

BU-COMMUNITY COLLEGE CONSULTANCY CENTRE



BHARATHIAR UNIVERSITY

Coimbatore – 641 046

B.Voc Programme

Inspection Commission Report

(New programme /CPA/ PA/ PII)

PROFORMA I

1. Name and Address of the Institution being inspected

Name and address of the college Principal			
Phone No.			
Fax No.		E-Mail:	
Web site			

2. Name and Designation of the Head of the Institution (*Principal / Director*)

Name		Phone No.(O)	
Designation		Phone No.(R)	
Highest Degree		Mobile No.	
Specialization		Fax No.(O)	
Total Experience		E-Mail	
University Approval Number			

3. Name and address with Phone No. of the Inspection Commission members:

S. No.	Name, Designation and address	Phone / Mobile No.
1		
2		
3		

4. Date and Time of Inspection

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5. Purpose of the inspection commission:

S. No	Purpose	Name of the Programme/s	Strength	
			Sanctioned	Requested
1	Starting of New Programmes			
2	Continuance of Provisional Affiliation (CPA)			
3	Permanent affiliation (PA)			
4	Permanent Increase in intake (PII)			

6. Particulars of infrastructure available

i. Structure of the College Building (Tick whichever is applicable)

a)

Permanent	Temporary

b)

RC	Tiles	AC Sheet	others

ii. Class rooms (space required is 10 sq.ft. per student)

	Required	Available
<i>Number of class rooms already available for the existing programmes</i>		
<i>Number of class rooms available for the proposed new programmes under consideration</i>		

iii. Total number of Desks and Benches:

Required	Available

7. Details of Laboratories (Floor space of the Lab with dimensions should be attached, work tables should be of standard size, Furnish the time table of the lab separately) (35 Sq. Feet per student)

<i>S. No.</i>	Name of the programme	Name of the Lab	Area of the Lab	<i>Major Equipments available</i>

8. Computer Facilities: (For Computer Science practical, the floor space should be 20 Sq. ft. /student)

<i>S. No.</i>	<i>Particulars</i>	Requirements as per Norms	<i>Availability</i>
1.	No of Computer terminals		
2.	Hardware Specification		

3.	No of terminals of LAN / WAN				
4.	Relevant Legal Software	<i>Application</i>	System	<i>Application</i>	System
5.	Peripheral(s)				
	Printers				
	DVD Writers				
	Scanners				
	LCD projectors				
6.	Internet Accessibility (in kbps & hrs)				
7.	Power backup(UPS)				
8.	Air Conditioner				

9 Library and Learning Resources :

S. No.	Resources	
1	Librarian (Name & Qualification Approval No.)	
2	Area of the Library	
3	Seating capacity	
4	Working Hours	
5	Number of Books available	
6	Number of Journals/ Magazines	
7	Annual budget	
8	Library Assistant	

10. Details of the availability of Books/Journals (Please enclose the list)(Norms: 5 copies of the Text books and reference books and 50 copies of other books for each discipline)

S. No	programme (s)	Number of titles of the books Available	Number of volumes	Journals	
				National	International
1.					
2.					
3.					
4.					
5.					

11. Physical Education Facilities:

S. No.	Facilities/ Faculty	Availability
1	Director (Name & Qualification approval number)	
2	Play Ground facilities	
3	Out Door Games	
4	Indoor Games	
5	Gymnasium	
6	Equipments	
7	Instruments	
8	Assisting Staff	

12. a. Details of staff available for which the applications are made (**programme** -wise) (may be given as Annexure)

S.No.	Name of the Programme (UG)	Name of the Staff	Qualification	University Qualification Number
1	Language- Part I			
2	English			

3	Core subjects			
4	Allied			
5	Others			

b. 4% of the post under teaching / non teaching category from Differently-abled persons (GO.Ms.No.21 (DAP 3.2 Dept. dt.30.05.2017)

c. 25% salary subsidy for Assistant Professors with visually impaired persons (GO.Ms.No.107 Hr.Edn. (E1) Dept dt.14.05.2015)

13. Details of Administrative/ Technical / Supporting staff

S. No	Staff Category	Number
1	Administrative Staff	
	a. Administrative Officer	
	b.. Accounts Officer/Assistant Account Officer	
	c. Clerks	
	d. Others	
2	Technical / Supporting Staff	
	a) Laboratory Assistant	
	b) Programmer	
	c) System Analyst	
	d) Others (Computer Lab in-charge, Lab Attendant etc)	

14. Details as to the submission of returns for the previous year

S. No.	Name of the returns	Submitted/ Not Submitted
1.	Annual Returns	
2.	Staff Returns	
3.	Annual Accounts	

15. Availability of other facilities:

S.No.	Parameter	Availability		
1.	Potable Water Supply Drinking water for every staff room and each of the floor)			
2.	Ventilation and lighting (Norms: 4 tube lights and 2 fans in a class room)			
3.	Hostel	Boys		
		Girls		
4.	Toilet Facilities(Norms: one wash basin for every 100 staff and students, urinals for every 20 staff and students and toilets for every 50 staff and students separately for ladies and gents.		Gents	Ladies
		Wash Basin		
		Urinals		
		Toilets		
5.	Medical facilities			
6.	Reprographic facilities in the Institutions.			
7.	Barrier free environment for physically challenged.			
8.	Canteen			
9.	Transport			
10.	Generator			
11.	Rain water harvesting (GO.Ms.No.107 / 14.05.2015)			
12.	Solar power facility (GO.Ms.No.107 / 14.05.2015)			

