension/Increase/decrease in intake of existing courses for the session 2010-11.

Sr No	Course	Existing intake		Recommended intake	
		Morning	Evening	Morning	Evening

(b) May not be recommended for issuing letter of approval for extension/Increase/decrease in intake of the existing institutions for the session 2010-11

Sr No	Course	Existing intake		Recommended intake	
		Morning	Evening	Morning	Evening

Date of inspection:

Signature of Expert committee member With Name, Designation & Name of the Institute			
Sr. No	Name, Designation & Institute of the Expert Committee Member	Mobile No.	Signature with Date
1			
2			
3			
4			