



BHARATHIAR UNIVERSITY
Coimbatore – 641 046
Inspection Commission Report
(New College)

PROFORMA I

1. Name and Address of the Institution being inspected

Name and address of the college			
Phone No.			
Fax No.		E-Mail:	
Web site			

2. Name and Designation of the Head of the Institution (*Principal / Director*)

Name		Phone No.(O)	
Designation		Phone No.(R)	
Qualification		Mobile No.	
Specialization		Fax No.(O)	
Total Experience		E-Mail	

3. Date and Time of Inspection

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4. Government / AICTE's approval number (enclose a copy of the same)

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5. Nature of the proposed College (Please tick the relevant box):

i	Arts & Science College	Men	Women	Co-Education
ii	Standalone MBA / MCA Institution	MBA	MCA	Both

6. Location Details:

i.	Name of the City / Municipal Town / Town Panchayat / Village Panchayat	
ii.	Revenue District / Taluk	
iii.	Nearest Post Office	
iv.	Nearest Railway Station	

7. Land Details:

i.	Site Survey No. of the Land (Please attach a map of the location)	
ii.	Area of the Land (in Acres)	
iii.	Nature of ownership (Please attach the copy of the original documents)	
iv.	Whether the land is clearly demarcated by Fencing / boundary wall (Yes / No)	
v.	Whether the land is contiguous (Yes / No). If not, number of plots and distance between plots	
vi.	Whether the surroundings is suitable for educational purpose (Yes/No)	

8. Particulars of infrastructure available**i. Building Details:**

i.	Whether Building Plan is approved by Local authorities (Yes/No) (Please attach a copy of the approval)	
ii.	Whether the Building is RCC roofed (Yes/No)	
iii.	Whether the Building Completion Certificate has been obtained (Yes/No)	
iv.	Whether the Stability Certificate has been obtained (Yes/No)	

ii. Rooms available

S. No		Required	Available
i.	Class rooms (10 Square Feet per student)		
ii.	Principal room		
iii.	Office room		
iv.	Library		
v.	Laboratory		
vi.	Staff rooms		

iii. Furniture:

S.No.		Required	Available
i.	No. of desks & benches for students		
ii.	Furniture for staff		

iv. Hostel

S.No.		Available / Not Available
i.	Boys	
ii.	Girls	

9. Proposed courses (Name of the course and strength as approved by the Government / AICTE):

S. No.	Name of the courses	Strength Requested
i.		
ii.		
iii.		
iv.		
v.		

10. Details of Laboratories (Floor space of the Lab with dimensions should be attached. Furnish the time table of the lab separately)

S. No.	Name of the Course	Norms per student 50 Sq.feet for core and 36 sq.feet for allied 20 sq. feet for Computer Lab	Name of the Lab	Area of the Lab	Equipments available
i.					
ii.					
iii.					
iv.					
v.					

11. Computer Facilities: (For Computer Science practical, the floor space should be 20 Sq. ft./student)

S.No.	Particulars	Requirements as per Norms		Availability	
i.	No. of Computer terminals				
ii.	Hardware Specification				
iii.	No. of terminals of LAN/WAN				
iv.	Relevant Legal Software	Application	System	Application	System
v.	Printers				
vi.	DVD Writers				
vii.	Scanners				
viii.	LCD projectors				
ix	Internet Accessibility (in kbps & hrs)				
x.	Power backup(UPS)				

12. Library and Learning Resources :

S. No.	Resources	
i.	Librarian (Name & Qualification)	
ii.	Area of the Library	
iii.	Seating capacity	
iv.	Working Hours	
v.	Number of Books available	
vi.	Number of volumes	
vii.	Annual budget	
viii.	Library Assistants	

13. Details of the availability of Books/Journals (Please enclose the list)(Norms: 5 copies of the Text books and reference books and 50 copies of other books for each discipline)

S. No	Course(s)	No. of titles of the books available	Number of volumes	Journals & Magazines	
				National	International
i.					
ii.					
iii.					
iv.					
v.					

14. Physical Education Facilities:

S. No.	Facilities/ Faculty	Availability
i.	Director (Name & Qualification)	
ii.	Play Ground facilities	
iii.	Out Door Games	
iv.	Indoor Games	
v.	Gymnasium	
vi.	Equipments	
vii.	Instruments	

15. Details of staff available for which the applications are made (Course-wise) (May be given as Annexure)

Name of the course (UG & PG)	Name of the staff	Qualification
Languages		
English		
Allied		

16. Details of Technical/Administrative/ Supportive staff:

S.No	Staff Category	Number
i.	Technical Supporting Staff	
	a) Programmer	
	b) Laboratory Assistant	
	c) Others (Computer Lab in-charge, Lab Attendant etc)	
ii.	Administrative Staff	
	a) Administrative Officer	
	b) Accounts Officer/Assistant Account Officer	
	c) Clerks	
	d) Supporting Staff	

17. Availability of other facilities:

S.No.	Parameter	Availability		
i.	Potable Water Supply System (Drinking water for every staff room and each of the floor)			
ii.	Ventilation and lighting (Norms: 4 tube lights and 2 fans in a class room)			
iii.	Toilet Facilities(Norms: one wash basin for every 100 staff and students, urinals for every 50 staff and students and toilets for every 50 staff and students separately for ladies and gents.		Gents	Ladies
		Wash Basin		
		Urinals		
		Toilets		
iv.	Medical facilities			
v.	Reprographic facilities in the Institution.			
vi.	Barrier free environment for physically challenged.			
vii.	Canteen			
viii.	Transport			

18. Status of Educational Agency (Please attach the copy of By Law / Constitution):

i.	Registered Society	
ii.	Trust	
iii.	Corporate Entity	
iv.	Others (Please specify)	

19. Details of Financial Resources of the Educational Agency for running the College:

S. No.	Estimated Facilities	Source of Funds	Amount (Rs.)
i.	Building		
ii.	Laboratories		
iii.	Library Books		
iv.	Furniture and Fittings		
v.	Hostel		
vi.	Others		
Grand Total Amount (Rs.)			

20. Addresses of the Owner surrounding the Institution Land:

Front :	Back:
Left:	Right:

21. Details of the Nearest College :

i.	Name of the College	
ii.	Address	
iii.	Distance from your College	
iv.	Strength of the existing College	

22. Need and justification for establishing your College (Attach the justification in enclosure).

Date :
Place:

Name and Signature
of the Principal

Name and Signature
of the Secretary

Signature of the Convenor
and Members of the
Inspection Commission

LIST OF ANNEXURES TO BE ATTACHED WITH INSPECTION REPORT

- A. Copy of Government Order/AICTE Approval
- B. Land and Building
 - A copy of original Land document.
 - Approved Plan of the building with total area of built up space
 - Building Completion Certificate
 - Certificate of stability of the building from a competent authority
 - Details of proposed / under construction area. (if any)
- C. Library, Computers and Equipment – Course-wise
 - Stock Register of Library Books (copies of last five pages to be submitted)
 - Usage register of books (copies of last three pages),
 - Stock registers of Computers, equipment
 - Internet facility, (Type and bandwidth details)
- D. New list of the teaching and non-teaching staff
- E. Copy of bye law or Trust Deed
- F. Justification for starting new college