



Punjab Board of Technical Education

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Report Performa For Inspection of Institutions

Note:-

1. *The Answer to each question should be clear and definite.*
2. *Extra sheet may be attached where necessary.*

I - G E N E R A L

1. *Name of Institution* _____
2. *Location & Address* _____
3. *Telephone Number* _____ *Mobile* _____
4. *Email* _____ - _____
5. *Date of establishment (first admission)* _____ - _____ - _____
6. *Classes / Courses for which Recognition / Affiliation is sought.* _____

7. *Date of Inspection* _____ - _____ - _____
8. *Constitution of inspection team*
 - ❖ *Convener* : _____
 - ❖ *Member* : _____
 - ❖ *Member* : _____
 - ❖ *Member* : _____
 - ❖ *Member* : _____
 - ❖ *Member* : _____

II - M A N A G E M E N T

Note :- Not to be completed in case of Government Institutions.

1. *Is the Managing Body registered?*
2. **ATTACH**
 - a) *A list of the members of the Managing Body.*
 - b) *Copy of the Constitution.*
3. *Is the Head of the Institution an ex-officio member of the Managing Body?*
4. *Does the constitution secure to the Governing Body adequate control over the general policy of the Institution and to the Head of the Institution sufficient freedom for the discharge of his responsibilities?*

III - S T A F F

1. *What staff the Institution has appointed.(list be attached)*
2. *What is the class wise enrolment?*
3. *Is the staff qualified and adequate for the number of students enrolled/to be enrolled and the courses for which affiliation is being sought.*

(The information asked for against serial numbers 4 to 12 below is not required for Govt. Institution.)

1. *Are there any Service Rules (attach a copy)*
2. *Are the Service Rules reasonable?*
3. *Are the teachers employed on written agreement?*
4. *Are the teachers paid at least the minimum salary prescribe in the rules framed by the Managing Body?*
5. *Do the rules include a provision for security of service?*
6. *Is there a provision against arbitrary dismissal?*
7. *Is any dearness allowance proposed to be paid? If so, at what rate?*
8. *Does the Institution propose to maintain provident fund or pension (or both) for teachers?*
9. *What is the proposed percentage of the contribution to be made by the Institution towards provident fund?*

IV - E X A M I N A T I O N

1. *Is there proper space for holding examination at the Institute?*
2. *Does the Institute maintain proper record (registers) of internal assessment?*
3. *Does the Institute retain jobs/sheets/projects prepared by the students, as their sessional work for at least one session/semester? Are these projects displayed properly.*
4. *Class wise pass percentage of the students appeared in the last annual examination of the Board.*

V - F I N A N C E S

Note :- Not applicable in case of Government Institutes.

1. ***What are the sources of income of the Institution?***
 - a. *Income from investments and property.*
 - b. *Income from fixed donations.*
 - c. *Expected annual income from fees.*
 - d. *Any other sources.*
2. *How has the expected annual income from fee been worked out? Indicate rate of fees _____*
3. *What is the expected annual total expenditure of the Institute? (attach statement) _____*

V I - B U I L D I N G

1. *Does the Institution possess building of its own or housed in the rented building?*
2. *Are the building acquired on a long lease? If so, a copy of the lease be attached*
3. *Are the lecture rooms commodious and well ventilated?*
4. *Is there a hall for holding general meetings etc?*
5. *What is the maximum number of class rooms required at the same time?*
6. *What is the maximum strength of a section?*
7. *Are the surroundings satisfactory?*
8. *Is the Head of the Institution provided with residential accommodation on the premises of the Institute or near the Institution?*
9. *Is there proper arrangement for firefighting?*

V I I - H O S T E L

1. *Does the Institute possess a hostel building of its own?*
2. *What is the Maximum number of Boarders which can be lodged in the hostel?*
3. *Is there provision for a common room?*
4. *What is the proposed arrangement for medical aid.*
5. *Are sanitary conditions satisfactory?*
6. *What is the designation of the Hostel Warden / Superintendent? Is he a suitable person for this assignment?*

V I I I - P L A Y G R O U N D S

1. *Does the Institution possess playgrounds?*
2. *Are the playgrounds near the Institution or the Hostel?*
3. *For what out door and indoor games the Institution has made provision*
4. *What are the qualifications of the Physical Instructor?*
5. *What is the arrangement for the Physio- Medical examination of the Students?*
6. *Is there a gymnasium and provision for athletics?*

I X - L I B R A R Y

1. *What amount is it proposed to be spent on library during the current next financial year?*
2. *What Technical Journals, relevant to the courses offered, are subscribed for?*
3. *Has Librarian been appointed? If so what are his qualifications?*
4. *How many students can be accommodated in the reading room? Is it properly furnished?*
5. *What is the number of books? Do you think this number is adequate?*

X – LABORATORIES & WORKSHOPS
(For polytechnic only)

1. Are you satisfied that the laboratories and Workshops are in accordance with the needs of different trades/technologies/courses?
2. Has the machinery and equipment been provided in the workshop in accordance with the prescribed standard? If there are any shortcomings, please, give details.
3. Is the machinery and equipment properly installed and connected to power supply for use? If not point out the shortcoming.
4. Has a fund been provided for the proper repair maintenance and replacement of equipment? Is this found adequate? _____
5. Are adequate funds provided for the supply of raw materials and consumable supplies for the practical training? What amount has been spent under this head during the last academic year in each trade? _____
6. Attach list of Equipment/furniture available. _____

X I – M A C H I N E S & E Q U I P M E N T
(For Commercial & Vocational Institute only)

1. List of Machine and equipment to be attached.
2. Condition of machines and equipment (whether installed or not)

Sr. #	Description	Working Order	Repairable	In-Repairable	Remarks

3. Is the number of machines/equipment adequate for the students on rolled? (attach list)
4. Is there a Mechanic provided?
5. Are sufficient funds available for the maintenance, repair and replacement of equipment and machinery?
6. Is consumable material provided by the Institute or arranged by the students themselves?

X I I – T U T I O N F E E S

1. What is the scale of tuition fee for each class?
2. What is the fee for games, Union fund, etc?

I I I – L A S T I N S P E C T I O N R E P O R T

1. Deficiencies pointed out in the last inspection report.
 - a. Staff
 - b. Equipment/Machinery /furniture
 - c. Library
 - d. Building
 - e. Internal assessment

XIV - R E C O M E N D A T I O N

Convener

Member

Member

Member

Member

Member

Member