



INSPECTION PERFORMA FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2019-20

Name of the Institute:

Date of Inspection:/...../.....

Details of Inspection Committee

	Name	Designation	Organisation	Signature
Convener				
Member-1				
Member-2				

Following documents must be provided at the time of Inspection:

1. Copy of AICTE (Part 1/Part 2 and Deficiency Report)/PCI Application submitted online
2. Copy of Affiliation Performa submitted to Board along with annexures
3. Any other relevant document demanded by inspection team

Following documents to be attached with Inspection report:

1. Copy of AICTE extension of approval for session 2018-19 to be attached with inspection report
2. Copy of AICTE extension of approval for session 2019-20 to be attached with inspection report
3. PCI approval for session 2018-19 (Only for Pharmacy Institutes) to be attached with inspection report
4. PCI approval for session 2019-20 (Only for Pharmacy Institutes) to be attached with inspection report
5. Report of AICTE Scrutiny Committee for 2018-19, if any to be attached with inspection report

Signature
Convener Member-1 Member-2



INSPECTION PERFORMA FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2019-20

1. General Information (To be filled in by the institute)

Name of the Institute																
Complete Postal Address																
Phone No.																
E-mail																
Website																
Year of Establishment																
Status of affiliation 2018-19 <i>(Approved/Conditionally approved/Partially Approved/Not approved)</i>																
Status of Society/Trust/Management <i>(Government/Autonomous/Aided/Private)</i>																
Name & Address of the Society/Trust/Management																
Name & Address of the Person to be contacted by Phone Phone No. E-mail																
Details of affiliation fee paid	Amount:..... DD/cheque No. Date:															
Land Details (Required)	Land Details (Available)															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Type of Institute</th> <th style="width:35%;">Urban</th> <th style="width:35%;">Rural</th> </tr> </thead> <tbody> <tr> <td>Engineering and Technology</td> <td>1.5 Acres</td> <td>4 Acres</td> </tr> <tr> <td>Pharmacy</td> <td>0.75 Acres</td> <td>2 Acres</td> </tr> </tbody> </table>	Type of Institute	Urban	Rural	Engineering and Technology	1.5 Acres	4 Acres	Pharmacy	0.75 Acres	2 Acres	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Type of Institute</th> <th style="width:35%;">Urban</th> <th style="width:35%;">Rural</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Type of Institute	Urban	Rural			
Type of Institute	Urban	Rural														
Engineering and Technology	1.5 Acres	4 Acres														
Pharmacy	0.75 Acres	2 Acres														
Type of Institute	Urban	Rural														

Note : **To start a new program in a existing institute** ,The Land shall be the sum of the highest Land required among the Programme(s) and 50% of the Land required for each of the other Programme(s)/ Level(s) including the new Programme(s).



INSPECTION PERFORMA FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2019-20

7. Staff Details

S. No.	Staff	Qualification	Nos available
1	Librarian		
2	Assistant Librarian		
3.	Technical Staff (Workshop and laboratory staff details)	Attach List	
4.	Office Staff	Attach List	
5.	Supporting Staff		

8. Library Details Existing Courses

Course(s)	Reading room Seating Capacity		No. of Titles		No. of Volumes		No. of Journals		Remarks by inspection team
	Required	Available	Required	Available	Required	Available	Required	Available	
Engineering and Technology/ Pharmacy									

9. Library Details New Courses/Increase in sanctioned intake of seats

Discipline	No. of books added	Journals added	Remarks by inspection team



INSPECTION PERFORMA FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2019-20

III. Amenities Area								
23.	Toilets (Ladies & Gents)							
24.	Boys Common Room							
25.	Girls Common Room							
26.	Canteen							
27.	Stationery Store & Reprography							
28.	First Aid cum Sick Room							
29.	Principal's Quarters							
30.	Guest House							
31.	Sports Club/Gym							
32.	Auditorium							
33.	Boys Hostel							
34.	Girls Hostel							

11. Laboratory/Workshop Equipment Detail (The Laboratories shall have equipment as appropriate as stated/suitable for the requirements of the Board's curriculum. It is desired that number of experimental set-up be so arranged that maximum four students shall work on one set.)

Department	No of Laboratories	Quality of Equipment	Remarks by inspection team

Important: Give department wise details of equipment, No's available, manufacturer name, year of purchase, whether in working condition or not in separate sheet.



INSPECTION PERFORMA FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2019-20

12. Computers and other Facilities

Particulars	Required	Available	Shortfall	Remarks by inspection
Computers for Students (Minimum required 1:6)				
Multimedia PC's in Library/Reading Room				
PC's in Language Laboratory				
Printers				
Internet Bandwidth				
Legal System Software				
Legal Application Software				
Multimedia Projector				
Reprographic Facilities (Photo Copier, Fax, Plotter, Scanner)				
Networking Details				
Institute Website				

13. CCTV Camera Details

Sr.No.	Examination Room Size	No. of CCTV installed in the room	Working/Not Working	NVR/DVR installed or not	Remarks by inspection team

14. Essentials and Desired Requirements

Particulars	Status		Remarks by inspection team
	Available	Details to be provided	
Language Laboratory			
Drinking Water Facility			
Electricity Load Sanctioned			
Power Back up			

