



FORMAT FOR INSPECTION REPORT OF COLLEGES

Date of Inspection : _____

Name of the Inspectors : 1. _____

2. _____

1.	Name & address of the College						
	Date & year of establishment						
	Name of the Principal						
	Existing Faculty (Please tick)	Arts/Science/Commerce /Education/Law/Engineering/Others(Please specify)					
2.	Purpose of Inspection (as mentioned in the letter)						
3.	Enrolment position (last three academic years)	Academic Years					
		No. of students					
4.	Condition imposed in the last inspection	(Please enclose the copy from the College)					
5.	Follow-up action report on 4 above (Please tick)	Action Fully taken	Action Partially taken	Action Not taken			
6.	Present general observation (Please tick)	Excellent/ Very Good/ Good/ Fair/ Bad					
7.	Result of the last three academic years	Academic Years					
		Pass % in HS					
		Pass % in Degree					
8.	No of Teaching staff	Principal	Vice Principal	Lecturer	Sr. Lecturer	Sr. Grd. Lecturer	
9.	No. of Library staff	Librarian =		Asstt. Librarian =		Other staff =	
10	Library Infrastructures	No. of Text Books		No. of Reference Books		No. of Journals	
11.	Infrastructure (Land & Building)	Land : Area : Is there boundary wall : Yes/No/Partly					
		Buildings	a) No. of RCC Building except Hostel :			Floor Area :	
			b) No. of A.T. house except Hostel :			Floor Area :	
			c) No. of students Hostel :			No. of Boarders :	
			Boarder capacity :				

		Reserve Fund Rs.	General Fund Rs.	Others Fund Rs.
12.	Fund position			
13.	Income Source			
14.	Has the College been assessed by NAAC? If yes, when and what is the grading awarded? If no, what is the reason?			
15.	Whether the College is an Examination Centre of G.U.			
	If yes : from when ?			
	Was the Examination Centre ever withdrawn ?			
	If yes : when and why ?			
16.	Status of internal and/or Govt. audit. Up to when it has been completed			
17.	How many Governing Body meeting were held during the last calendar year & this year till date. Give dates. Enclose copy of the proceedings of last four Governing Body meeting.			
18.	Briefly describe the recruitment procedure of teachers & its adherence to UGC guidelines in this respect. (Attach separate sheet, if necessary)			
19.	Remarks & recommendations (Please tick) (conditions to be imposed)	Recommend/Not Recommend/ Recommend with condition as below : (Attach separate sheet, if necessary), Please recommend in take capacity, where necessary		

Signature

Date

Signature