

**DEVI AHILYA VISHWAVIDYALAYA, INDORE**  
**ACADEMIC CELL/INTERNAL QUALITY ASSURANCE CELL**  
**PART-A**

[To be filled by the applicant college management and submitted in duplicate duly authenticated]  
Inspection of an educational for affiliation/continuation of affiliation mid term  
inspection to guide Academic Quality Assurance

1. Name of the College \_\_\_\_\_

2. Name of the Society \_\_\_\_\_

3. Address: a. Corporate office/Society office Address \_\_\_\_\_

\_\_\_\_\_

b. College (Teaching place) Address : \_\_\_\_\_

\_\_\_\_\_

c. Any other Address \_\_\_\_\_

\_\_\_\_\_

4. Year of Foundation a. of Society/Trust/Company \_\_\_\_\_

b. of College \_\_\_\_\_

5. Name of ownership Society/Trust/Company/Individual \_\_\_\_\_

Ownership details members of Society/Trust/Board of director of the Company etc in case of private colleges Chairman/ Secretary :

Name \_\_\_\_\_

Father Name \_\_\_\_\_

Age \_\_\_\_\_

Education Qualification \_\_\_\_\_

Occupation address \_\_\_\_\_

Telephone numbers \_\_\_\_\_

Detail of the Chairman Janbhagidari Samiti in case of Govt. Colleges :

Name \_\_\_\_\_ Age \_\_\_\_\_

Education qualification \_\_\_\_\_

Occupation address \_\_\_\_\_

Telephone numbers \_\_\_\_\_

6. Details of members of Governing Body, If constituted

Name \_\_\_\_\_

Father's name \_\_\_\_\_

Age \_\_\_\_\_

Education qualification \_\_\_\_\_

Occupation address \_\_\_\_\_

Telephone number \_\_\_\_\_

(use separate sheet if required)

7. A. Details of other Course/subjects already being taught in this college :

Course/Subject with number of seats	Class	Year of affiliation	Temporary/ Permanent	If temporary state conditions	Status of compliance of conditions

(Use separate sheet if required)

B. Details of teaching staff for other Courses/Subjects already being taught in this college :

Name	Principal or Teacher	Qualification & Teaching Experience	Temporary/ Permanent	Date of Joining	Date of Birth	Subject

8. Additional Colleges/Institutions being run by members of this Society as a member of this society or other society/trust etc ?

Name of the educational institution with location address	Course/ Subject with number of seats	Class	Year of affiliation	Temporary/ Permanent	If Temporary state conditions	Status of compliance of conditions

(Separate sheet if may be attached)

- a) Total area and built up area (describe separately) earmarked for the proposed course and total area & built up area in college (if is being shared by other college, mention separately)
- b) Whether the college is running on rented building YES/No \_\_\_\_\_  
(if so enclosed rent agreement also)  
Total Area –  
Whether the college is in rented building whether sufficient provision is being made to construct own building in books of account.
- c) Built up accommodation (describe common facilities & area like stairses, verandah, office space, laboratories galleries etc separately) (Enclosed building map)
- d) Quality of the college building \_\_\_\_\_  
\_\_\_\_\_  
Appropriateness of the building & surroundings, open space for games & cultural activities, gardens, clear & fresh air & sun light overall ambiance of the building). Please attach photo of the present college building.
- e) Whether college has required number of class rooms as required under statutory provisions? YES/No \_\_\_\_\_  
(A note about. Total No. of rooms. Their room wise floor space, room wise position of fresh air & natural light, equipment fitted with each class room, be given)
- f) If it easily accessible to public? YES/No
- g) If away from District HQ, whether any security problems anticipated for holding examinations, keeping papers in safe custody, finding invigilators and center superintendent etc. YES/No \_\_\_\_\_
- h) Is there proper space for parking of vehicles of staff, student & visitors? YES/No
- i) Whether neighbors have complaints about recurring nuisance? Opinion of neighborhood about the reputation & prestige of college/society and its management YES/No \_\_\_\_\_

9. Whether same building/campus is being shared by any other college/any other faculty/ course/ subject of the same college or of the same society ?

10. (A) Details of teaching staff recruited or identified for recruitment to facilitate teaching in the proposed Course/Subject \_\_\_\_\_

(B) Non teaching and other facilitation staff, recruited or proposed to be recruited for the proposed course. \_\_\_\_\_

(C) Teaching aids and equipment, computer hardware, software etc & other facilities available for proposed course. \_\_\_\_\_

(D) Details about library and reading room, with regard to the proposed course.

