

ADIKAVI NANNAYA UNIVERSITY
RAJAMAHENDRAVARAM – 533296, A.P.



INSPECTION REPORT

FOR AFFILIATION OF PG/UG COLLEGES/COURSES

(To be filled in by the Members of the Inspection committee after verifying all the required documents in original as per the guidelines with a soft copy & hard copy of the enclosures)

FOR THE ACADEMIC YEAR: _____

Date of Inspection:

Name of the College:
(IN CAPITALS)

Address: H.No.
 Street/Village:
 Mandal:
 District:

Existing-UG & PG	Proposed-PG courses

CHECK LIST

Enclose copies of the document in proof of the Information furnished in the APPLICATION in the same order as given below:

S. No.	Particulars of Enclosures	Page Nos
1	Photographs of buildings, Labs, Library, Class rooms, faculty rooms, toilets etc., (Minimum 10 photographs) to be signed with date by the Secretary & Correspondent of college or Principal if Govt.,	
2	Permission order issued by the Government / University/ APSCHE for the establishment of the College	
3	Orders of the University/APSICHE sanctioning the existing courses and courses withdrawn.	
4	Latest affiliation order for the existing courses from the University.	
5	Permanent affiliation order if any	
6	Autonomous status orders, if any	
7	UGC Recognition orders, if any	
8	NAAC Accreditation orders , if any	
9	Hostels recognition orders, if any	
10	List of the faculty appointed/identified with qualification and experience in prescribed format	
11	Staff approval copy, if approved (latest)	
12	Copy of the Invoice/cash memo for equipment and library books for the last 3 years	
13	Brief history of the society (i.e., milestones in the history of the society/college)	
14	Society/Trust Registration documents indicating members of the society/Trust and its objectives and its renewal certificate	
15	Approved Building Plans, permission order from the authorities concerned for construction of building/Buildings in which the existing courses are run, drawn to scale by a licensed surveyor and certified by the Principal of a nearby Government Degree College.	
16	Existing Governing body of the college	
17	Registered ownership deed in respect of land owned by the College.	
18	Sketch plan of the Land certified by MRO.	
19	Registered ownership / Lease Deed pertaining to the building of the Degree College.	
20	Documentary evidence for FDRs / BGs as applicable towards Corpus Fund.	
21	Documentary evidence for FDR for Financial Resources	
22	Documentary evidence for play ground /Gymnasium /Recreation /Games facilities	
23	Documentary evidence for parking area facility	
24	Sanitary Certificate	
25	Rural / Tribal Certificate from the MRO Concerned	

ANNEXURES (to be enclosed)

ANNEXURE –1: Information regarding The UG & PG Courses Offered/Existing

ANNEXURE–2: Enrolment of students in the existing courses during the ACADEMIC YEAR 2015-16

ANNEXURE – 3: Details of lab equipment provided for each science subject at UG & PG LEVEL (Note: Non-recurring items whose cost exceeds Rs. 5000/- only to be furnished)

ANNEXURE – 4: Details of FACULTY members

ANNEXURE – 5: Particulars of the Building Accommodation Required & Provided as per the existing **UG** courses

ANNEXURE – 6: Particulars of the Building Accommodation Required & Provided as per the existing **PG** courses

ANNEXURE – 7: Details of other institutions and the total carpet area and plinth area allotted to each institution including existing UG and PG colleges

ANNEXURE – 8: Detailed list of subject-wise titles of books, number of books and journals

ANNEXURE – 9: Examination results for UG and PG courses

ANNEXURE-10: Detailed list of subject-wise titles of books, number of books and journals for the last 3 years

13	Status of affiliation of PG: (Temporary/Conditional/ Permanent)	
14	Status of affiliation of UG (Temporary/Conditional/Permanent)	
15	UGC Status: (12B/ 2 (f) etc.,)	
16	Status of NAAC Accreditation & Year of Accreditation	
17	Status of Autonomy: (UG/ PG/Both/ Professional/ Nil)	
18	Hostels available (Yes/No)	If yes, Boys/Girls:
	No. Students accommodation for Boys:	Girls
	Status of Hostels recognition (Yes/No): If yes, Recognition order No. with date	
19	Whether the college has internet facility in all buildings? (YES/NO)	
20	Whether college have Wi-Fi facility in all buildings? (YES/NO)	
21	Have you installed BIO-METRIC devices in the colleges for the Teaching and Non-teaching staff ? (YES/NO)	
22	Have you installed BIO-METRIC devices in the colleges for the students? (YES/NO)	
23	Whether the college has uploaded the information on VIDYAWAAN WEB LINK? (YES/NO)	
24	Whether the college has uploaded the information on APSICHE CMIS WEB LINK? (YES/NO)	
25	Whether the college has uploaded the information for the current year in AISHE WEB-SITE ? (YES/NO)	
26	Whether the college information is loaded in NIRF website ? (YES/NO)	
27	If yes, NIRF Ranking	

