**INSPECTION COMMITTEE REPORT**

**Date: / /**

**[NOTE:- Ensure video recording of at least 30 minutes and photography by the Institute/college which shall cover the entry and exit of Inspection Committee and other infrastructure visit. Obtain its copies and submit along with this Report.]**

1. Institute/ College name & address:

 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

2. Inspection Visit Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Inspection being done for the grant of **Affiliation of new Programme/ Seat Increase in Affiliated Programme/ Extension of Affiliation** (tick relevant criteria) for the **Academic Year \_\_\_\_\_\_\_\_\_\_\_\_.**

4. Reference of Office Order for Inspection Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

5. Types of Inspection: Initial Inspection/ Re-inspection/ Surprise Inspection

 (Tick the appropriate type)

6. Inspection Committee Members Details:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name & Designation** | **Chairperson/****Member** | **Sign** |
| (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| (d) |  |  |  |

7. Details of the Faculties / Officers of the Institute / College present during Inspection Visit enclosed as **Enclosure no.\_\_\_\_**to this report in the following format:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name of Officer / Faculty** | **Designation** | **Sign** |
| (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| (d) |  |  |  |

8. New Programmes and Seat Intake Details for which new Affiliation requested:-

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Programme Names** | **Seat Intake Requested** |
| (a) |  |  |
| (b) |  |  |
| (c) |  |  |
| (d) |  |  |

9. Old Programmes & Seat Intake Details for which Seat Increase requested:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Programme Names** | **Old Seat Intake Approved** | **New Seat Intake Requested** |
| (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| (d) |  |  |  |

10. Old Programmes & Seat Intake Details for which Extension of Affiliation requested: -

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Programme Names** | **Seat Intake Requested** |
| (a) |  |  |
| (b) |  |  |
| (c) |  |  |
| (d) |  |  |

11. Verification of Compliance Report submitted by the Institute/ College on the terms & Conditions for the grant of Provisional Affiliation for previous Academic Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_:-

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Terms & Conditions** | **Verified/ Not Verified** |
| (a) |  |  |
| (b) |  |  |
| (c) |  |  |
| (d) |  |  |

**[NOTE: -** Observations found during verification of the abovementioned Compliance Report and recommendations on these observations are enclosed as a separate sheet as **Enclosure no.\_\_\_\_** to this report.**]**

12. Points to be inspected, verified and assessed for suitability of the Institute/ College for the Grant of Provisional Affiliation for a new Programme / Seat Increase in an Affiliated Programme / Extension of Affiliation of an Affiliated Programme : -

