

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

To be filled in by the members of inspection committee only  
(Separate sheet should be filled for each courses : Additional seats may be used as required)

Date of Inspection : \_\_\_\_\_

1. Name of the college with name of the foundation society & address of the college.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of the course for which the inspection is being held :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name & designation of the members of the inspection committee :

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

4. Affairs of the college at the time of inspection :

Suitability of the location of the college being inspected

(a) Build up area \_\_\_\_\_

(b) Teaching accommodation \_\_\_\_\_

(c) Non teaching accommodation \_\_\_\_\_

(d) No. of classrooms (with size in sq.ft.) \_\_\_\_\_

(e) No. of halls for use other than teaching (with size in sq.ft.) \_\_\_\_\_

i. Sports facility if owned(area) \_\_\_\_\_

Outdoor sports if MOU (Details) \_\_\_\_\_

ii. Availability of outdoor sports grounds is as per statutory requirement in case of physical education course YES/No \_\_\_\_\_

iii. Facility for physical welfare(including exercise) games & sports. Ground for outdoor games available YES/No \_\_\_\_\_

(f) Quality construction \_\_\_\_\_

(g) Approach to building \_\_\_\_\_ Accessibility \_\_\_\_\_

Parking space \_\_\_\_\_

(Please note carefully the appropriateness of the building and surroundings, open space for games and cultural activities gardens, clear and fresh air, sunlight, overall ambiance of the building)

aa) Self owned/Rented \_\_\_\_\_

(if rented)

(i) Registered rental agreement done YES/No \_\_\_\_\_

(ii) Whether provision has been made in the accounts about having their own building YES/No \_\_\_\_\_

(iii) By what time the college would having its own campus/building.

(h) Sufficient parking space for

(a) Staff YES/No \_\_\_\_\_

(b) Students YES/No \_\_\_\_\_

- (c) Visitors Yes/No \_\_\_\_\_
- i) Whether the building shares with other course college YES/No \_\_\_\_\_  
 If Yes is the space available exclusively for this course/faculty \_\_\_\_\_  
 (Whether the area so proposed to be made available is adequate as per norms set by statutory body, controller the instruction in that course. Committee should very carefully examine the papers submitted by the management to various authorizes to verify the information being submitted for instruction).
- ii) If the campus/college is away from the district head quarter whether the security measures have been anticipated for holding examination, keeping papers in safe custody, finding investigators and center superintendent etc.  
 YES/No \_\_\_\_\_
- iii) Environment :  
 (The committee should see the environment surrounding the college)  
 Any complaint objections from their neighbors regarding the existence/running of the college \_\_\_\_\_  
 (While making note on the same points, the submissions made by the management should be considered examined and verified).
5. For Courses already being taught in the college :  
 No. of teaching staff : (maximum teachers required as per rule)
- a) As per college papers : \_\_\_\_\_
- b) Actually found present at the time of inspection : \_\_\_\_\_
- c) Reason assigned by the management for non availability of teachers at the time of inspection \_\_\_\_\_
- d) Where the available teachers are adequately qualified and experienced as per Rules YES/No \_\_\_\_\_
- e) Teacher : Student ratio adequate YES/No \_\_\_\_\_
- f) (Suggested for non medical/technical courses 30:1) (Ratio for medical and technical courses be as per the guidelines and norms for state/central bodies)
- g) Whether the selection of Principal done under college code 28 YES/No \_\_\_\_\_
- h) Whether the selection of Teachers done under college code 28 YES/No \_\_\_\_\_
6. Report for courses proposed to be opened after inspection :  
 No of teaching staff
- a) As per College Papers : \_\_\_\_\_
- b) Actually found present at the time of inspection : \_\_\_\_\_
- c) Reason assigned by the management for non availability of teachers at the time of inspection \_\_\_\_\_
- d) Whether available teachers and qualified experienced as per rules  
 Members of the committee should talk to few students, teaching staff and principal separately to have first hand knowledge of standards and affairs of the teaching in the college related to their (on paper, actually drawn). Method of teaching problems by the management, their suggestions etc.
7. Observation of the committee on the following points
- (i) Library :
- a) Separate building/room (Area) \_\_\_\_\_
- b) No of books (owned) \_\_\_\_\_  
 (Hired \_\_\_\_\_)
- c) No, of journals subscribed \_\_\_\_\_  
 Relevant with the course \_\_\_\_\_
- d) No. of Staff for library \_\_\_\_\_  
 frequency per week : \_\_\_\_\_
- e) Books relevant with course/subject YES/No \_\_\_\_\_
- g) Account of books a) Properly maintained YES/No \_\_\_\_\_  
 b) Audited by CA YES/No \_\_\_\_\_

