

## Patliputra University, Patna

Performa for inspection report of Colleges/Institutions

(This Performa consists of three parts A, B & C. All must be filled in)

- (1). Inspection must be carried out as per the norms and statutory provisions.
- (2). Members of the inspecting team are required to physically inspect Infrastructure/ faculty/land records to satisfy themselves before recommending/not recommending for affiliation of a adequacy/inadequacy of facilities.
- (3). Inspection must be video graphed and photographed which includes presence of inspecting members.
- (4). All pages of the report must be signed by the members.
- (5). No TA/DA or hospitality be accepted from the College/Institutions.
- (6). Recording all items in the Performa is mandatory and the members will be held accountable for the entries and their factual positions.
- (7). Inspection report is an important document so read it carefully before submitting it.

N.B. THE REPORT DULY SIGNED AND CERTIFIED MUST BE SUBMITTED IN THE OFFICE OF REGISTRAR WITHIN 24 HOURS OF INSPECTION.

### Part-A

1.Name of College

2.Date of establishment

3.Address

Block

District

4. Phone/Fax with STD Code

5. Email (mandatory-all communication will be sent on email only)

6. Website of the College (Mandatory)

7. Name of Trust/Society (enclose attested copy of registration certificate, by laws and



**Part B (Land and Building)**

1. Availability of land in Acre (as per statutory requirement) with khata and khesra no.

- .....
- Whether the land has been registered in the name of the Governor .
  - The land is one place or in several pieces.
  - Is there any dispute regarding ownership of land.
  - Is the building of the College located on the land as above.
  - Is the land accessible from road.

2. Building and Worksheets

- Total constructed area in sq ft.
- No. of classrooms with dimension (.....x.....)
- No. of laboratories (size.....x.....)
- Space for Library.....
- Separate Common rooms for boys and girls No.....
- No. of Toilets.....  
Are there separate Toilets for boys and girls.....
- Availability of water for Drinking and Toilets.....
- Availability of electricity.....
- Availability on Internet Connection.....

3. Infrastructure (Furniture/Equipment and Instruments)

- Availability of furniture in classrooms (No. of bench, desk, dual desk, blackboard, table, chair etc.
- Does the college have smart classrooms?
- Equipment/Instruments available in the laboratory

Name of Equipment/Instruments:

I	Balance	No.	Date of purchase
II	Microscope		
III	Computers		
IV	Specify		
V	Specify		

(attach list)

- d. Cross check in the stock register and vouchers..... Yes                      No
- e. Availability of audio-video(A/V)
- f. List of glassware.....
- g. Availability of gas, electricity and water.....

4. Library

- a. No. of tables in the reading room
- b. No. of chairs in the reading room
- c. No. of almirahs in the reading room
- d. No. of books (subjects wise)(attach additional sheets)

Name of Subject	No. of Books

- e. Check the entries in accession register                      Yes                      No
- f. Check the entries in issue register.....no of books issue.....return.....per week
- g. Whether the catalogue/index is available?                      Yes                      No
- h. Is there internet/wi-fi connection available?                      Yes                      No



Part-C

Recommendation:

1. Certified that we have inspected.....  
College/Institution on .....And that we are satisfied/not satisfied that the  
Institution has adequate Land, Building, Furniture, Equipment, Instruments and Teachers to  
Conduct the following 3 year degree courses at Honours level\* in the following subjects and  
seats based on infrastructure and teachers:


2. The College fulfills the norms of the UGC/NCTE and the statutes relating to the affiliation of  
College under the provisions of BSU Act 1976

\*Temporary/Permanent

3. Affiliation/may be granted subject to the provision of 4(1a) and 21(2)d, of the BSU Act.

IF NOT RECOMMENDED GIVE REASONS:

- (i) Inadequacy of land and buildings
- (ii) Inadequacy of teaching staff
- (iii) Inadequacy of library and laboratory facility
- (iv) Inadequacy student facility
- (v) Unsuitable/inaccessible location/multiplicity of institutions running in the  
buildings of the college.

\*strike out which is not applicable and put initials

1 _____ Name with date Designation Mobile No.	2 _____ Name with date Designation Mobile No.	3 _____ Name with date Designation Mobile No.	4 _____ Name with date Designation Mobile No.
5 _____ Name with date Designation Mobile No.	6 _____ Name with date Designation Mobile No.		

Counter signed by Registrar  
Diary no and date