How many books are available in library ? \_\_\_\_\_

What is book/student ratio ? \_\_\_\_\_

Whether there is library building ? \_\_\_\_\_

Whether reading rooms is available ? If yes its dimension \_\_\_\_\_

Whether staff to manage the library is available ? \_\_\_\_\_

Whether books are regularly issued to student ? \_\_\_\_\_

Whether books being shown are relevant and latest on the subject/course ? \_\_\_\_\_

Whether journals are being subscribed ? If yes, how many and are relevant and whether latest issues are available on the shelf ? \_\_\_\_\_

(E) Where the college is already running, put up a statement of students course wise years wise and their pass/fail ratio \_\_\_\_\_

(F) Whether college teacher/teachers any such subject/course which require lab? YES/No

\_\_\_\_\_

If yes, floor space \_\_\_\_\_

Light & air \_\_\_\_\_

Number with description lab equipment \_\_\_\_\_

Position about workshops etc.

If required, Availability of hospital in case of paramedical /medical course \_\_\_\_\_

Whether properly equipped job is available for exclusive use of the subject / course

(G) Whether the facility for physical welfare (including exercises) games & sports, ground for outdoor games is available ? YES/No \_\_\_\_\_

If yes, is it adequate looking at the number of student/proposed to admitted ?

Whether outdoor games facilities are available? YES/No \_\_\_\_\_

If yes are those is use ? \_\_\_\_\_

Whether consumable for such outdoor games are available/being provided ?

YES/No \_\_\_\_\_

(Availability of outdoor sports ground is as per statutory requirements in case of physical education course)

Whether full time/part time medical attendant is available for attending students as and when require ? \_\_\_\_\_

Whether college maintains stock of essential emergency medicine?

YES/No \_\_\_\_\_

Whether first aid facility is available? YES/No \_\_\_\_\_

College maintains hostel for student? YES/No \_\_\_\_\_

Whether accommodation is available? \_\_\_\_\_

#### 11. Budget and Books of Account

A. Source of finding of the Society? \_\_\_\_\_

B. What is annual projected income and expenditure for the course : \_\_\_\_\_

C. Whether College/Society maintains regular books of accounts? \_\_\_\_\_

D. Whether these are audited regularly by C.A.? \_\_\_\_\_

12. Where the college gives instruction in B.Ed., M.Ed., M.B.A., B.P.Ed.,M.P.Ed position about the compliance as conditions down by AICTE/NCTE be made? Whether those conditions are fulfilled within time period? \_\_\_\_\_ (Write down each condition and status of compliance use separate sheet whenever required).

\_\_\_\_\_

(Similar statement be made in case the course/subject LL.B., B.A., BDS, MBBS, BHMS, BAMS, BPT, BHMS, BAMS, DMLT, AMS, BUMS that require permission/approval from DCI, BCI, MCI, Nursing council, pharmacy council , paramedical council, CCH, CCM, Directorate of Technical Education, Directorate of Medical Education, Professional Examination Board etc) ALSO INDICATE THE SESSION/YEAR UPTO WHICH PERMISSION/RECOGNITION is given by the concerned statutory body to the college.

13. Whether desirability/permission from Govt. of M.P. (Dept. Higher/Technical/Medical Education) is issued in favour of college where it is conditional, the compliance status about the conditions imposed by them stated clearly.

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14. a) Whether college has fulfilled all the requirements of status 28? YES/No

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b) Deposit of affiliation fee , renewal fee , sports fees, cultural fees, Exam. fees and other fees payable to University

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c) Deposit in the Endowment found? \_\_\_\_\_

15. a) Whether in the past the society/college has adhered to the statutory norms/whether they have defaulted over any instruction of the university/Govt./Statutory Body?

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b) Whether colleges has adhered to fee structure? \_\_\_\_\_

c) Whether the college has followed Reservation norms in case of admission of students (As per policy/direct of the Govt.)

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16. Provisions of residential quarters (Availability/Provisions) for teaching/non teaching staff and emergency service staff. \_\_\_\_\_

17. Whether society office bearers or college management has any objection if the information submitted by them is made open to public for transparency.

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**18. Computers :**

No. of Computers

a) Latest \_\_\_\_\_

b) Old technology \_\_\_\_\_

c) Printers \_\_\_\_\_

d) Scanners \_\_\_\_\_

e) Internet facility \_\_\_\_\_

f) No. of computer trained staff \_\_\_\_\_

g) Future Plans \_\_\_\_\_

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h) Computer : Student ration \_\_\_\_\_

i) How many computers are in working condition \_\_\_\_\_

j) Licensed software available (Name) \_\_\_\_\_

k) Packages using (Name) \_\_\_\_\_

l) Down time \_\_\_\_\_

**19. Equipment :**

a) Whether the college has the lab as per norms YES/No \_\_\_\_\_

b) Floor space \_\_\_\_\_

c) No. and description of equipment \_\_\_\_\_

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d) Workshops

- e) Availability of Hospital (in case of paramedical/medical courses) \_\_\_\_\_
- f) First aid facility \_\_\_\_\_
- g) Fire fighting facility \_\_\_\_\_
- h) Other major Instruments whether as per the requirement of the course : YES/No  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Certificate of the Principal)

Name :

Name :

Date :

Date :

This is to certify that all information  
 Given in the proforma is correct  
 To the best of the knowledge

Name

Signature  
 (Principal)

Signature  
 Member of Management Committee  
 President/Chairman/Secretary