



PROFORMA FOR INSPECTION TEAM

PROFORMA WITH REGARD TO APPROVAL OF NEW POLYTECHNIC, NEW COURSES IN EXISTING POLYTECHNICS, EVENING POLYTECHNICS AND EXTENSION OF APPROVAL TO CONTINUE THE CONDUCT OF COURSE(S) IN ENGINEERING, TECHNOLOGY, PHARMACY, ETC.

1. A. Name of the Institute : _____
- B. Status : _____
Govt., Govt. aided or self financing
- C. Name & address of the Society/Trust. : _____

- D. Whether registered under Society Act : Yes/No _____
2. Date of Inspection : _____
3. Inspection fee paid vide Draft No. _____ dated _____ to the State Board.
4. Name of the Principal : _____
- a) Qualifications : _____
- b) Date of appointment : _____
- c) Telephone No.(with STD Code Number) : _____
- i) Office : _____
- ii) Residence : _____

5. (a) Course(s) being conducted

S.No.	Course Title	Seats approved by AICTE	AICTE approval			Seats allowed by the Board		Remarks
			Period	Letter No.	Date	Notification No.	Date	

(b) Additional Course(s)/ Increase in seats (Morning/evening course) applied for

S.No.	Course-Title	Whether Morning or Evening	Whether new courses or already running	seats/Increase in seats applied for	Whether AICTE approval granted	Date & Letter no. of AICTE Approval

Note :- Additional sheets may be attached as ANNEXURE where ever required.

(c) Students on Roll in existing courses:

S.No.	Course-Title	Class / Semester	Seats approved by Board including fee waiver seats	Admitted Including (at start of course) fee waiver seats	Drop-out/ Left	Re-admitted	Migrated		Total on Roll
							In	Out	

6. Existing Facilities

Item	Required as per AICTE	Total Available	Short Fall	Remarks
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- a) Land**
 (area in acres)
 Tick location
 (rural / Dist. HQR/
 Metro City/Corp. limit)

Ownership whether the land is registered in society name or leased
 Add Proof

- b) BUILDING** – with dimensioned and approved plan of existing building

Particular	Number of rooms	Available Carpet Area	Required Carpet Area	Shortfall	Remarks
1	2	3	4	5	6
<p>A. <u>INSTRUCTIONAL AREA</u></p> <p>I. Lecture Rooms</p> <p>i. 30-40students</p> <p>ii. 60-60+</p> <p>iii. Tutorials 15-20 students</p> <p>iv. Drawing Hall Without draft machines With draft machines</p> <p>II. Laboratories</p> <p>1. Applied Science a. Physics b. Chemistry</p> <p>2. Computer Engg.</p> <p>3. Mechanical Engg.</p> <p>4. Electrical Engg.</p>					(Indicate bath size here)

<p>5. Instrument Tech.</p> <p>6. M.L.T</p> <p>7. Pharmacy</p> <p>8. Communication Skill Lab.</p> <p>9.</p> <p>10.</p> <p>III. Workshop</p> <p>i. Carpentry & Paint shop</p> <p>ii. Fitting shop</p> <p>iii. Welding & sheet metal shop</p> <p>iv. Electric shop</p> <p>v. Smithing shop or Electronic shop as per Scheme</p> <p>vi. Foundary shop</p> <p>vii. Turning shop</p> <p>viii. Machine shop</p> <p>ix.</p> <p>x.</p> <p>xi.</p> <p>IV. Library</p> <p>i. Total area</p> <p>ii. Reading area</p> <p>iii. Seating capacity</p> <p>iv. Built up area</p>					<p>(Indicate bath size here)</p>
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1	2	3	4	5	6
<p>V. OTHER</p> <p>B. <u>ADMINISTRATIVE AREA</u></p> <p>Principal room Confidential room Reception Lounge HOD/Snr. Lect./ Lecturer Main office Record room Departmental office Training & placement cell Stores Conference room Examination Hall</p> <p>C. <u>AMENITIES:</u></p> <p>i) Girls Common Room ii) Staff Common Room iii) Boys Common Room iv) NCC/NSS Indoor games, recreation Centre, hobby centre, Physical education Centre</p>					

