

## FORM FOR PERIODICAL INSPECTION REPORT OF AFFILIATED COLLEGES

1. Name of the College \_\_\_\_\_
- i) Place \_\_\_\_\_
- ii) Nearest Railway Station \_\_\_\_\_
- iii) Telephone No., if any \_\_\_\_\_
2. Date of Inspection \_\_\_\_\_
3. Name of the Inspectors visiting the college
- i) \_\_\_\_\_ ii) \_\_\_\_\_
- iii) \_\_\_\_\_ iv) \_\_\_\_\_

### 4. Management

- i) Is the Managing Committee registered under Societies Act?
- ii) Is the Principal an ex-officio member of the Managing Body?
- iii) Besides the Principal, does any Lecturer represent the staff in the meeting of the Managing Committee?  
If so, his name
- iv) A list of the members of the Managing Committee be attached

### 5. Finance

- I. Endowment Fund, Grant etc.
  - i) Does the college possess required amount of Endowment Fund.
  - ii) Amount invested in Debentures or in National Saving Certificates or in Fixed Deposits in Banks, etc. with their number etc. and the name of the company/Bank be also given.

- iii) Are the Endowment Funds in the joint name of the Registrar, Guru Nanak Dev University and the President/Secretary of the Managing Committee? whether the annual income derived from the immovable has been actually credited to the college accounts

(N.B.) (Inspectors are requested to verify all these personally)

## II Amalgamated Fund

- i) Total income from the Amalgamated Fund.
- ii) Is it kept separately from the Managing Committee Account? Is it spent entirely in the discretion of the Principal or does he consult staff representatives while incurring expenditure out of this fund?
- iii) Total expenditure incurred on the following items out of Amalgamated Fund during the current year and the last year.
  - i) Library
  - ii) Sports
  - iii) Drama/Debates
  - iv) Entrainment
  - v) Any other item not provided above
- iv) Is there any saving from the Amalgamated fund? If so, is it kept separately?

## III

- i) Remarks of the Committee? Are the finances of the college sound?
- ii) Copies of the budget of the current year and of the last year be appended duly signed by the Principal of the college and countersigned by the Secretary/President of the College Management.

## 6. Buildings

- i) Is the College building suitable and adequate for the number of students enrolled?
- ii) Are the class room commodious and well ventilated?
- iii) Does the Principal resides at the college premises or nearby?
- iv) Are the sanitary conditions satisfactory?
- v) Is it co-educational institution? If so, is there a separate common room for ladies and satisfactory arrangement for toilet?
- vi) Number of girl students
- vii) Name and qualifications of lady supervisor/ professor. (It is obligatory for the college to have a lady Supervisor if the number of girl students is fifty or more
- viii) Has the college suitable and sufficient place for keeping the question papers in safe custody?

## 7. Enrolment of the college.

- i) Total enrolment of the college class wise.
- ii) Strength of a section. A statement of sectional strength of each subject be appended.
- iii) Where do the teachers reside in/near the college premises or in the town.

(N.B.) A copy of the prospects may kindly be obtained and attached with the report.

## 8. Equipments

- i) Does the college possess adequate and suitable furniture
- ii) Are the college laboratories in Science subjects properly equipped and fitted with gas and water-supply? Deficiencies, if any, may be indicated.
- iii) Has the college a gas plant? If so, does it meet the requirement of practical in Science subjects?
- iv) Is there ample provision for water-supply?
- v) Is the college implementing the regulations concerning the Science Practical? (Statements of yearly expenditure for last three on equipment and articles for various Science subjects be attached).

## 9. Staff

- i) Does the college possess adequate staff consistent with its enrolment?
- ii) Number of Professors/Lecturers.
- iii) Number of Students on the rolls.
- iv) Teacher-pupil ration in different faculties.
- v) Is the staff stable and permanent (attach a list of changes in the staff made during the last three years)
- vi) List of members of the present staff with their qualifications with divisions, grades and salaries may be attached.
- vii) Are the members of the present staff assigned teaching period per week, as per university rules.
- viii) Are the service and conduct rules for teachers of non-govt. college, enforced to your satisfaction.

- ix) Whether the service record/book of the staff be properly/regularly maintained ?  
(if yes supporting documents must be attached)
- x) (a) What is the position in regard to the strength of clerical staff?  
(b) Is it adequate according to the volume of work and the total number of students?
- xi) Is the Provident Fund Scheme of the college registered? Whether the college followed the rules regarding Provident Fund as per the ordinance 17 available in the University Calendar Volume IV of 2020 under chapter "Service and Conduct of College Teachers" ?  
(if yes supporting documents must be attached)
- xii) Does the college have Provident Fund Scheme for the entire permanent staff?

## 10.

- i) A statement of result of the colleges during the last three years for all examinations be attached. If result are not satisfactory, what are the reasons and what steps does the principals propose to improve them?
- ii) Number of scholarships won by the college in different examinations.
- iii) Any distinction in co-curricular activities of the college?
- iv) No. of students who joined professional/higher education course during the last three years.

## 11. Playgrounds

- i) Does the college possess sufficient and suitable playgrounds for the students?
- ii) Does the college have on its staff a qualified Physical Director?

- iii) Is there any provision for extra curricular and social activities, exercises, athletics etc.
  - iv) Is there any provision in the institutions for:
    - (a) Hobbies
    - (b) Instructional tours
- 12.** A statement of expenditure for the last three years on
- i) Sports goods, and
  - ii) Other items of sports activities and achievements be attached.
- 13.** Is the medical examination of students conducted every year?
- 14. Hostel**
- i) Does the college possess a hostel? If so, is it suitable and adequate for the students?
  - ii) Is there a common-room in the hostel and is it provided with in-door games and good journals and newspapers?
  - iii) Is the hostel under the supervision of a warden?
  - iv) Are the sanitary conditions of the hostel satisfactory?
- 15. Library**
- i) Do you think the library is well equipped for the needs of the students? What is the number of students? What is the number of volume in the library? Total number of books subject wise may please be obtained from the Principal and attached.
- Number of volumes added during the current and the last two years be given in a statement.
- Amount spent on library books during the last three years be indicated year-wise. (Attach list)

- ii) Is there a reading room equipped with newspaper and periodicals? Total yearly expenditure on
  - a) Periodicals
  - b) Newspapers
- iii) What amount is being spent annually on
  - a) Ordinary text books
  - b) General Books
  - c) Reference Books
- iv) Does the college publish its own magazine? Indicate the name of the magazine.
- v) Is the in-charge of the college library a trained librarian?

**16.** Has the college received any grant from the University Grants Commission? If so, has it been ascertained that the accounts are maintained separately and satisfactory? Copies of the reports of the Chartered Accountant about the utilization of this grant may also be attached with the inspection report.

- 17.**
- i) Does the college has Group Insurance Scheme for teachers?
  - ii) Does the college has firefighting equipment for extinguishing fire?

**18.**

- i) Observations and recommendations of the Committee and conditions, if any, to be imposed on the college.

**Signature of the members of the Committee :**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Dated** \_\_\_\_\_