



GAUHATI UNIVERSITY

FORMAT FOR INSPECTION REPORT OF COLLEGES

(College inspection report must be submitted in this format with effect from 1st April, 2015. Please ensure that no columns remain unattended and all pages be signed by the Inspectors with date.)

Date of Inspection :

Name, Designation and Address of the inspectors:

- 1.
- 2.
- 3.

1.	Name and address of the College	
	Date of establishment	
	Land under possession of the College. Bigha Katha Lesha
	If the land property is not contiguous, give details.	
	In which name the College land is registered?	College / Society / any other owner
	Nature of management	Government / Provincialised / Venture / Private
	Name of the Principal	
	Educational qualification of the Principal	
	Date of Birth of the Principal	
	Whether the Principal is the Secretary of the Governing Body or not? Yes / No. If no, give reasons.	
	Whether the college has university nominated members in the Governing Body or not? Yes / No. If no, give reasons.	
	Please give the list of all the Governing Body Members with their contact numbers and residential address.	

	Is any one of the inspectors a member of the Governing Body of the College?	Yes / No. If yes, please mention your name.
	Existing Faculty / Steam in the College (Please tick)	Arts / Science / Commerce / Education / Law / Engineering / Others <i>(Please specify)</i>
2.	Purpose of Inspection (as mentioned in the appointment letter)	
3.	Please collect intake capacity of all the courses including pass and major courses as per approval of the University.	
4.	Please collect the detail list of teachers with their qualifications along with their marks in percentage and date of birth and date of joining in the college.	
5.	General conditions of desks benches and there availability for the students, teachers common room facility, department infrastructure, drinking water, toilet facilities for teachers and students (boys and girls separately), canteen and any other relevant matters.	Details will be submitted by the college and the inspectors will verify the factual.
6.	Whether the college has Higher Secondary and Post Graduate courses or not? If yes, mention the courses and faculties.	
7.	(a) Whether the college has morning shift and/or evening shift in addition to the normal day-shift?	
	(b) If yes, what is the class load of the teachers engaged in these extra shifts?	
	(c) The class routine of these additional shifts should be enclosed herewith.	
	(d) Are there any other courses run by the college such as courses of GU IDOL, KK Handique Open University, IGNOU etc.?	

	<p>If yes, give details of student enrolment in such courses and also mention the infrastructural facilities required for such courses. Please report whether these additional courses bring shortage of infrastructure and also whether these might bring any deprivation of the regular students in the learning process.</p>							
8.	<p>(a) Please report what actions the college is adopting to improve the class attendance of the students.</p> <p>(b) What methods are adopted by the College to facilitate the students to earn their credits in a course, if she / he fails to attain 75% class attendance, which is mandatory as per the University examination regulations.</p>							
9.	<p>(a) Please report if the college gives admission to a class exceeding the GU approved intake capacity in a course.</p> <p>(b) Please report if the College allows private students to appear in the University examinations as their students.</p>							
10.	Please collect the class routine of the normal day-shift of the college. This is mandatory.							
11.	<p>Enrollment Position in the College</p> <p>(Last three consecutive academic years)</p>	Academic Years	20__		20__		20__	
		<i>No. of students</i>	<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>
		(a) In the College						
		(b) In the Department inspected (Major Course)						
		(c) In the Department inspected (Pass Course)						

