**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.)

1. 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.
2. Observations are to be given on each and every point.
3. Please provide Photographs of Building Laboratories, Staff and other facilities available in institution (02 photographs per page.)
4. 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**

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| --- | --- |
| 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)

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| --- | --- | --- | --- | --- |
| **Approving Authority****(DHE/NCTE/University)** | **NOC/ Recognition/Affiliation** | **Letter Number** | **Date**  | **Annexure** |
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 **Part-B: Course wise sanctioned seats / filled for the last 3 years**

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| **Year** | **Course** | **No. of seats sanctioned** | **Filled** | **No. of students appeared in exam** | **Pass percentage** |
| **2108-19** |  |  |  |  |  |
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| **2017-18** |  |  |  |  |  |
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| **2016-17** |  |  |  |  |  |
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 **Part- C :- Staff Status**

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

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| --- | --- | --- | --- | --- | --- |
| **Subject** | **Qualification of the staff appointed** | **Total Required as per workload** | **Total** **Available** | **Shortfall** | **Remarks** |
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|  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** |
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 status of faculty & students on the day of inspection

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| --- | --- |
| 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 / workshopsAs 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:

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Part-F: Students related information

Upkeep of attendance record of students

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| --- | --- | --- | --- | --- |
| Sr. No. |  Subject | Total Student on roll | Number of students |   Remarks |
| ***Above******75%*** | ***60-70 %*** | ***Below******60%*** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
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Part- I: Feedback from the students ( remarks of the Inspection Committee):

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**Placements:**

1. Availability of Placement cells
2. No of Students placed:
3. Remarks

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Part-G: Safety and security Guidelines

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| --- | --- |
| Guidelines for safety and security, notified vide Govt. notification no. 44/83/2017/5TE 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 band 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:**

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**Signature of the Inspection Committee with name, designation and date**