



**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING**

PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 2615385, 2622584-85 FAX : 2660734

PROFORMA FOR INSPECTION TEAM

PART-I

**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 : _____
(Attach list of members of society/trust, if private)
- 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	Wheather 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
							Out	In	

6. Existing Facilities

Item	Required as per AICTE	Total Available	Short fall	Remarks
a) LAND (Area in acres) Tick location (rural/Dist.HQR /Metrocity/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

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

1	2	3	4	5	6
5. Instrument Tech. 6. M.L.T 7. Pharmacy 8. Communication Skill Lab. 9. 10.					
III. Workshop i. Carpentry & Paint shop ii. Fitting shop iii. Welding & sheet metal shop iv. Electric shop v. Smithing shop or Electronic shop as per Scheme vi. Foundary shop vii. Turning shop viii. Machine shop ix. x. xi.					(Indicate batch size here)
IV. Library i. Total area ii. Reading area iii. Seating capacity iv. Built up area					

1	2	3	4	5	6
v) Dispensary vi) Canteens, Co-operative store, bank extension centre etc. vii) Play-grounds viii) a. Auditorium/ Multipurpose hall b. Open Air Theatre					
D. RESIDENTIAL AREA:					
a. Students Hostels					
i) Boys					
ii) Girls					
Dining Hall					
Kitchen Store					
Hostel Warden House					
Hostel Supdt./					
Care taker House					
b. Guest House					
No. of Rooms					
c. Staff residences					
i) Principal					
ii) HOD					
iii) Srl Lecturer					
iv) Lecturer					
v) Clerical					
vi) Class IV					

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 Attendent</p> <p>c. Technical supporting staff</p> <p>Laboratory staff:</p> <p>a. Lab Assistant</p> <p>b. Lab Attendent</p> <p>c. Draftsman</p>				

Item	Total Required	Total available	Shortfall	Remarks
d. Library, Learning Resource Centre and Computer Centre staff				
<ul style="list-style-type: none"> 1) Library staff <ul style="list-style-type: none"> a) Librarian b) Asstt. Librarian c) Library attendant 2) Computer Centre staff <ul style="list-style-type: none"> a) Programmer b) Computer Operator c) Computer Section Attendent 				
II. Administrative staff				
<ul style="list-style-type: none"> i) Registrar cum Accounts Officer ii) Officer Superintendent iii) Sr. Stenographer/PA to Principal iv) Accountant v) Assistant/UDC/Steno-typist/ LDC/Computer Operator/Typist vi) Store Keeper vii) Record clerk/LDC viii) Driver ix) Reprographic Machine Operator 				
III. Miscellaneous staff				
<ul style="list-style-type: none"> i) Campus Supervisor/Jr. Engineer/ Estate Assistant ii) Physical Training Instructor iii) Electrician 				

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:

- Number of teachers sent for long term courses/higher studies
- Number of teachers sent on short term courses
- 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 seperate 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
i) Books(Discipline Wise) Add separate sheet if necessary				
1.				
2.				
3.				
4.				
5.				
6.				
7.				

10 EQUIPMENT

Equipment for laboratories and workshops
Labwise and shopwise

- 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 2008

ii) After 2008

b) UTILIZATION OF STUDENT ACTIVITIES FUND:

Add separate sheet for details

i) Attach separate statement for funds spent during year 2008-09 with details

ii) Attach separate proposal for year 2009-10 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)*

Signature of the Principal _____

Comments of the Inspection Team regd. points.

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%	Below 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 upto 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

PART-II

(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 style="margin-left: 20px;">i. 30-40students</p> <p style="margin-left: 20px;">ii. 60-60+</p> <p style="margin-left: 20px;">iii. Tutorials 15-20 students</p> <p style="margin-left: 20px;">iv. Drawing Hall Without draft machines With draft machines</p> <p>II. Laboratories</p> <p style="margin-left: 20px;">1. Applied Science</p> <p style="margin-left: 40px;">a. Physics</p> <p style="margin-left: 40px;">b. Chemistry</p> <p style="margin-left: 20px;">2. Computer Engg.</p> <p style="margin-left: 20px;">3. Mechanical Engg.</p> <p style="margin-left: 20px;">4. Electrical Engg.</p> <p style="margin-left: 20px;">5. Instrument Tech.</p> <p style="margin-left: 20px;">6. M.L.T</p> <p style="margin-left: 20px;">7. Pharmacy</p> <p style="margin-left: 20px;">8. Communication Skill Lab.</p> <p style="margin-left: 20px;">9.</p> <p style="margin-left: 20px;">10.</p>						<p>(Indicate batch size here)</p>

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. Smithing shop or Electronic shop as per Scheme vi. Foundary 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 Confidential room Reception Lounge HOD/Snr. Lect./ Lecturer Main office</p>					<p>(Indicate batch size here)</p>

1	2	3	4	5	6
Record room Departmental office Training & placement cell Stores Conference room Examination Hall					
C. <u>AMENITIES:</u> 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					
D. <u>RESIDENTIAL AREA:</u> a. Students Hostels i) Boys ii) Girls Dining Hall					

1	2	3	4	5	6
Kitchen Store					
Hostel Warden House					
Hostel Supdt./					
Care taker House					
b. Guest House					
No. of Rooms					
c. Staff residences					
i) Principal					
ii) HOD					
iii) Srl Lecturer					
iv) Lecturer					
v) Clerical					
vi) Class IV					
d. Miscellaneous items					
i. Cycle stand					
ii. Scooter stand					
iii. Car Parking					

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.

2. COMPUTERS DETAIL

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

11. NETWORKING DETAILS

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Kind of Networking Hub / Switch / Router /

No. of computers on Network

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Type of Internet connection

No. of computers having internet connection.

3. 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.

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Number of books and periodicals etc.

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offered by the respective polytechnic
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standard general reading
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Note: For 1 to 3 above, 10% books may be added annually to the library.

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i) Books(Discipline Wise) Add separate sheet if necessary				
1.				
2.				
3.				
4.				
5.				
6.				
7.				

ii) Journals(Discipline Wise) Add Separate sheet if necessary

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

iii) New additions discipline wise during
Proposed addition in

a) Year 2008-09
b) Year 2009-10
2010-2011

iv) Miscellaneous:

- 1) Multi media learning packages
- 2) Audio Visual aids
 - a) Films
 - b) Charts
 - c) Slides
- 3) Photocopier

v) DETAILS OF LIBRARY BOOKS

S.No.	Type	No. of Titles	Volume	Specific Remarks
1	Reference Books			
2	Text Books			
3	General Books			

4. PROFORMA REGARDING STAFF (use seperate sheet if required)

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

5. TIME TABLE

i) Morning Session

(Attach separately)

ii) Evening Session

(Attach separately)