12.	Conditions imposed by the University on the basis of the last inspection of the College and the Department concerned.	(Please enclose the copies from the college)					
13.	(a) Follow-up action report on (12) above. (Inspectors report must be accompanied by the Action Taken Report from the Principal.) Please tick (✓).	Action Fully Taken		Action Partially taken		Action not taken	
13.	(b) Please give details on the actions taken by the college, and difficulties faced in executing the University imposed earlier conditions by the college. [Use separate sheet(s), if necessary]						
14.	(a) Present general observation (Please tick)	Excellent / Very Good / Good / Fair / Bad					
	(b) Please give details of your observation on the College [Use separate sheet(s), if necessary]						
15.	Result of the last three academic years of the College (in Pass Percentage)						
	Academic Years	20__		20__		20__	
		<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>
	HS						
	Under Graduate (Pass Course)						
	Under Graduate (Major Course)						
	Post Graduate Degree						
16.	Result of the last three academic years of the Department now inspected (in Pass Percentage)						
	Academic Years	20__		20__		20__	
		<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>
	HS						
	Under Graduate (Pass Course)						
	Under Graduate (Major Course)						
	Post Graduate Degree						
17.	No. of Teaching Staff	Principal	Vice Principal	Assistant Professor	Associate Professor	Contractual/ part time etc	
	(a) Please report in case of professional college, whether the faculties are getting salaries as per the regulations of the						

	<p>Professional Bodies who permitted to run the courses (viz. in Law and B.Ed.)</p> <p>(b) Please report what is the salary amount paid to the Contractual / part time teachers.</p> <p>(c) Please report whether in case of part time teacher's appointment due approval is taken or not from the competent authority of the organization where the teacher is serving.</p> <p>(d) Please report how many teaching posts remain vacant till date.</p>					
18.	No. of Library staff	Librarian	Asstt. Librarian	Other Staff		
19.	No. of non-teaching staff	Grade - A	Grade - B & C	Other Staff		
20.	Library Infrastructures	No. of Text Books	No. of Reference Books	No. of Journals		
	(a) Total					
	(b) In the subject concerned					
	(c) Floor area, reading arrangement, Xerox facility, drinking water, toilet facilities for students (boys and girls separately), and any other relevant facilities	Details will be submitted by the college and the inspectors will verify the factual.				
21(a)	Infrastructure (Land & Building)	<p>Land Area of the campus / compound</p> <p>Is there boundary wall: Yes / No / Partly</p> <p>Please give a detail report on the Compound area and boundary wall.</p>				
		Buildings	(a) No. of RCC Building except Hostel:	Floor Area:		
			(b) No. of A. T. house except Hostel :	Floor Area:		
			(c) No. of Student's Hostel (For Boys) :	No. of Boarders:		

				Boarder Capacity:
			(d) No. of Student's Hostel (For Girls):	No. of Boarders: Boarder Capacity:
			(d) No. of rooms alongwith their sizes available for the classes (Theory and Practical) in the subject applied for	Use separate sheet
21(b)	Department's Infrastructure (Attach separate sheet, if necessary)			
	(i) Class room conditions			
	(ii) Laboratory room conditions			
	(iii) Laboratory facility available			
22.	Facilities for sports and extracurricular activities in the College			
23.	Fund position (in Rupees)	Reserve Fund	General Fund	Other Fund
24.	Income Sources			
25.	Has the College been assessed by NAAC?			
	If yes, when and what is the grading awarded?			
	If no, what is the reason?			
26.	Whether the college is an Examination Centre of G.U.?			
	If yes: Since when?			
	Was the Examination Centre ever withdrawn?			
	If yes: When and Why?			
27.	Whether all the eligible examiners involved in the evaluating process of all the internal and external examinations under G.U.?			
28.	Is the college conducting any other examinations as examination centre? If yes, give details.			

29.	Is there any class cancellation due to holding of examinations of other institutes/ organizations? In case of class cancellation how the students are given the chance to earn their credit? Give details.	
	Status of internal and/or Govt. Audit. Give the year of last auditing.	
30.	How many Governing Body meetings were held during the last calendar year & this year till date? Give dates. Enclose copies of the proceedings of the last three Governing Body meetings.	
31.	(a) Briefly describe the recruitment procedure of teachers & its adherence to UGC guidelines in this respect. (Attach separate sheet, if necessary) (b) Whether the selection committee for teacher's have members nominated by the Vice Chancellor of G.U.? (Attach separate sheet, if necessary)	
32.	Whether Annual Report has been submitted to the University or not (if yes please enclose a copy; if not, give reasons.	
33.	In the case of Post Graduate Courses the following additional information are to be collected / reported: (a) Whether the teachers are teaching from Higher Secondary (HS) level to the Post Graduate (PG) level? (b) Whether there are adequate numbers of teachers for the PG courses. Give the numbers along with their specializations.	