<p>v) Dispensary</p> <p>vi) Canteens, Co-operative store, bank extension centre etc.</p> <p>vii) Play-grounds</p> <p>viii) a. Audotorium/ Multipurpose hall b. Open Air Theatre</p> <p>D. RESIDENTIAL AREA:</p> <p>a. Students Hostels</p> <p>i) Boys ii) Girls</p> <p>Dining Hall</p> <p>Kitchen Store</p> <p>Hostel Warden House Hostel Supdt./</p> <p>Care taker House</p> <p>b. Guest House</p> <p>No. of Rooms</p> <p>c. Staff residences</p> <p>i) Principal ii) HOD iii) Srl Lecturer iv) Lecturer v) Clerical vi) Class IV</p>					
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1	2	3	4	5	6
d. Miscellaneous items i. Cycle stand ii. Scooter stand iii. Car Parking					
Any other building area apart from categorization above should be mentioned here.					
Signature of the Principal _____					

Comment of the Inspection Team :

The inspection team should give its comments regarding the adequacy of the infrastructure mentioned after physically checking the same. This will be in addition to the remarks to be made by the inspection team in col. 6 against each item.

7. STAFF / ESTABLISHMENT

Add separate sheet – department wise/section wise, with designation, qualifications, Pay scale and length of service, regular/adhoc/contractual as per performa given under for the following staff.

Item	Total Required	Total Available	Shortfall	Remarks
<p>I) Technical staff</p> <p>a. Teaching staff-</p> <p>HOD</p> <p>Sr. Lecturer</p> <p>Lecturers</p> <p>TPO</p> <p>Project Officer</p> <p>b. Workshop staff-</p> <p>Workshop Supdt.</p> <p>Foreman:</p> <p>Instructors:</p> <p>Workshop Attendant</p> <p>c. Technical supporting staff</p> <p>Laboratory staff:</p> <p>a. Lab Assistant</p> <p>b. Lab Attendant</p> <p>c. Draftsman</p>				

Item	Total Required	Total Available	Shortfall	Remarks
<p>d. Library, Learning Resource Centre and Computer Centre staff</p> <p>1) Library staff</p> <p> a) Librarian</p> <p> b) Asstt. Librarian</p> <p> c) Library attendant</p> <p>2) Computer Centre staff</p> <p> a) Programmer</p> <p> b) Computer Operator</p> <p> c) Computer Section Attendent</p> <p>II. Administrative staff</p> <p>i) Registrar cum Accounts Officer</p> <p>ii) Officer Superintendent</p> <p>iii) Sr. Stenographer/PA to Principal</p> <p>iv) Accountant</p> <p>v) Assistant/UDC/Steno-typist/ LDC/Computer Operator/Typist</p> <p>vi) Store Keeper</p> <p>vii) Record clerk/LDC</p> <p>viii) Driver</p> <p>ix) Reprographic Machine Operator</p> <p>III. Miscellaneous staff</p> <p>i) Campus Supervisor/Jr. Engineer/ Estate Assistant</p> <p>ii) Physical Training Instructor</p> <p>iii) Electrician</p>				

Item	Total Required	Total Available	Shortfall	Remarks
iv) Gardeners v) Department & Class room Attendants vi) Store Attendent vii) Watchman/Chowkidar viii) Peons ix) Safai karamchari IV. Miscellaneous staff i) Total teaching faculty ii) Total technical support staff including workshop staff iii) Total library & Administrative staff iv) Total Misc. Staff v) Total staff on rolls of the institute				

V. Staff Training & Development Programme:

Teachers will be provided with the opportunity to improve their qualifications through quality improvement programmes. These programmes should be industry oriented and practice based.

A variety of short term courses should be offered for professional development of the teachers working at different levels.

Efforts should be made to identify faculty training need for their professional development.

