

Inspection Report

(to be filled by the Inspection Committee)

1. Name of Institution : _____
2. Purpose of inspection : _____
3. Date of inspection : _____
4. Type of Institution : _____
(Govt./Private)
5. Name of Programme : _____

6. Norms and Standards for 60 students (two units of 30 each):

(a) Built up area:

Sr. No.	Category	Facility	Area Required	Available
(i)	Class room and labs	Two class rooms including one smart class room	40 sq.m. each	
		Seminar room (1 No.)	60 sq.m.	
		Computer lab. (1 No.)	150 sq.m.	
		Library (1 No.)	200 sq.m.	
(ii)	Administrative Area	Director/Principal	30 sq.m.	
		Chamber office	20 sq.m.	
		Main office	50 sq.m.	
		Administrative office	10 sq.m.	
		Placement office	10 sq. m.	
		Faculty room	10 sq.m. each	
		Reception room	20 sq.m.	
		Reprography room	10 sq. m.	
		Maintenance, estate office and store	10 sq. m.	
(iii)	Student Amenities	Canteen	30 sq.m.	
		Guest room	10 sq. m.	
		Medical room	20 sq.m.	
		Cooperative store	50 sq.m.	
		Toilets (separately for male and female)	10 sq.m. each	

(b) Staff:**(i) Faculty:**

Sr.No.	Designation	No. of posts required	No. of posts available
1.	Director/Principal		
2.	Professor		
3.	Associate Professor		
4.	Assistant Professor	1 st Year	
		2 nd Year	
		3 rd Year	

(ii) Teaching and supporting staff:

Sr. No.	Category	Designation	No. of posts required	No. of posts available
(a)	Staff	Computer Programmer		
		Technical Assistant		
(b)	Library Staff	Librarian/Assistant Librarian		
		Librarian		
		Attendant		

(c) Equipment:

Sr. No.	Name of Equipment	Required	Available
1.	Computers	Minimum 20 PC with the ratio of 1:4 for UG. (i.e. 1 PC after every 04 students for UG classes)	
2.	Legal software	03	
3.	Legal application software	Minimum 10	
4.	LAN & internet facility	(Minimum 2 Mbps)	
5.	Mail server and client server	desirable	
6.	Printers	10% of total number of PC	
7.	UPS	1, 10 KVA	
8.	Diesel generator set	1, 1.75 KVA	
9.	Photocopier	1	
10.	Air conditioners	As per requirement	

(d) Library:

Sr. No.	Item	Required	Available

1.	Books (per year per two units)	1,000 (Minimum)	
2.	Technical magazines	10	

7. Brief comments of the Committee

Sr. No.	Component	Summary	Deficiencies, if any
1	Land & building		
2	Labs/Workshop/Work stations		
3	Library		
4	Computer facilities		
5	Software facilities		
6	Other facilities		
7	Teaching Staff/Faculty		

8	Non-teaching staff		
9	Non-Teaching Supporting Staff		
10	Salary		
11	Status of compliance of specific conditions of last approval/extension of approval by AICTE/HPTU		
12	Warning issued by the Technical University, if any		
13	Any other point, Committee would like to bring to the notice of the University (separate sheet may be used for detailed elaboration)		

8. Interaction with faculty members in the absence of Management members (a brief report shall be furnished not more than 100 words, use separate sheet, if required)

9. Recommendations of the Inspection Committee (please tick the appropriate)

Recommended/not recommended

10. Name and Designation of Committee Members

Sr. No.	Name	Designation	Address	Signature
1				
2				
3				
4				

Instructions for Committee Members

- Committee Members are requested to write clear remarks for the deficiencies observed by them during the inspection.
- Committee Members are requested to put their signatures on each page of inspection report and shall take countersignature of Chairman/Principal of the concerned Institute.