

**UNDER REGISTERED/ SPEED POST**

From

Director Higher Education, Haryana,  
Shiksha Sadan, Sector-5, Panchkula.

To

The Principals,  
All Govt. Colleges in the State of Haryana,

Memo No. 1/30-2012 Co. (2)

Dated, the

07-07-2017

**Subject :-**

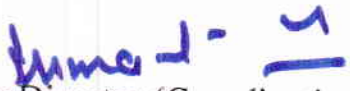
**Regarding inspection of Govt. Colleges.**

Kindly refer to the subject cited above

I have been directed to forward a copy of format duly approved by the Competent Administrative Authority for the inspection of Govt. Colleges concerning profile of the college, curricular aspects, infrastructural aspects, teaching-learning and evaluation, Research and Consultancy, Extension Activities, Learning Resource, Student Support Activities and others.

It is pertinent to mention here that the format carries weightage and scores too. Total marks are 720 out of which the college will be awarded marks on the basis of performance. The scores earned by the college would have reflection in the ACR of the concerned Principal and Performance of all colleges would also be made public by posting on the web-portal of the Department.

Keeping in view the abovesaid detail and the proforma enclosed, you are hereby requested to initiate necessary action in letter and spirit, before the surprise inspection, shortly.

  
Deputy Director (Coordination)  
for Director Higher Education,  
Haryana, Panchkula.

  
9/7/17

**Department of Higher Education, Haryana**  
**Format for Inspection of Govt. Colleges**

Name and Designation of the Inspecting Officer:- \_\_\_\_\_

**I-College Profile**

1.	Name of the College, Website, e-mail & Phone No.	
2.	Name of the Principal, e-mail & Mobile No. Also mentioned whether regular or officiating.	
3.	Name of IQAC Coordinator, e-mail & Mobile No.	
4.	Year of Establishment of College	
5.	Details of Land	
6.	Total Number of Classrooms	
7.	Total Number of Labs	
8.	Total Toilets	
9.	Auditorium (Yes or No)	
10.	Playground (Yes or No)	
11.	College working hours	
12.	Name of Affiliating University	
13.	NAAC Grade with Cycle, Accredited Year and CGPA	
14.	UGC recognition (2F and 12 B)	
15.	Number of sanctioned teaching posts	
16.	Number of Regular working faculty	
17.	Number of Extension Lecturers (Qualified+Unqualified)	
18.	Number of Guest Lecturers (if any)	
19.	Number of Non-Teaching Staff (Regular+Outsourced+Contractual)	
20.	Students strength (Boys+Girls=Total)	
21.	Number of SC Students (Boys+Girls=Total)	
22.	Number of Computer Instructors and Attendants	



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### II-Curricular Aspects

Sr. No.	Item	Status (give details, not just Yes/No)	Impression of Inspecting Officer alongwith observation	Weightage/Score out of 10 Marks each
1.	Annual Institution Plan			
2.	Departmental Annual Curricular Plans			
3.	College Activity Register (2016-2017)			
4.	College Magazine			
5.	Number of Courses completed during last academic year			
6.	Add-on courses completed during last academic year			
7.	Coverage of syllabus (as on date of inspection)			
8.	Maintenance of Student Attendance Register			
9.	Display of Time-Table in front of each class			
10.	NAAC Grading (10 marks for A grade, 06 marks for B grade, 4 marks for C grade, 2 marks if LOI submitted)			
11.	UGC recognition (2F and 12 B)			



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### III-Infrastructural Aspects

Sr. No.	Item	Status (give details, not just Yes/No)	Impression of Inspecting Officer alongwith observation	Weightage/Score out of 10 Marks each
1.	Cleanliness			
2.	Common Room for Girls Students			
3.	Canteen			
4.	Language Lab			
5.	Computer Labs			
6.	Sciences and Other Labs			
7.	Toilets			
8.	Maintenance of drinking water			
9.	Maintenance of Sanitation			
10.	Staff Room			
11.	Hostels			
12.	Condition of Mess and Kitchen Area in Hostel			
13.	Playground/Sports facilities			
14.	Smart Classrooms			
15.	Maintenance of Lawns			

  
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### IV-Teaching, Learning and Evaluation

Sr. No.	Item	Status (give details, not just Yes/No)	Impression of Inspecting Officer alongwith observation	Weightage/Score out of 10 Marks each
1.	Co-curricular activities (College Level)			
2.	Academic Competition (College Level and above)			
3.	Conduct of internal examination			
4.	Subject wise result analysis of last examination			
5.	Teacher wise result analysis of last examination			
6.	Remedial classes			
7.	Student feedback to be taken after interaction with the students			
8.	Usage of Smart Classrooms for teaching			
9.	Aadhar Based Attendance of Staff (Analysis of one month)			(Out of 10 marks)





V - Extension Activities

Sr. No.	Item	Status (give details, not just Yes/No)	Impression of Inspecting Officer alongwith observation	Weightage/Score out of 10 Marks each
1.	Record of Subjects/ Departmental related extension activities			
2.	NSS Attendance Register			
3.	NSS Activity Register			
4.	NCC Attendance Register			
5.	NCC Activity Register			
6.	Red Ribbon Club Activity			
7.	Women Empowerment Activities Register			
8.	Eco-Club Activities Register			
9.	Record of Grievance Redressal Cell			
10.	Record of other clubs, if any			
11.	Record of disposal of RTIs/CM grievances during last six months			



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**VI-Learning Resource**

Sr. No.	Item	Status (give details, not just Yes/No)	Impression of Inspecting Officer alongwith observation	Weightage/Score out of 10 Marks each
1.	Access Timings of the Library alongwith Status of the Library, Reading Room			
2.	Circulation of Books among students			
3.	Availability of previous year question papers			
4.	Record of visitors to the Library			
5.	Status of Library automation			
6.	e-resources in the Library			



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**VII - Student Support Activities and others**

Sr. No.	Item	Status (give details, not just Yes/No)	Impression of Inspecting Officer alongwith observation	Weightage/Score out of 10 Marks each
1.	Record of Sports Events Conducted			
2.	Record of significant Achievement in sports			
3.	Record of Cultural Programmes Conducted			
4.	Record of any other extra curricular activities conducted			
5.	Record of activities by Placement Cell			
6.	IQAC Activities and Maintenance of records (Action Plan, Minutes of the meeting, AQAR submitted to NAAC, Activity Register etc.			
7.	Record of activities of Alumni Association			
8.	Record of Anti-Ragging Cell			
9.	Status of Spoken Tutorials registration etc.			



marks



10.	Faculty Development Initiatives, if any			
11.	Status of Scholarship Schemes alongwith Aadhar Link			
12.	Achievements in Cultural and other competitions viz. Zonal/Inter Zonal Youth Festival/Legal Literacy etc.			
13.	Disposal of old outstanding audit paras alongwith details of pending paras			

**Total Marks 650**

**Marks Obtained-**

**Overall Report**

**Signature of the Inspecting Officer**

*Signature*

*Signature*