III. INFORMATION ABOUT THE SOCIETY/TRUST

1	Name of the Society	
2	Address of the Society: D.No: Village / Street Mandal District	
3	Telephone Nos (With STD Code)	
4	E-mail id	
5	Registration No. & Year of Registration of the Society	
5	Brief History of Society along with Bye-laws and members list	
6	The details of the Educational Institutions, if any managed by the Society with the years of establishment	
	Course	Name of the college
	UG	
	PG	
	B.Ed	
	M.Ed	
	B.P.Ed	
	M.P.Ed.,	
	D.Ed	
	B.Pharm	
	M.Pharm	
	B.L.	
M.L.		
7	Name of Secretary of the Society Cell No E-mail id:	

Undertakes responsibility on the correctness of the information and verified thereon, if the Government or Competent authority notices at any point of time the information furnished above is false or tampered and authorities shall initiate appropriate action as per law in force.

Name, signature & Seal of the secretary/Correspondent of the society	Name & Signature of the Members of Inspection committee
	1.
	2.

IV. INFORMATION REGARDING THE UG & PG COURSES OFFERED/EXISTING: (As per APSCHE order and the latest affiliation order i.e., 2014-15 onwards)

S. No.	Course	Medium	Aided/ Self financed	No. of Sections	Sanctio ned Intake	Year of Sanction with Proceedings No. & date	Year of withdrawal, if any, with No. & Date of Proccs.	Remarks
UG Courses:								
1								
2								
3								
Ad-on/Certificate /Diploma/PG Diploma courses existing for uG students (As per the affiliation order i.e., 2014-15 onwards)								
PG Courses (MA/MSc/Mcom/MBA/MCA/BPharm/MPharm/BL/Engg)								
1								
2								
3								
Ad-on/Certificate /Diploma/PG Diploma courses existing for PG students (As per the affiliation order i.e., 2014-15 onwards)								

(Note: Attach a Separate Sheet if needed, as **ANNEXURE – 1**)

Previous Year Examination Centre

a) Theory:

b) Practical:

c) English Lab:

V. ENROLMENT OF STUDENTS IN THE EXISTING COURSES DURING THE ACADEMIC YEAR 2015-16

S.No.	Existing UG Course with group	Medium	No. of Sections	Sanctioned Intake as per Original Prog.	Student on rolls		
					1 st year	2 nd year	3 rd year
Existing UG Courses							
1.							
2.							
Existing PG Courses (MA/MSc/Mcom/MBA/MCA/BPharm/MPharm/BL/Engg)							
4.							
5.							

(Note: Attach a Separate Sheet if needed, as **ANNEXURE – 2**)

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Name, signature & Seal of the secretary/Correspondent of the society

Name & Signature of the Members of Inspection committee

1.

2.

VI. DETAILS OF LAB EQUIPMENT PROVIDED FOR EACH SCIENCE SUBJECT AT UG & PG LEVEL (Note: Non-recurring items whose cost exceeds Rs. 5000/- only to be furnished)

S. No.	Subject - lab	Carpet area in sft	No. of staff available	Name of the equipment	Make	Cost in Rs.	Sl. No./ Page No. of stock Register in which entered
UG Courses							
PG Courses							

(Note: Attach a Separate Sheet if needed, as **ANNEXURE - 3**)

VII. DETAILS OF FACULTY MEMBERS

S. No.	Name	Qualifications	Subjects teaching	Permanent / Temporary / Part – Time / Contract	Date of appointment	Scale of pay	Total Years of Service	Whether appointed through University selection committee
At UG Level								
At PG Level								

(Note: Attach a Separate Sheet if needed, as **ANNEXURE - 4**)

VIII. DETAILS OF OWN LAND

a	Extent of land (in acres)	
b	Date of Registration	
c	Whether the details of own land registered in the name of society (i.e., secretary/Member) for the Degree college ?. not in any individual's name (copies of the registered sale deed or gift deed documents may be enclosed). Leased land will not be considered. (Yes/No)	
d	Whether representative's name is in the list of members of the society ?	

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Name, signature & Seal of the secretary/Correspondent of the society	Name & Signature of the Members of Inspection committee
	1.
	2.

e	Whether entire land is single bit or not ?		
f	Whether sketch plan of the land drawn by a licensed surveyor giving dimensions and details of survey/patta numbers, name of the place, District., etc., certified by concerned MRO is enclosed ? (Yes/No)		
g	Particulars of land		As Mentioned in Regd. Document
	1	Village / Mandal	As Mentioned in Sketch Plan
	2	District	
	3	Survey No.	
h	Distance of land from the proposed college building (in Km.)		
i	With in the same Mandal (for rural area) (or)		
j	Within 20 km and in same district (for municipalities) (or)		
k	Whether schedule of the property tallied with the schedule mentioned in the regd. Sale deed ?		

