

**Directorate of Technical Education, Chhattisgarh**

**:: Inspection Report ::**

**For new institutions/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> year  
(For the purpose of grant of NOC for affiliation with CSVTU)**

**PART – A (to be filled by the Institution)**

Name of College .....

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Name of Society .....

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Year of establishment of Institution .....

List of courses with their intake & year of start

S.No.	Name of Course	Year of start	Intake

Details of New course/Increase in intake for which N.O.C. is desired

S.No.	Name of Course	New/Current	Proposed Intake	Increase in Intake desired

1. Any deficiency pointed out by AICTE whether fulfilled? (Enclose latest Letter of Approval)

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2. Any deficiency pointed out by University, whether fulfilled? (Enclose latest Letter of Affiliation).

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3. Available Land (enclose land document)

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4. Campus infrastructure & Buildings.

i. Built up area (Enclose certified detailed master plan of the entire campus)

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ii. Academic infrastructure

- (a) No. of class rooms & Tutorial rooms with their size
- (b) Drawing halls – Nos. & size
- (c) Workshop Details
- (d) No. of Labs with their size
  - (d-1) No. of students per batch,
  - (d-2) Availability of instruments/ equipments (attach detailed list)
  - (d-3) Availability of laboratory manuals
  - (d-4) List of experiments
- (e) Availability of furniture
- (f) Required electrical load & proof of sanction from CSEB.

iii. Library

- (a) Built up area & space for seating capacity
- (b) Timings & Usages
- (c) Availability of qualified Librarian & Other Staff
- (d) Library automation & online access, Networking
- (e) Variety of Titles
- (f) Volume per title
- (g) Journal subscription
- (h) Digital Library
- (i) Photocopier

- 5. Computer Centre (Departmental & Central)
  - (a) No. of Computer with their configuration
  - (b) Peripherals
  - (c) LAN
  - (d) Internet access.

6. Other infrastructure facility available.

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7. Details of Principal Office, Administrative Office, and Meeting hall etc. with size.

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8. Availability of adequate space (circulation area) & over all cleanliness of building & surrounding.

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9. Availability of boys & girls common room, sufficient and separate toilets for boys & girls, drinking water facility.

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10. Availability/ working of telephone/fax/ website of the institution.

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11. Training & Placement facilities/ Canteen/ Transportation/ Parking/ Power Backup/approach road etc.

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12. Current status of operational fund available with institution as on 15<sup>th</sup> Jan 2010.

- 1. In saving bank a/c no. .... name of bank .....Rs. ....
- 2. In current a/c no. .... name of bank .....Rs. ....
- 3. As FD no. .... name of bank .....Rs. ....

13. Document regarding faculty.

- 1. Name & qualification of Principal/Director .....
- 2. Attach list of Names & their qualifications of other staff members appointed for
- 3. Teacher: Student Ratio.....
- 4. Pay Scales & Salary Slips of teaching & non teaching staff (attach proof).
- 5. Copy of advertisement of recruitment of faculty.
- 6. List of candidate called for interview.
- 7. Copy of appointment letters of faculty.

14. Other informations.

- 1. Attach copy of stock register of equipments/computer.
- 2. Attach copy of stock register of equipments/computers.
- 3. Attach copy of invoice/cash memo for equipments purchased.
- 4. Attach copy of invoice/cash memo for books purchased.
- 5. Attach copy of invoice/cash memo for computers.
- 6. Attach a video CD showing the pictures of facilities/infrastructure created, showing front & back side of the entire building, internal portion of class rooms, laboratories, workshop, drawing room, computer centre etc. internal portion of principal's room, main office, departmental office, main office, toilet facilities, girls & boys common room. The video should also content the picture of circulation areas.
- 7. Attach copy of latest bank statement/FD statement as a proof for operational fund.

PART – B

(To be filled by verifying authority)

15. Physical verification of infrastructure/library/computer centre/ laboratory etc. as given in PART- A point 1-13).

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16. Physical verification of major equipments/instruments in the different laboratories whether working/not working whether sufficient in no. or not. Availability of Instruction manual's, List of experiments etc.

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17. Verification of faculty's salary slip/entry in cash book/staff /attendance registers of teacher/ staff etc.

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18. Verification of stock register/ fee paid register/attendance register of student etc.

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19. Verification of latest operating fund position bank a/c statement/pass book.

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Deficiencies found:

- 1. ....
- 2. ....
- 3. ....
- 4. ....

Remark of the inspection committee:

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Recommendation of the inspection committee:  
(Percent Compliance with respect to AICTE norms.)

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Signature of the inspection committee:

Dr. M.R. Khan  
Director

A.K. Ahirwar  
Jt. Director

G.S. Bedi  
Addl. Director

DTE Representative