

# (For NEW POLYTECHNIC, NEW COURSES IN EXISTING POLYTECHNICS, INCREASE DECREASE IN INTAKE AND EXTENSION OF APPROVAL TO CONTINUE THE CONDUCT OF COURSE(S) IN ENGINEERING / TECHNOLOGY)

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) 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 2020-21 to be attached with inspection report
- 2. Copy of AICTE extension of approval for session 2021-22 to be attached with inspection report
- 3. Report of AICTE Scrutiny Committee for 2020-21, if any to be attached with inspection report



# PART-A

# **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 2020-21 (Approved/Conditionally ap Approved/Not approved)		urtially				
Status of Society/Trust/Man (Government/Autonomous/A	0	ate)				
Name & Address of the Soc	eiety/Trust/	Management				
Name & Address of the Pers Phone	son to be c	contacted by				
Phone No. E-mail						
Details of affiliation fee paid	Amount: DD/cheque No Date:					
Land Details (Required)	Land Details (Availal	ble)				
Type of Institute   Engineering and Technology	Urban 1.5 Acres	Rural 4 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).



# 2. Course Description (Existing courses only for 2021-22)

Name of course	Year of starting	Sanctioned	Intake Applied	No. of students
	of course	Intake in	for 2021-22	admitted in CAY
		2020-21		

# 3. For New Courses/ Increase/Decrease in sanctioned intake of seats (2021-22)

Name of course	Seats approved by AICTE	AICTE Letter No		

# 4. Principal

Name							
Date of Birth							
Qualification (Discipline)							
Total Experience (in years)	Teaching:	Industry:	Others:				
Date of appointment in the institute							
Year of award of highest degree							
Whether Principal of the Institute was present at the time of Inspection : Yes/No							



Subject/Branch/	No of Faculty	No of Faculty	Remarks by inspection team					
Course	(Required)	(Available)						
Physics								
Chemistry								
Mathematics								
Comm. Skills								
All the Faculty should be appointed as per Faculty Student ratio and norms of AICTE								

# 5. Existing Faculty Details (Applied Sciences/ Engineering and Technology)

Note: Attach full details (Name & Qualification, date of joining, department, scale of pay, total salary, Aadhar, PAN, Bank Account along with Bank name) and staff attendance details of previous month as Annexure

#### 6. Faculty details (New Courses)

Branch/ Course	No of Faculty (Required)	No of Faculty (Available/ Identified)	Remarks by inspection team					
All the Facu	All the Faculty should be appointed as per Faculty Student ratio and norms of AICTE							

Note: Attach full details (Name & Qualification, date of joining, department, scale of pay, total salary, Aadhar, PAN, Bank Account along with Bank name) as Annexure

Signature



#### 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									

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

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



#### **10. Infrastructure Details**

S.	Category	No.	No.	Shortage	Built up	Built up	Shortage	Remarks by
No.		Required	Available		Area	Area		inspection
					Required	Available		team
I. Instructional Area								
1.	Class Room							
2.	Tutorial Room							
3.	Laboratory							
4.	Workshop							
5.	Additional							
	Workshop							
6.	Computer							
	Centre							
7.	Drawing Hall							
8.	Library &							
	Reading Room							
9.	Seminar Hall							
10.	Language							
	Laboratory							
Ι	I. Administrative	e Area						
11.	Principal Office							
12.	Board Room							
13.	Office							
14.	Deptt. Office							
15.	HOD Cabin							
16.	Faculty Room							
17.	Central stores							
18.	Maintenance							
19.	Housekeeping							
20.	Pantry for staff							
21.	Exam Office							
22.	TPO Office							

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I	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
	ment wise details of equipment, No g condition or not in separate sheet	,	facturer name, year of



#### 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	Working/Not Working	NVR/DVR installed or not	Remarks by inspection team

# **14. Essentials and Desired Requirements**

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



Sewerage connection		
Telephone		
Vehicle Parking		
First Aid and Counselling facilities		
Barrier free built environment for disabled and elderly persons		
Safety provisions including fire and other calamities		
All weather Approach Road		
Post Office , Banking facility/ATM		
CCTV Monitoring		
Establishment of Anti Ragging Committee		
Establishment of Grievance Redressal Committee		
Establishment of Committee for SC/ST		
Establishment of Internal Complaint		
Committee (ICC) Internal Quality Assurance Cell		
Implementation of mandatory Internship		
policy for students		
Implementation of teacher training policy		
Implementation of examination reforms		
Implementation of student Induction		
Programme Atleast 5 MoUs with Industries		
Safety and Security measures in the		
Campus		
Implementation of Food Safety and		
Standards Act, 2006 at the Institution		
Digital payment for all financial		
transactions as per MHRD directives		
Students Safety Insurance		
Group Accident Policy to be provided for		
the employees		



General Insurance provided for assets		
against fire, burglary and other calamities		
Institution-Industry Cell		
Applied for membership of National		
Digital Library		
Appointment of Student Counsellor		
Occupancy & Structural Stability		
Certificate (As applicable)		

# **15. Compliance Report**

Action taken on deficiencies pointed in the previous inspection reports and verification report.(*Add separate sheet for details*)

S.No.	Deficiencies/Shortcomings	Status of Compliance

#### 16. Time Table of Previous and Current Semester

### 17. Any other observations/comments of the inspection committee



# INSPECTION PERFORMA FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2021-22 $\underline{PART-B}$

# **1. Student Attendance Status:**

Sr. No.	Name of Course	Semester	Sanctioned Intake	No. of Admitted Students	No. of students present at the time of Inspection

# 2. Faculty Attendance Status: (Principal, Teachers, Librarian, Lab Technicians, etc.)

S. No.	Name of Course	Total Faculty Required in each Course as per sanctioned intake of AICTE	No. of Faculty Present at the time of Inspection



# PART-C

# Summary and recommendation by Inspection Team:

Principal
Faculty
Library Staff and books, journals:
Infrastructure:
Laboratory
Computer and other Facilities
Other infrastructure and facilities

Recommendations of the committee (Recommended/Not Recommended for Approval)

Convener