IX. DETAILS OF BUILDING ACCOMMODATON

1. Registered Ownership:			
a	Status of the College Building (whichever is applicable): Own/Leased		
b	Registered in the name of as per the Registered document showing the title of the ownership in the Name of the society	:	
c	Whether located in Rural/Tribal area, if yes		
	Whether certificate issued by MRO of the concerned Mandal is enclosed ?		
d	Whether building is registered in the name of the society represented by the secretary/ member (not in any individual's name)		
e	Whether representative's name is in the list of members of the society ?		
f	Total plinth area in sft		
g	Whether sufficient for the existing and proposed courses ?		
2. Building plan (approval)			
a	Whether Building Plan drawn to scale by licensed Architect and permission for construction of the Building approved by the authorities of Panchayat/ Municipality ? (whichever is applicable)		
b	Whether permission proceedings for construction of the building are shown		

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Name, signature & Seal of the secretary/Correspondent of the society	Name & Signature of the Members of Inspection committee
	1.
	2.

c	If permission letter from the concerned authority is not submitted, whether house tax receipts of rented/own building are submitted ?		
d	Whether schedule of property tallied with the schedule mentioned in the regd. Sale deed ?		
e	Total plinth area (in sft.)		
f	Whether sufficient for existing and proposed courses ?		
g	Details of the Building as per the Regd. Ownership / Leased Deed and Building Plan		
		Own	Leased
	Survey No.	:	
	D.No.	:	
	Village / Locality	:	
	Mandal	:	
	District	:	
	Type of Roof	:	
	Total Carpet Area	:	
	Period of Lease Deed	:	Not Applicable
h	Working Plan is attested by	:	
i	Whether Photographs of the Building are enclosed & attested by		
j	Whether enclosed Photographs of the Building are tallying with the building inspecting		
k	Are there any discrepancies regarding building documents/plans ?		

3. Particulars of the Building Accommodation Required & Provided as per the existing UG/PG courses

S. No.	Building Door No. / Floor	Room No.	Dimensions (in feet)	Carpet Area (in sft.)		Purpose for which it is used/ earmarked
				Required	Provided	
UG courses						
1						
2						
3						
	English language lab	600				
	Library & Reading room	600				
	Principal's room	200				
	Staff room	300				
	Office room	300				
	Ladies waiting room	200				
	Games room	200				
	Toilets	200				

(Note: Enclose Separate Sheet, if required giving full details as **ANNEXURE - 5**)

Undertakes responsibility on the correctness of the information and verified thereon, if the Government or Competent authority notices at any point of time the information furnished above is false or tampered and authorities shall initiate appropriate action as per law in force.

Name, signature & Seal of the secretary/Correspondent of the society	Name & Signature of the Members of Inspection committee
	1.
	2.

PG courses						
S. No.	Building Door No. / Floor	Room No.	Dimensions (in feet)	Carpet Area (in sft.)		Purpose for which it is used/ earmarked
1						
2						
	Library					
	Seminar hall					
	Instrumentation room					
	Preparation room					
	Balance room					
	Store room					
	Animal room					
	Culture room					
Grand Total						
(Note: Room Nos and total carpet area mentioned here shall be reflected in the approved building plan) (Note: Enclose Separate Sheet, if required giving full details as ANNEXURE - 6)						
4. In case new / Separate buildings are shown for additional accommodation, whether copy of the building plan certified by the Principal of a nearby Government Degree College is enclosed (Yes/No):						
5. Details of other institutions and the total carpet area and plinth area allotted to each institution including existing UG and PG colleges						
S No	Name of the Institution	Permission accorded by	Total carpet area	Total plinth area	Details of common facilities	Remarks

(Note: Enclose Separate Sheet, if required giving full details as **ANNEXURE - 7**)

X. LIBRARY FACILITY:

a	Carpet area (in sft)	
b	No. of titles	
c	No. of books	
d	No. of subjects journals	
e	No. of magazines and Newspapers	
f	Staff	
	i. Qualified staff	
	ii. Supporting staff	
g	Amount spent during the last year	
	i. Books	Rs.
	ii. Journals	Rs.
	iii. Magazines & News papers	Rs.