**[NOTE:-** The following points are the general points and may not be exhaustive. These points may be taken as a reference by the Inspection Committee members for information purpose. Experts in the Inspection committee may use their discretion/ experience in verifying the other requirements related to a specific Programme or Statutory Requirements which are not mentioned below.**]**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Points** | **Details enclosed as****Enclosure No.\_\_\_\_** |
| **(a)** | **Document Verification:-** |
|  | (i) | Verify the documents such as Board’s approval, Funds Provision, Fund Position/ Financial Stability, NOC from other University (if any other Programmes are being run in the same Campus), Approval from applicable Regulatory Bodies, NOC from the State Govt., MoU with a Central/ State FSL, Land and Built-up Area documents, Building related papers, Letters of prior affiliations, other documents as required and supporting documents submitted by the Institute/ College.  |  |
|  | (ii) | Verification of the related points in the Compliance Report submitted by the Institute/ College on the terms & conditions for the grant of affiliation in previous Academic Year. (In case of Affiliation Extension) |  |
|  | (iii) | Verification of the related points mentioned in the Scrutiny Committee Report, if any. |  |
|  | (iv) | Verification of progress at the Institute/ College regarding recruitment of the Principal/ Dean/ Director, Teaching and Non-Teaching Staff and their availability as per the prescribed standards and norms. |  |
| **(b)** | **Research, Innovations and Extension:-** |
|  | (i) | Visit to Campus Infrastructure available (e.g. Classrooms, Laboratories, Laboratory Equipments, Computer Centre etc.) (Especially infrastructure being allotted by the Institute/ College for the Programmes requested for affiliation) for verification as per the required specifications. |  |
|  | (ii) | Verification of the related points in the Compliance Report submitted by the Institute/ College on the terms & conditions for the grant of affiliation in previous Academic Year. (In case of Affiliation Extension) |  |
|  | (iii) | Verification of the related points mentioned in the Scrutiny Committee Report, if any. |  |
| **(c)** | **Infrastructure and Learning Resources:-** |
|  | (i) | Visit to Physical Facilities i.e. Laboratories, Tutorial Rooms, CAD Centre/Drawing Hall, Seminar Hall, Library, Research Equipments, Computer Centre, Incubation Centre, Instrument Room, Resource Centre, Media Laboratory, Commerce Laboratory, Studios, Examination Section, Health Centre etc. as applicable. In addition, visit to Sports Facilities, Gymnasium, Yoga Centre etc. for verification. |  |
|  | (ii) | Verification of availability of computers, softwares, internet, printers, laboratory equipments, books, journals and library facility, notice boards, Seating arrangement for Teaching and Non-Teaching Staff, Necessary Amenities etc. as per the required specifications. |  |
|  | (iii) | Verification of the related points in the Compliance Report submitted by the Institute/ College on the terms & conditions for the grant of affiliation in previous Academic Year. (In case of Affiliation Extension) |  |
|  | (iv) | Verification of the related points mentioned in the Scrutiny Committee Report, if any. |  |
| **(d)** | **Verification of Student Support and Progressive plans:-** |
|  | (i) | Ensuring and verification of compliances on NFSU Statutes, Ordinances, various Notifications related to Academic Governance, Examination, Student Fee refund, Student discipline, Conduct rules etc. |  |
|  | (ii) | Verification and discussion on plans for Students Career Counseling, Placement, Alumni Cell, Language Laboratory, Anti-Ragging and Anti-Sexual Harassment measures, Online Grievance Redressal Mechanism, ABC & NAD Compliances etc. |  |
|  | (iii) | Verification and discussion on plans for Students’ Welfare, Scholarships, Hostel Accommodation, Mess Facility & implementation of Food Safety and Standards etc. |  |
|  | (iv) | Verification of the related points in the Compliance Report submitted by the Institute/ College on the terms & conditions for the grant of affiliation in previous Academic Year. (In case of Affiliation Extension) |  |
|  | (v) | Verification of the related points mentioned in the Scrutiny Committee Report, if any. |  |
| **(e)** | **Governance, Leadership and Management:-** |
|  | (i) | Verification of documents and it’s actual implementation regarding Governance & Leadership of the Institute/ College, Organizational Structure, Perspective/ Strategic plan and deployment documents, Welfare Schemes, Availability of Establishment rules and Performance Appraisal System for Teaching and Non-Teaching Staffs, Training and Development of employees, SC/ST Cell, Internal and External Audits, Modernization of Funds, Optimal Utilization of Resources, Quality Maintenance measures etc. |  |
|  | (ii) | Verification of the related points in the Compliance Report submitted by the Institute/ College on the terms & conditions for the grant of affiliation in previous Academic Year. (In case of Affiliation Extension) |  |
|  | (iii) | Verification of the related points mentioned in the Scrutiny Committee Report, if any. |  |
| **(f)** | **Institutional Values and Best Practices:-****(Gender Sensitization, Environmental Consciousness and Sustainability measures, Green practices, Human values and Professional Ethics, Best Practices, Institutional Distinctiveness etc.)** |
|  | (i) | Review of Physical Facilities such as Safety and Security, Counseling facilities, facilities for Persons with Disabilities and Elderly Persons, Reservation Policies implementation, Skill Development Centers etc. |  |
|  | (ii) | Review of alternative energy initiatives, rain water harvesting, waste management system etc., if available. |  |
|  | (iii) | Meeting and Interaction with the Head of various Committees/ Cells. (e.g. SC/ST Cell, ICC, Anti-Ragging, Grievance Redressal etc.). Record observations, if any. |  |
|  | (iv) | Review of best practices and Institutional Distinctiveness required by the Institute/ College, if any. |  |
|  | (v) | Verification of the related points in the Compliance Report submitted by the Institute/ College on the terms & conditions for the grant of affiliation in previous Academic Year. (In case of Affiliation Extension) |  |
|  | (vi) | Verification of the related points mentioned in the Scrutiny Committee Report, if any. |  |
| **(g)** | Visiting to the facilities which have not been covered so far. (To be done within the premises of the Institute/ College.). Record observations, if any. |  |
| **(h)** | Meeting and Interaction with the Institute/ College Trustees/ Management, Principal/ Dean/ Director and Head of the Departments. Record observations, if any. |  |
| **(i)** | Meeting and interaction with the Teaching Staffs. Record observations, if any |  |
| **(j)** | Meeting and interaction with the Administrative Officers, Accounts Officers, Finance Officers and other Non-Teaching Staffs. Record observations, if any. |  |
| **(k)** | Meeting and Interaction with the students. Parents also may be invited for the meeting and interaction, if anyone available. Record observations, if any. |  |

 13. Over All Observations of the Inspection Committee during Inspection Visit:-

**(Give brief Details)**

14. Recommendations of the Inspection Committee regarding Grant of Provisional Affiliation for a new Programme / Seat Increase in an Affiliated Programme / Extension of Affiliation of an Affiliated Programme for the **Academic Year\_\_\_\_\_\_\_\_\_\_.**

15. Terms & conditions to be intimated to the Institute/ College for Compliance **within\_\_\_\_ months** for the Grant of Provisional Affiliation for a new Programme / Seat Increase in an Affiliated Programme / Extension of Affiliation of an Affiliated Programme for the **Academic Year\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Terms & Conditions** | **Remarks** |
| (a) |  |  |
| (b) |  |  |
| (c) |  |  |
| (d) |  |  |
| (e) |  |  |
| (f) |  |  |
| (g) |  |  |

16. Any other Important information not furnished above, may be furnished below by the Inspection Committee:-

|  |  |  |
| --- | --- | --- |
| **Sign:**  | **Sign:**  | **Sign:**  |
| **Name:**  | **Name:**  | **Name:**  |
| **Design.:**  | **Design.:** | **Design.:**  |
| **Member** | **Member** | **Member** |
| **Date:** | **Date:** | **Date:** |

|  |
| --- |
| **Sign:**  |
| **Name:** |
| **Design.:**  |
| **Chairperson**  |
| **Date:** |