

**Directorate of Technical Education, Chhattisgarh**  
**:: Inspection Report ::**

**For New Courses/ Programme/Additional division in existing institution**  
**(For the purpose of grant of NOC for affiliation with CSVTU)**  
**PART – A (to be filled by the Institution)**

Name of College .....

.....

Name of Society .....

.....

Year of establishment of Institution .....

List of courses with their intake & year of start

S.No.	Name of Course	Year of start	Intake
1.			
2.			
3.			
4.			
5.			
6.			

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

S.No.	Name of Course/ Programme	Present Intake	Increased Intake
1.			
2.			

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

.....

.....

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

.....  
.....

3. Available Land (enclose land document).

.....  
.....

4. Campus infrastructure & Buildings.

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

.....

ii. Built up area created exclusively for new/additional course.(enclosed proof)

.....

iii. Academic infrastructure/facilities (existing as well as exclusively created/ earmarked for new course/additional course)

S.N.	Particulars	existing	for new
1	No. of class rooms & Tutorial rooms with their size		
2	Drawing halls – Nos. & size		
3	Workshop		
4	No. of Labs with their size		
5	No. of students per batch in labs		
6	No. of Available instruments/equipments (attach list)		
7	No. of Available laboratory manuals		
8	No. of experiments (attach list)		
9	Availability of furniture		
10	Required electrical load & proof of sanction from CSEB.		

5. Library facilities

1. No. of existing books available ..... no. of books purchased for new/additional course ..... (attach list of existing as well as additional books/journals purchased along with their copy of invoice/ cash memo).

2. Whether seating capacity is available in reading room for 25% students of new/additional course.

6. Computer facilities

1. No. of computer/printer purchased previously for existing course ..... as well as exclusively purchased for new/additional course .....  
(Attach proof of invoice/cash memo).
2. No. of legal system/application softwares purchased (existing... new course...)  
(Attach proof of invoice/cash memo).
3. Whether LAN & Internet facilities are available

7. 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. ....

8. Document regarding faculty.

1. Name & qualification of Principal/Director .....
2. No. of existing teaching faculty ..... No. of teaching faculty appointed for new/additional course .....(attach list of Names & their qualifications of staff members appointed for existing as well as new course/additional course).  
.....
3. Teacher: Student Ratio for whole institution as well as for new course/additional course. ....
4. Pay Scales & Salary Slips of teaching & non teaching staff (attach proof).
5. Copy of advertisement of recruitment of faculty for new/additional course (attach proof).
6. Attach list of candidate called for interview for new/additional course.
7. Copy of appointment letters of additional faculty.

9. Other informations.

1. Attach copy of stock register of existing equipments/computer.
2. Attach copy of stock register of equipments/computers for new/additional course.
3. Attach copy of invoice/cash memo for new equipments purchased for new/additional course.
4. Attach copy of invoice/cash memo for new books purchased for new/additional course.
5. Attach copy of invoice/cash memo for new computers purchased for new/additional course.
6. Attach a video CD showing the pictures of facilities/infrastructure created for new/additional course.
7. Attach copy of latest bank statement/FD statement as a proof for operational fund.

PART – B

(To be filled by verifying authority)

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

.....

.....

.....

2. 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.

.....

.....

.....

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

.....

.....

.....

4. Verification of stock register/ accession register.

.....

.....

.....

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

.....

.....

.....

Deficiencies found:

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

Remark of the inspection committee:

.....  
.....  
.....  
.....

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

.....  
.....  
.....

Signature of the inspection committee:

Dr. M.R. Khan  
Director

A.K. Ahirwar  
Jt. Director

G.S. Bedi  
Addl. Director

DTE Representative