(ii) Computer :

No. of Computers :

- a) Latest \_\_\_\_\_
- b) Old technology \_\_\_\_\_
- c) Printers \_\_\_\_\_
- d) Scanners \_\_\_\_\_
- e) Internet facility \_\_\_\_\_
- f) No. of Computer trained staff \_\_\_\_\_
- g) Future Plans \_\_\_\_\_
- h) Computer : Student radio \_\_\_\_\_
- i) How many computers are in working condition \_\_\_\_\_
- j) Licensed software available (Name) \_\_\_\_\_
- k) Packages using (Name) \_\_\_\_\_
- l) Down time \_\_\_\_\_

(iii) Equipments

- a) Whether the college has the lab as per norms : YES/No \_\_\_\_\_
- b) Floor space \_\_\_\_\_
- c) No. of description of equipment \_\_\_\_\_
- 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. \_\_\_\_\_

(Committee should see physically all the computers in working condition and with demonstration of the performance of the equipment)

(iv) Hostel facility

- a) No. of rooms for boys \_\_\_\_\_
  - b) No. of rooms for girls \_\_\_\_\_
- (Committee should visit the room without management also to see the sanitation bathroom, reading room, recreation facility etc. and report)

(v) Quarters :

- a) Whether verified the detailed provided by the management in YES/No \_\_\_\_\_
- b) Any future plans and provisions \_\_\_\_\_
- c) Whether the college followed the reservation norms in case of admission of students as per the policy directions of Government  
YES/No \_\_\_\_\_

9 A. Whether the college gives instruction in B.Ed., B.P.Ed., M.P.Ed., M.B.A. position about the compliance as conditions laid down by AICTE be made? Whether those conditions are fulfilled within time period? YES/No \_\_\_\_\_

B. (Similar statement be made in case the course/subject LL.B, B.A.LL.B, MBBS, BAMS, BPT, BIMS, 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 YES/No \_\_\_\_\_

(THE COMMITTEE SHOULD RECOMMEND ONLY AFTER CAREFULLY OBSERVING THE DETAILS PROVIDED BY THE COLLEGE IN THE PROFORMA IN AND GIVE THEIR OVERALL ASSESSMENT OF INSPECTION WITH A NOTE POSITIVE AND NEGATIVE POINTS NOTICED BY THE COMMITTEE BEFORE FORMING AN OPINION THE COMMITTEE SHOULD TALK TO THE OFFICERS, CONCERNED STAFF OF THE UNIVERSITY ADMINISTRATION, HOD (if required) etc. TO TAKE FEED BACK FROM THEM ABOUT THEM AFFAIRS OF THE COLLEGE AND STANDARDS OF TEACHING.

10 Opinion of Committee :

a) Proposed courses recommended/suggested minimum requirement before affiliation

\_\_\_\_\_  
\_\_\_\_\_

b) Running courses recommended/suggested minimum requirement before affiliation.

\_\_\_\_\_  
\_\_\_\_\_

On verification, following information suited by the college was not substantiated :

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

b) \_\_\_\_\_

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

Name  
Designation  
Scale

Signature

(Please note that this document and not be filled in presence of the college authorities and should not be handed over to college authority and no copy of the same should be made and should be handed over to registrar in sealed cover within 3 days of the date of the inspection)