(Note: Enclose detailed list of subject-wise titles of books, number of books and journals as **ANNEXURE - 8**)

Undertakes responsibility on the correctness of the information and verified thereon, if the Government or Competent authority notices at any point of time the information furnished above is false or tampered and authorities shall initiate appropriate action as per law in force.	
Name, signature & Seal of the secretary/Correspondent of the society	Name & Signature of the Members of Inspection committee
	1.
	2.

XI. DETAILS OF CORPUS FUND DEPOSITED

S. No.	Installment	Amount	Period (From – To)	FDR/Bank Guarantee No.	Date	Name, Code No. & Address of the issuing Nationalized / Scheduled Bank	Date Maturity	Date of Renewal
For the EXISTING UG courses								
1.	First							
2.	Second							
3.	Third							
For Existing PG courses								
1.	First							
2.	Second							
3.	Third							
For Proposed PG courses (Urban area)								

XII. DETAILS OF FINANCIAL RESOURCES

S.No.	Amount	Period (From – To)	FDR No.	Date	Name, Code No. & Address of the issuing Bank
For the EXISTING UG courses					
1.					
2.					
3.					
For Existing PG courses					
4.					
5.					
6.					
For Proposed PG courses					
7.					
8.					
9.					

XIII. Whether a letter from the Bank Manager who has issued FDR towards corpus fund is produced:

- a. Towards CORPUS FUND for all the courses including proposed courses: Yes/No
- b. Towards Financial Resource for the proposed course: Yes/No

Undertakes responsibility on the correctness of the information and verified thereon, if the Government or Competent authority notices at any point of time the information furnished above is false or tampered and authorities shall initiate appropriate action as per law in force.

Name, signature & Seal of the secretary/Correspondent of the society

Name & Signature of the Members of Inspection committee

- 1.
- 2.

XIV. EXAMINATION RESULTS:

Year	Course	No. of students appeared for examination	No. of students passed in			
			1 st class	2 nd class	3 rd class	Total
UG Courses						
PG Courses						

(Note: Enclose Separate Sheet, if required giving full details as **ANNEXURE - 9**)

XV. PLAY GROUND FACILITIES

1.	Extent of Playground facility provided (Documentary evidence to be produced)	
	▶ If Provided in Same Premises (in sft.)	
	▶ If Provided within 5kms distance from the college (in sft.)	
2.	Place where such facility is provided	
3.	Designation of the competent authority with whom alternative arrangements are made	
4.	Whether transportation facilities are provided to take the students to the playground	YES / NO

XVI. PARKING AREA

1.	Extent of parking area provided (minimum 20% of total built-up area) (Documentary evidence to be produced)	
	▶ If Provided in Same Premises (in sft.)	
	▶ If Provided within 100mts. From the college (in sft.)	

XVII. SANITARY CERTIFICATE

1.	Name of the Sanitary Certificate issuing Authority	
2.	Designation	
3.	Address:	

XVIII. FIRE SAFETY CERTIFICATE

1.	Name of the Fire Safety Certificate Issuing Authority	
2.	Designation	
3.	Address	

XIX. OTHER INFORMATION, IF ANY

a	Any other relevant information that the management of the college would like to provide in support of the Affiliation.	
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Certificate

by Secretary&Correspondent and Principal

We, the undersigned hereby certify that the management of our college has fulfilled all the conditions stipulated by the Adikavi Nannaya University for grant of Temporary affiliation/Conditional Affiliation to the courses mentioned above and the particulars furnished in the above proforma are true and correct to the best of my knowledge.

Signature
Name (in CAPITALS):
PRINCIPAL
Office SEAL

Signature
Name (in CAPITALS):
Secretary / Correspondent of the Society
Office SEAL

XX. RECOMMENDATIONS OF THE INSPECTION COMMISSION

1. Date of visit:
2. Representatives of the college participated in the discussions with affiliation committee

S. No	Name	Designation

XXI. FACTUAL REPORT

S. No	Particulars	Adequate/Not Adequate	Any deviation found, Specify
1	Land		
2	Building Accommodation		
3	Corpus fund		
4	Financial resources		
5	Faculty		
6	Class rooms		
7	Furniture		
8	Common facilities		
9	Library facilities		
10	Laboratory facilities		
11	English Language lab for UG		
12	Sanitary conditions		
13	Play ground conditions		
14	Parking area		
15	Fire safety certificate	Produced/ Not-produced	
16	Active website	Available/Not available	
17	Fulfillment of Norms of the APSCHE & university		
18	Any other deficiencies, if any found		

XXII. Requirements not fulfilled:

- 1.
- 2.
- 3.

XXIII. Final recommendation of the Inspection commission:

Signature of the Members of the Inspection commission:

S.No	Name	Designation	Name of the Dept	Signature

Assessment of Vice-Chancellor

Signature of Dean (CDC)

SIGNATURE OF THE VICE-CHANCELLOR