Please indicate:

- a. Number of teachers sent for long term courses/higher studies
- b. Number of teachers sent on short term courses
- c. Number of teachers sent on Industrial Training

Please add requisite proof for the above if the report is not NIL

Signature of the Principal _____

Comments of the Inspection Team :

The inspection team should give its comments regarding the adequacy of the staff and their qualifications in addition to remarks in column 5 against each item.

PROFORMA REGARDING STAFF *(use separate sheet if required)*

S.No.	Name with Designation	Qualification	Date of Appointment/ Joining In the Institution	Nature of Appointment Permt./ad hoc Contractual	Whether the appointment approved by Board/State Govt. (name of nominee in the selection)	Basic Pay	Total emoluments per month	CPF No.

8. LIBRARY BOOKS AND PERIODICALS

A library is a centre of learning. With proper environment created in the library, the students as well as teachers would spend more time referring to the books, periodicals and research papers etc.

The library should have books related to the area of programmes offering books related to basic and engineering sciences, books on communication skills and management, good books for general reading and periodicals related with science and technology. The library should also have multi media learning packages, audio visual aids like films, charts, slides etc. The library should also have facility for photocopying.

Number of books and periodicals etc.

- 1) Engineering & Technology Books/ other disciplines :
offered by the respective polytechnic
- 2) Basic Sciences & Engineering Science of disciplines :
- 3) Books on Communication skills management and :
standard general reading
- 4) Periodicals :

Note: For 1 to 3 above, 10% books may be added annually to the library.

Item	Text Books	Total books	Total available	Remarks by Inspection team
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- i) Books(Discipline Wise) Add separate sheet if necessary
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

10 EQUIPMENT

Equipment for laboratories and workshops
Lab wise and shop wise

- i. Lab & each shop *(Add separate sheet for each)*
As per curriculum requirement
- ii. Communication Lab. *(Add separate sheet for each)*
- iii. Indicate number of students in each group
- iv. Computers Detail
- v. Equipment for office *(Add separate sheet for each)*
- vi. Audio Visual & reprographic equipment
 - a) OHP 35mm
 - b) LCD Projector
 - c) Colour TV, VCR, DVD Player
 - d) Camera
 - e) Type writers
 - f) Photocopier
 - g) Fax machine
- vii. Telephone facilities
 - a) External Telephones
 - i) Office with STD One
 - ii) Students (paying Booths)
 - b) Institution One
 - c) Hostel One/Hostel

10. COMPUTERS DETAIL

Performa for Details of Computer Lab _____ Total no. of Computer Labs _____

S.No.	Configuration	Number of Computers	Details of legal software
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(Add separate sheet lab wise)

11. NETWORKING DETAILS

i) Intra Lab Networking

Kind of Networking

Hub / Switch / Router /

No. of computers on Network

ii) Inter Lab Networking

Kind of Networking

Hub / Switch / Router /

No. of labs and officers on Network

iii) Internet Connection

Type of Internet connection

No. of computers having internet connection.

Also enlist the other accessories Available:

d) Inter Communication Set to Connect different departments office, Hostel, library etc.

12. FURNITURE and allied facilities

Details of furniture including lecture room benches, drawing tables, lecture stands, drafting machines etc.

(add detailed sheet).

13 POWER ARRANGEMENTS

i) Electricity Connections: _____ Kilo watts
(Permanent/Temporary) Attach proof

ii) Generator Set with capacity 1) State single phase load capacity _____
2) Three phase with load capacity _____

- a. Institution _____ Kilowatts
- b. Hostel _____ Kilowatts

Signature of the Principal _____

Comments of the Inspection Team regd. points

14. FINANCIAL REPORT

a) UTILIZATION OF DEVELOPMENT FUND YEAR WISE

(See instructions issued by Board)

- i) Upto 2011
- ii) After 2011

b) UTILIZATION OF STUDENT ACTIVITIES FUND:

Add separate sheet for details

- i) Attach separate statement for funds spent during year 2011-12 with details
- ii) Attach separate proposal for year 2012-13 with descriptive notes

15 COMPLIANCE REPORT

Action taken on specific conditions and General conditions as stipulated in the previous inspection reports.