Name & Signature of the Principal with College Seal

Name & Signature of the Convenor and Members of the Inspection Commission

Date:

Place :

LIST OF ANNEXURES TO BE ATTACHED WITH INSPECTION REPORT

1. Library, Computers and Equipment – *programme* -wise
Stock Register of Library Books (copies of last five pages to be submitted)
2. Usage register of books (copies of last three pages),
3. Stock registers of Computers, equipment
4. Internet facility, (Type and bandwidth details)

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PROFORMA II

1. Name and Address of the Institution

Name	
Address	
Principal	
Phone	
Fax No.	
E mail	
Web site	

1 A Details of the Principal :

Name	
Qualification	
Qualification approval No. and date	
Date of Birth and Age	
Date of Joining	

2. Name and Details of the inspection commission members

S. No	Name and address	Phone No	Mobile no/ Email
1.			
2.			
3.			
4.			

3. Date and Time of Inspection

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4. Purpose of the inspection commission:

S. No	Purpose	Name of the Programme/s	Strength	
			Sanctioned	Requested
1	Starting of New Programme/s			
2	Continuance of Provisional Affiliation (CPA)			
3	Permanent affiliation (PA)			
4	Permanent Increase in intake (PII)			

5. Details of the Full Time Teaching Faculty (Programme under consideration) (Please specify Adequate / Not Adequate wherever applicable)

S. No	Subjects	Number required	Number available	Remarks (adequate/not adequate)
1	Languages-Part I			
2	English			
3	Core subjects			

4	Allied			
5	Others			

6. Details of Administrative / Technical // supporting Staff

S. No.	Category Staff	Remarks(adequate/not adequate)
1	Administrative Staff	
2	Technical Supporting Staff	
3	Supporting staff	

7. a. 4% of the post under teaching / non teaching category from Differently-abled persons (GO.Ms.No.21 (DAP 3.2 Dept. dt.30.05.2017)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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b. 25% salary subsidy for Assistant Professors with visually impaired persons (GO.Ms.No.107 Hr.Edn. (E1) Dept dt.14.05.2015)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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8. Physical Education Facilities

S. No.	Name of the facility	Availability	Remarks (adequate/not adequate)
1.	Director		
2.	Ground		
3.	Out door games		
4.	Indoor games		
5.	Gymnasium		
6.	Equipments		
7.	Instruments		
8.	Assisting staff		

9. Library facilities:

S. No	Facilities	Numbers available	Remarks (adequate/not adequate)
1.	Librarian		
	Library Assistants		
2.	Area of the library		
3.	Seating capacity of the library		
4.	Books-Number of titles		
5.	Books-Number of volumes		
6.	Journals / e Journals		
7.	Magazines		
8.	Computers- Net access		

10. Details of Laboratories (Floor space of the Lab with dimensions should be attached, work tables should be of standard size, furnish the time table of the lab separately) (35 Sq.Ft. per student)

S. No.	Name of the Programme	No. of Students	Name of the Lab	Area of the Lab	Equipments available	Adequate/ Not adequate
1.						
2.						
3.						

11. Computer Facilities (for Computer Science practicals, the floor space should be 20 Sq.ft./student)

S. No.	Particulars	Available facilities	Adequate/ Not adequate
1.	No of Computer terminals		
2.	Hardware Specification		
3.	No. of terminals of LAN/WAN		

4.	Relevant Legal Software	Application	System	Application	System
5.	Peripheral(s):				
	Printers				
	DVD Writers				
	Scanners				
	LCD Projectors				
6.	Internet Accessibility (in kbps & hrs)				
7.	Power backup(UPS)				
8.	Air Conditioner				

12. Class room facilities for the Proposed programme(s)

<i>Particulars</i>	Needed	Available	<i>Adequate / Not adequate</i>
Class Rooms			
Furniture			

13. Availability of other facilities:

S.No.	Parameter	Availability		
1.	Potable Water Supply (Drinking water for every staff room and each of the floor)			
2.	Ventilation and lighting (Norms: 4 tube lights and 2 fans in a class room)			
3.	Hostel	Boys		
		Girls		
4.	Toilet Facilities(Norms: one wash basin for every 100 staff and students, urinals for every 20 staff and students and toilets for every 20 staff and students separately for ladies and gents.		Gents	Ladies
		Wash Basin		
		Urinals		
		Toilets		

5.	Medical facilities	
6.	Reprographic facilities in the Institutions.	
7.	Barrier free environment for physically challenged.	
8.	Canteen	
9.	Transport	
10.	Generator	
11.	Rain water harvesting (GO.Ms.No.107 / 14.05.2015)	
12.	Solar power facility (GO.Ms.No.107 / 14.05.2015)	

14. Recommendations:

A) Starting of New Programme/s :

S. No	Name of the Programme/s	Recommend/Not recommended	Strength
1			
2			
3			

B) Continuance of Provisional Affiliation:

S. No	Name of the Programme/s	Recommend/Not recommended
1		
2		
3		

C) Permanent Affiliation:

S. No	Name of the Programme/s	Recommend/Not recommended
1		
2		
3		

D) Permanent Increase in Intake:

S. No	Name of the Programme/s	Recommend/Not recommended	Strength	
			From	To
1				
2				
3				

15. Conditional recommendations (if necessary):

16. Specific reasons for the denial of the requests:

Place:
Date:

Name and Signature of the convener

Members of the Inspection team