

**Inspection
Performa

for
Self- Finance
Degree/B.Ed./Law
Colleges**

Higher Education Department, Haryana

Guideline for inspection

1. Due diligence will be exercised by the inspection teams; inspections will be supported photographs/video as per requirement.
2. Examine all the documents submitted by the inspection. Scrutinize various records pertaining to purchase made by the Institution for computers, equipment's books and journals by verifying the original vouchers/bills, stock registers/ledgers and stamping on books and journals. (Mere presentation of Purchase Orders / Payment records for subscription etc. without actual availability shall not be considered.)
3. The Performa has to be filled by Members of the inspection team on their own and only based on physical observation / students' feedback / faculty interaction.
4. Observations are to be given on each and every point.
5. Please provide Photographs of Building Laboratories, Staff and other facilities available in institution (02 photographs per page.)
6. No hospitality will be accepted by the inspecting team from the institutions which is being inspected.

Inspection Report

Date & Time of Inspection	
Name of the institution	
Members of the inspection team	

Part- A : General Information

Name of the Institution:	
Complete Postal address:	
Telephone Number with STD Code	
Fax No.	
E-mail.	
Date of establishment of Colleges/Institute with stream (Arts, Com. & Sc.) /B.Ed.	
Name of Affiliating University	
Name, address , contact number of the Society /Trust/ Management (attach documentary evidence)	
Court Case, if any: Status	
Name of the Principal with qualifications and mobile no.	

Approval status of the institute for teaching courses for the session 2018-19
(Attach copy of all the approval/affiliation letters)

Approving Authority (DHE/NCTE/University)	NOC/ Recognition/Affiliation	Letter Number	Date	Annexure

Part-B: Course wise sanctioned seats / filled for the last 3 years

Year	Course	No. of seats sanctioned	Filled	No. of students appeared in exam	Pass percentage
2108-19					
2017-18					
2016-17					

Part- C :- Staff Status

(Please attached separate sheets of staff for each stream with qualification)

[illegible]

PROFORMA REGARDING STAFF (USE SEPARATE SHEET)								
Sr. No.	Name of the Staff with Designation	Qualification	Whether Qualification is as per UGC/ Univ./NCTE Norms	Date of joining	Nature of Appointment, Adhoc/ contractual	Basic Pay And Total Emoluments per month	Aadhar Number	Status of Aadhar Number Linked to salary

status of faculty & students on the day of inspection

Total No. of Faculty Present on the date of inspection	
Total No. of Students Present on the date of inspection	
Presence of students (monthly average)	
Presence of faculty (monthly average)	

(Attach Photograph / Video)

Part-D: Equipment

Sr. No.	Equipment for laboratories and workshops	Remarks
1	Equipment for Labs / workshops As per curriculum requirement	
2	Indicate number of students in each group	
3	Status of Smart Class Room (Yes/NO)	
4	Status of language lab (Yes/No)	

Details of the Computer lab:

Particulars	Available /Remarks
Numbers of PCs in computer lab (minimum 50 for degree college)	
Internet Connection (yes /no)	
Number of printers including colour printer (percentage of total number of PCs)	
Also enlist the other accessories Available (such as photocopiers, audio video equipment etc)	

Part-E: Academics Related Information

Teaching Learning

Implementation of Academic Calendar (Yes/No)	
Use of e-Content in teaching (Yes/No)	
Parents teacher meetings (Yes/No)	
Implementation of safety measures (Yes/No)	
Smart classroom (Yes/No)	
Number of Extension lectures organized till date in the current year	
Extracurricular activities till date	
Any new innovation/ practice in teaching	
No. of Teaching Days in Semester	

Status of accreditation by NAAC and NBA. When applied, if not why:

Part-F: Students related information

Upkeep of attendance record of students

Sr. No	Subject	Total Student on roll	Number of students			Remarks
			Above 75%	60-70 %	Below 60%	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Part- I: Feedback from the students (remarks of the Inspection Committee):

Placements:

- a) Availability of Placement cells
- b) No of Students placed:
- c) Remarks

Part-G: Safety and security Guidelines

Guidelines for safety and security, notified vide Govt. notification no. 44/83/2017/STE of dated Chandigarh, the 17.11.2017 are implemented (copy attached) (Yes/No)	
If not implemented, specify the respective clause of the notification (use separe sheet if required)	

Part-H: Governance Structure

Presence of publicly notified grievance redressal committee on campus (Yes/No)	
Presence of publicly notified anti-ragging committee on campus (Yes/No)	
Presence of publicly notified Prevention of Sexual harassment committee on campus (Yes/No)	

Part-I: Summary and observation of the committee

Documents, Registers and Facilities

Documents	Available	Not Available	Not Applicable	Remarks
Copy of advertisement for recruitment of Principal/Director and faculty members				
Stock register of lab equipments				
Stock register of Computers				
Availability of Books				
Availability of International Journals				
Availability of National Journals				
Availability of E Journal subscription				
Availability of Language Laboratory				
Availability of Potable water supply				
Provision of backup power supply				
Availability of First Aid facility				
Availability of vehicle parking				
Availability of Institute website				
Availability of Barrier free environment and toilets created for physically challenged				
Availability of Safety provisions including fire and other calamities				
Availability of all weather approach road				
Availability of General Notice Board and Departmental Notice Boards				
Medical and Counseling Facilities				
CCTV				
Strong Room				

About Staff

items	Yes/No	Remarks
Biometric attendance of the faculty and staff linked with their Aadhar Card		
Salary of the employees is through their bank account linked with Aadhar Card		
Lesson planning and its implementation is in order		
Teaching work load allotted to the faculty as per UGC/Univ. norms		

Signature of the Principal /Head of the Institution Signature of the Inspection Committee

Part-K: Overall observations of the committee:

Signature of the Inspection Committee with name, designation and date