

DIRECTORATE OF TECHNICAL EDUCATION, M.P.

4th Floor, Satpura Bhawan, Bhopal – 462004

Ph. 0755-2576751, Fax 0755-2552219, Website : www.mpachedu.org, E-Mail : dtemp.bpl@mp.gov.in

ACADMIC/ADMINISTRATIVE INSPECTION REPORT

1. Institute Details:-

Name :

Address:

Website:

Website last updated on:

Office E-mail (As registered on EMIS Portal):

Name of Principal:

Mobile no: Telephone no (R) Telephone no (R)

E-mail:

Type of campus (Temporary/Permanent):

Year of Establishment :

Year of First Approval from AICTE :

Land Area Available (in Acres) :

2. Details of Existing Courses:-

S. No.	Name of the Course	Intake	Faculty			NBA Accreditation (Yes/No)
			Req. as per AICTE	Post Sanctioned	Faculty Available	

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3. Details of the deficiencies mentioned in the deficiency report generated through AICTE Web-Portal at the time of submission of online application for Extension of Approval/ Letter of Approval for Year 2017-18 :-

(Enclose the deficiency report as annexure)

4. Requirements of the institute to achieve Zero Deficiency Status with present courses:

(Enclose separate annexure for detailed information)

Description	Req. as per AICTE Approval Process 2017-18 Norms	Present availability in the Institute	Deficiency	Approximate need of fund to fulfill the requirement	Facilities which may be managed by BOG/ Jan bhagidari Fund of the Institute.
Instructional Area + Administrative area + Amenities area + Circulation Area					
Books					
Journals					
Library Facilities					
Computers					
Software's					
Internet facilities					
Printers					
Laboratory Equipments					
Faculty					
Supporting staff					
Class III Clerical					
Class III Non-Clerical					
Class IV					

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5. Infrastructure required for proposed New sanctioned courses/ increase in Intake :-

Details of the proposed new sanctioned courses in year 2018-19.

(Please attach DPR for the proposed new sanctioned courses/ increase in Intake as per AICTE Norms)

Description	Req. as per AICTE Approval Process 2017-18 Norms	Present availability in the Institute	Deficiency	Approximate fund requirement to fulfill the requirement	Facilities which may be managed by BOG/Jan bhagidari Fund of the Institute.
Instructional Area + Administrative area + Amenities area + Circulation Area					
Books					
Journals					
Library Facilities					
Computers					
Softwares					
Internet facilities					
Printers					
Laboratory Equipments					
Faculty					
Supporting staff					
Class III Clerical					
Class III Non-Clerical					
Class IV					

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6. General Observation regarding the Institute:

S. No.	Description	Availability	Approximate fund needed to fulfill the requirement	Facilities which may be managed by BOG/Jan bhagidari Fund of the Institute.
1	Standalone Language Laboratory			
2	Potable Water supply and outlets for drinking water at strategic locations			
3	Electric Supply			
4	Sewage Disposal System			
5	Telephone			
6	Vehicle Parking			
7	Institution web site with Mandatory Disclosure			
8	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed in the web site of the Institution			
9	Digital payment for all financial transactions as per MHRD directives			
10	Compliance of the National Academic Depository (NAD) as per MHRD directives			
11	Provision to watch MOOCS courses through Swayam			
12	Implementation of Unnat Bharat Abhiyan			
13	Display board within the premises as well as in the web site of the of Institution indicating the feedback facility of students and faculty available in the AICTE Web-Portal			
14	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents.			
15	Safety provisions including fire and other calamities			
16	Implementing Food Safety and Standards Act, 2006 in the Institution.			

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17	General Insurance provided for assets against fire, burglary and other calamities			
18	Road suitable for use by Motor vehicle-Motorized Road			
19	General Notice Board and Departmental Notice Boards			
20	First aid, Medical and Counselling Facilities			
21	Appointment of Student Counsellor			
22	Group Insurance to be provided for the employees			
23	Insurance for students			
24	Institution-Industry Cell			
25	Applied for membership of National Digital Library			
26	Establishment of Anti Ragging Committee.*1			
27	Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. *2			
28	Establishment of Internal Complaint Committee (ICC) *3			
29	Establishment of Committee for SC/ ST. *4			
30	Installation of CCTV in class rooms, Laboratories corridors, etc. in Institute and Hostels			
31	Installation of Aadhar enabled Biometric Machines to register attendance of Staff and Students			

*1: As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009.

*2: As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012.