<p>(c) Class load of a PG teacher if she / he is taking Under Graduate (UG) and HS classes.</p> <p>(d) Please collect the PG class routine along with the all other class routine of the College.</p> <p>(e) Whether all the required specializations are represented by qualified teachers or not?</p> <p>(f) How many teachers are there in the department?</p> <p>(g) How many teachers have Ph.D. degree in the subject they teach? [Please note that to run a PG course a minimum of 3 (three) Ph.D. qualified teachers in the subject are necessary unless otherwise clearly stated.]</p> <p>(h) Whether infrastructure facilities including laboratory facilities (where necessary) are sufficiently adequate or not, and also whether these PG laboratory facilities are developed separately from the existing UG facilities?</p> <p>(i) Whether the teachers have quality research contribution or not? For example: <i>Publication of the teachers in International, National, Regional, Institutional, College level journals and journals with impact factors.</i></p> <p>(j) How many teachers have research guideship? <i>Please note that a minimum of two teachers of a department are required to be recognized by the Gauhati University as Research Guide in the subject. This is a mandatory requirement to give permission for opening a PG course.</i></p>	
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	(k) Whether sufficient books for the PG course are available in the College library or not? (l) Whether the department has any major research project or not? If yes, give details.	
34.	Remarks & recommendations (Please tick) (Condition to be imposed)	<p>Recommend / Not Recommend / Recommend with condition as below: (Attach Separate sheet, if necessary)</p> <p>Please recommend the intake capacity in the course / courses inspected: <i>[This is mandatory and is to be decided on the basis of the available infrastructure including class rooms, seating arrangement for students, laboratory facility, laboratory equipments and faculty strength in the subject(s) concerned.]</i></p> <div style="border: 1px solid black; height: 40px; width: 100%; background-color: #cccccc;"></div>
35.	Please indicate whether the space required as per the enclosed Appendix Tables as minimum requirement exist or not in the college inspected.	
Remarks and Conditions imposed:		

Signature of the Inspector

Designation:

Dept.:

Institute:

Date:

Signature of the Inspector

Designation:

Dept.:

Institute:

Date:

Signature of the Inspector

Designation:

Dept.:

Institute:

Date:

APPENDIX –I

Estimates for Minimum Accommodation in Science, Arts & Commerce colleges

General Outline:

1. Estimates are shown separately for opening colleges in Arts, Science or Commerce. These estimates are excluding the class room space used by Higher Secondary Classes in the college. The subjects which are not mentioned in the table, the space required for such subjects will be on the basis of suggestions of the inspectors and the decision of the Affiliation Committee as approved by the Executive Council of G.U.
2. Where the Science or the Commerce Faculty is proposed to be opened in an existing Arts College the minimum approximate additional accommodation will be required in the matter of class rooms, laboratory rooms and museum as shown in the tabular forms separately, but in the matter of office rooms, library rooms, common rooms which will depend on the total number of students in the college.
3. The space required for opening Post Graduate Courses will also be on the basis of suggestions of the inspectors and the decision of the Affiliation Committee as approved by the Executive Council of G.U. for the respective subjects. Provisions for class room and laboratories for Post Graduate courses must be made independent of the Higher Secondary and TDC class rooms and laboratories.

Arts College:

1. The following estimates are based on enrolment of **120 students** in degree General and **30 students** on the average in each subject for Major courses.
2. For Arts subjects up to degree 3rd year (Six Semesters) with major three big rooms and three small rooms are provided for the purpose of holding general, tutorial and major classes. Further, for each major subject started, one additional room measuring **about 38 sq.m.** will be necessary.