S.No.	Conditions/Shortcomings	Status of Compliance
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Add separate sheet for details

16. INDUSTRY-INSTITUTE INTERACTION

MOU signed with different organisations And list of trainees(Add photocopies of MOU). Attach a list of Industries where students go for Industrial Training.

17. PLACEMENT OF STUDENTS:

(Add separate sheet in tabular format showing name of students branch wise and avenue of placement)

18. PUNJAB STATE BOARD OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING RESULTS

Branch wise, Semester wise for last year. *(attach sheet)*

Comments of the Inspection Team regd. points.

Signature of the Principal _____

19. UPKEEP OF ATTENDENCE OF RECORD OF STUDENTS

Sr. No.	Branch/With Year/Semester	Hours of teaching from start of session	Total Student on roll	Number of students				Remarks
				Above 75%	Above 70%	Above 65%	Above 60%	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								

Comments/Report of Inspection Team:

1. Is the record up to date in master register:
2. Is the record maintained by individual teachers :
3. Are the parents being informed regularly :
4. Any other points:

ADDITIONAL FACILITIES CREATED FOR EVENING CLASSES

(This is in addition to the infrastructure already available for the diploma courses offered in the morning session)

1. **BUILDING** – with dimensioned and approved plan of existing and proposed buildings :-

Particulars	Number of rooms	Available Carpet Area	Required Carpet Area	Shortfall	Remarks
1	2	3	4	5	6
<p>A. <u>INSTRUCTIONAL AREA</u></p> <p>I. Lecture Rooms</p> <p>i. 30-40students</p> <p>ii. 60-60+</p> <p>iii. Tutorials 15-20 students</p> <p>iv. Drawing Hall Without draft machines With draft machines</p> <p>II. Laboratories</p> <p>1. Applied Science</p> <p> a. Physics</p> <p> b. Chemistry</p> <p>2. Computer Engg.</p> <p>3. Mechanical Engg.</p> <p>4. Electrical Engg.</p> <p>5. Instrument Tech.</p> <p>6. M.L.T</p> <p>7. Pharmacy</p> <p>8. Communication Skill Lab.</p> <p>9.</p> <p>10.</p>					(Indicate batch size here)

1	2	3	4	5	6
<p>III. Workshop</p> <ul style="list-style-type: none"> i. Carpentry & Paint shop ii. Fitting shop iii. Welding & sheet metal shop iv. Electric shop v. Smiting shop or Electronic as per Scheme shop vi. Foundry shop vii. Turning shop viii. Machine shop ix. x. <p>IV. Library</p> <ul style="list-style-type: none"> i. Total area ii. Reading area iii. Seating capacity iv. Built up area <p>V. Other</p> <p>B. <u>ADMINISTRATIVE AREA</u></p> <p>Principal room</p> <p>Confidential room</p> <p>Reception Lounge</p> <p>HOD/Sr. Lect./</p> <p>Lecturer</p> <p>Main office</p>					(indicate batch size here)

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<p>Record room Departmental office Training & placement cell Stores Conference room Examination Hall</p> <p>C. <u>AMENITIES:</u></p> <p>i) Girls Common Room ii) Staff Common Room iii) Boys Common Room iv) NCC/NSS Indoor games, recreation Centre, hobby centre, Physical education Centre v) Dispensary vi) Canteens, Co-operative store, bank extension centre etc. vii) Play-grounds viii) a. Auditorium/ Multipurpose hall b. Open Air Theatre</p> <p>D. <u>RESIDENTIAL AREA:</u></p> <p>a. Students Hostels i) Boys ii) Girls Dining Hall</p>					

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Kitchen Store Hostel Warden House Hostel Supdt./ Care taker House b. Guest House No. of Rooms c. Staff residences i) Principal ii) HOD iii) Sr. Lecturer iv) Lecturer v) Clerical vi) Class IV d. Miscellaneous items i. Cycle stand ii. Scooter stand iii. Car Parking					
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4. PROFORMA REGARDING STAFF *(use separate sheet if required)*

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5. TIME TABLE

i) Morning Session (Attached Separately)

ii) Evening Session (Attached Separately)