*3: As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016.

*4: As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989.

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7. Details regarding Leased Line:

S. No	Description	Details	Remark
1	Availability of Lease line in the institute		
2	Service provider		
3	Speed		
4	Availability of LAN		
5	No of Computers Connected through LAN		
6	No of Computers available in Library		
7	Availability of Wi-Fi facility		
8	Is the facility available to Staff and students?		
9	No of computers may be provided on network for e-library		
10	No of computers available for online examinations		

8. Institute level Activities

S. No.	Description	Details	Remark
1	Date of meeting of BOG/ Janbhagidari of the institute in FY 2017-18		
2.	Society/Janbhagidari Fund used during last three years		
	2014-2015		
	2015-2016		
	2016-2017		
3	No. of MoU's Signed with Relevant Companies in Year 2017-18		
	Total Target of MoUs to be signed in Year 2017-18		
4.	Name of the equipments purchased in year 2016-17 and their cost		
	Name of the equipments purchased in year 2017-18 and their cost		
5	List of Raw materials purchased in various laboratories in year 2016-17 and its cost.		

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	List of Raw materials purchased in various laboratories in year 2017-18 and its cost.		
6	Formation of Alumni Association		
7.	Frequency in hours of visiting EMIS Portal		
8.	No. of campus placement drive organized in the institute		
9.	No. of Short Term Training Programmes Organized:		
10	Other remarkable activities organized		

9. Other General Observations:

S. No.	Description	Rating				
		Very Good	Good	Average	Poor	Very poor
1.	Cleanliness in the Institution					
2.	Punctuality among Staff					
3.	Punctuality and Discipline among Students					
4.	Expenditure on Raw Materials to conduct regular Practical Classes					
5.	Maintenance of Record like Class Attendance, Lab record, write-off of equipments etc.					
6.	Level of greenery available in the campus.					
7.	Availability of Canteen					
8.	Availability of Cooperative Store in the campus					
9.	Installation of Rainwater Harvesting System in the campus					
10.	Condition of Buildings and Road in the Campus					

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10. Please enclose following details as Annexure:

- i. Action taken report of all circulars issued by Directorate from 01-01-2017 onward.
- ii. Action taken report of the letter of DTE No. 5/yojana/M/2016/1649 Dated 27-12-2016.
- iii. Complete report of action taken to write-off obsolete equipments/ furniture etc. during year 2015-16, 2016-17 and 2017-18.
- iv. Details of the estimates sent to DTE for construction/ maintenance of Institutes' main building/ hostel etc. during year 2015-16, 2016-17 and 2017-18.
- v. Details of the raw materials purchased in various laboratories for conduction of practicals during year 2015-16, 2016-17 and 2017-18.
- vi. List of equipments with detailed specification to be purchased in the institute.

11. Remark by Visiting/ inspecting officers:

12. Recommendations to improve the learning atmosphere and efficiency of output of the institute:

Name and Signature of the Officer Visited/ Inspected the institute

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FINANCIAL DETAILS OF INSTITUTE

Name of institute:

FINANCIAL DETAILS

S.No.	Grant/ Expenditure	Received from 1/04/2017 to 31/12/2017	Investment/ Utilized upto 31/12/2017	Balance left as on 31/12/2017
1	Funds/ Grants from Central Government			
2	Funds/ Grants from State Government			
3	Funds/ Grants from Student Fees			
4	Funds/ Grants from Donations			
5	Funds/ Grants from UGC			
6	Funds/ Grants from Other Bodies			
7	Funds/ Grants raised from Other Sources/ Internal Revenue			
8	Salary to the Teaching Staff	-		
9	Remuneration to Visiting/Guest Faculty	-		
10	Salary to Non-teaching Staff	-		
11	Library (Investments)	-		
12	Equipment (Investments)	-		
13	Building Maintenance Expenses	-		
14	Other Expenditure (if any)	-		

Please fill details of all the account numbers of institute in the following table:

S.No.	Bank Name	Account Number	Cash Balance as on 31st Dec 2017	Attach Bank Statement from 1/01/ 2017 to 31/12/ 2017

Please fill details of all the cash books (Government fund cash book, autonomous fund cash book, Boys hostel cash book, Girls hostel cash book etc)

S.No.	Cash book detail	Cash book no	Cash Balance as on 31st March 2017	Cash Balance as on last date of entry and date of entry

Date of Signature(dd/mm/yyyy)

Seal of Institute Name & Signature of Director/Principal