Science College:

1. For a college in Science, office and other rooms shown in a tabular form for Arts college are to be provided. Besides, the provisions as shown in the tabular form for Science, three rooms of the size **56 sq.m. each** are to be provided to hold classes.
For Major, **two rooms** in each subject is provided.
2. The following estimates are based on an enrolment of **75 students** in degree General and **20 students** in degree Major in each subject.
3. For Physics General one dark room is to be provided for both Optical and Galvanometric experiments.
4. For Zoology provision is made for one room for specimen and preparation and another room for store and instruments.
5. Open space of at least **90 sq.m.** adjacent to the Botany Laboratory should be made available for botanical garden.

Commerce College:

(Minimum requirement of floor space for commerce college teaching Degree course with Major)

1. Where an Arts college is extended to include Commerce faculty, additional provisions must be made in respect of class rooms and museum. Other arrangement for accommodation may remain the same for the purpose of minimum requirement.
2. The museum of a commerce college should be **90 sq.m.**

3. The estimate is based on an enrolment of **400 students** in degree General and **30 students** in each subject for Major.
4. For an exclusive Commerce College the required minimum accommodation is shown in the tabular form for Commerce College.

Arts College with Major:

Rooms*	Size (in sq.m.)			
	1 st and 2 nd Semesters	3 rd and 4 th Semesters	5 th and 6 th Semesters	Total
Class Rooms	90	90	90	270
	38	38	38	114
	30	30	30	90
Principal's Office	30			30
Teachers' Common room	38			38
Office room	30			30
Library	100			100
Reading Room	90			90
Boys' Common room	56			56
Girls' common room	56			38
Total	558		158	874

*For each Major subject being started one additional room measuring 38 sq.m. will be necessary.

Commerce College with Major:

Rooms	Size (in sq.m.)			Total
	1 st and 2 nd Semesters	3 rd and 4 th Semesters	5 th and 6 th Semesters	
Class rooms	75	75	75	225
	36	36	36	108
	30	30	30	90
Principal Office	30			30
Teachers' Common room	36			36
Office room	30			30
Library	100			100
Boys' Common room	55			55
Girls' Common room	55			55
Reading room	90			90
Museum	90			90
Total Area:	637	141	141	919

Science College with Major:

Rooms**	Size (in sq.m.)								
	Physics		Chemistry		Botany		Zoology		Common
	Gen.	Major	Gen.	Major	Gen.	Major	Gen.	Major	
Class room		18		18		18		18	56X3 = 168
Laboratory	85	56	90	56	85	45	85	45	
Dark room	30	38							
Balance Room			18	18					
Fume cup Board			5	5					
Sample room			15	15					
Preparation room					30				
Store room					30				
Sitting room	30		30		18		18		
Galvanometer room		18							
Physical Laboratory				30					
Seminar		30		30		30		30	
Harbarium and/or Museum				46	46		56		
	146	160	158	172	210	93	160	93	168

** Other rooms' specifications in a Science College will be as per the Arts College. The subjects which are not mentioned in the table, the space required for such subjects will be on the basis of suggestions of the inspectors and the decision of the Affiliation Committee as approved by the Executive Council of G.U.

APPENDIX –II

Estimates for Minimum Accommodation in Teachers' Training college

The College building shall have the following minimum accommodation:

Sl.No.	Rooms	Numbers	Size (in sq.m.)
1	Principal's Room	1	30
2	Office Room	1	38
3	Library cum Reading Room	1	112
4	Staff Common Room	1	38
5	Common Room for Boys	1	56
6	Common Room for Girls	1	56
7	Class Room	4	The breadth of each room should approximately be 8m. At least 4 class rooms of different sizes each are having a floor area of at least 1 sq.m. per student in a class.
8	Laboratories	1 for each subject with practical	Laboratories (where necessary), separately for each subjects, each having a floor area of at least 2.5 sq.m. per student in a single group and necessary sanitary facilities.

Inspectors shall report on the accommodation of the Professional Colleges/Institutes of their own.