

**Directorate of Technical Education, Chhattisgarh**  
**:: Inspection Report ::**

**For Extension of Approval of Diploma Polytechnic institutions**

**PART – A (to be filled by the Institution)**

The supporting documents are to be attached with this report against the informations/ claims made in this report

Name, address & year of establishment of Institution .....

.....

Tel & Fax No. of the institution .....

E-mail & website address .....

Mobile No. of the Director/Principal .....

Name of Society .....

1. Any deficiency pointed out by AICTE whether fulfilled? (Enclose latest Letter of Approval)

.....

.....

2. Any deficiency pointed out by University, whether fulfilled? (Enclose latest Letter of Affiliation).

.....

.....

3. Campus infrastructure & Buildings.

i. Total built up area .....

ii. Academic infrastructure/facilities

S.N.	Particulars	Availability
1	No. of class rooms & Tutorial rooms with their size	
2	Drawing halls – Nos. & size	
3	Workshop – Nos. & size	
4	No. of Labs with their size	
5	No. of students per batch in labs	
6	No. of Available instruments/equipments	

7	No. of Available laboratory manuals	
8	No. of experiments (attach list) actually being done	
9	No. of hostel available & their capacity	

## 4. Library facilities

1. No. of books available ..... No. of title ..... No. of journal .....
2. Whether seating capacity is available in reading room for 25% of Intake.

## 5. Computer facilities (P-4)

1. No. of computer/printer available .....
2. No. of legal system/application softwares available .....
3. No. of Computer in LAN .....
4. Internet facilities band width & speed .....

6. Current status of operational fund available with institution as on 28<sup>th</sup> Feb 2010.

1. In saving bank a/c no. .... name of bank .....Rs. ....
2. In current a/c no. .... name of bank .....Rs. ....
3. As FD no. .... name of bank .....Rs. ....

## 7. Information regarding faculty.

1. Name & qualification of Principal/Director .....
2. No. of regular teacher ..... No. of faculty on contract/adhoc basis .....
3. Teacher: Student ratio .....
4. Pay scales of teaching & non teaching staff (give details) .....

## 8. Documents to be attached with inspection report:

1. Attach proof of land documents.
2. Attach proof of building plan/cite plan of the campus.
3. Attach list of laboratories with their size.
4. Attach list of experiments being conducted as per syllabus of the University.
5. Attach list of major equipments costing more than Rs.5,000/- per unit.
6. Attach list of names of class rooms with their size.
7. Attach list of names of tutorial rooms with their size.
8. Attach list of faculty mentioning their post, qualification, salary & date of joining.
9. Attach list of non-teaching staff with their post, qualification, salary & date of joining.
10. Attach salary slip of faculty & non-teaching staff for previous six months.
11. Attach bank statements of institutions a/cs for previous six months.
12. Attach copy of stock register of existing equipments/computer.
13. Attach copy of latest bank statement/FD statement as a proof for operational fund.

Place &amp; Date

Sign of Director/principal &amp; seal of the institution

PART – B

(To be filled by verifying authority)

1. Physical verification of infrastructures/library/computers/ laboratories etc. as given in PART- A).

.....  
.....  
.....

2. Physical verification of major equipments/instruments in the different laboratories whether working/not working, whether sufficient in no. or not. Availability of Instruction manual's, List of experiments etc.

.....  
.....  
.....

3. Verification of faculty's salary slip/entry in cash book/attendance registers of teacher/ staff etc.

.....  
.....  
.....

4. Verification of stock register/ accession registers/ attendance register of students.

.....  
.....  
.....

5. Verification of latest operating fund, bank a/c statement etc.

.....  
.....  
.....

Deficiencies found:

1. ....
2. ....
3. ....
4. ....

Remark of the inspection committee:

.....  
.....  
.....  
.....

Recommendation of the inspection committee:  
(Percent Compliance with respect to AICTE norms.)

.....  
.....  
.....

Signature of the inspection committee:

Dr. T.R. Saini  
Professor  
GSITS, Indore

A.K. Ahirwar  
Jt. Director

G.S. Bedi  
Addl. Director

G.P. Naik  
Dy. Director