



**Thiruvalluvar University**  
**THIRUVALLUVAR UNIVERSITY**  
SERKKADU, VELLORE - 632 115

## **FORMAT OF THE INSPECTION COMMISSION REPORT**

### **GRANT OF CONTINUATION OF PROVISIONAL AFFILIATION FOR THE EXISTING COURSES**

<b>1.</b>	<b>a) Name and Permanent Address of the College (with phone number and fax number)</b>	
	<b>b) Name of the principal (enclose copy of the Principal approval issued by the University)</b>	
<b>2.</b>	<b>a) Name of the Trust/Organization which manages the college</b>	
	<b>b) Name of the Chairman/Secretary</b>	
<b>3.</b>	<b>Date and Time of inspection</b>	
<b>4.</b>	<b>Details of Government Order</b>	
<b>5.</b>	<b>Land Details (Copy of the document registered under the Trust may be enclosed).</b>	

**6. Courses which are already being conducted (Day/Evening college courses are to be shown separately) (Applicable only for the existing affiliated colleges)**

Sl. No	Name of the courses offered			Number of seats sanctioned	commencement year	Please state whether the course is financially aided by the Govt. or unaided
	Degree/main subject	Allied subject	Application Oriented/ Elective subject			
<b>Day college courses</b>						
a)						
b)						
c)						
d)						
e)						
<b>Evening college courses</b>						
a)						
b)						
c)						
d)						
e)						

(if space is not adequate, use a separate sheet)

**7. Is the college meant exclusively for men or women or co-education? (necessary proof to be enclosed)**

## 8. Course(s) for which continuation of provisional affiliation is sought

### A. In the day college as a

Self financing or Aided

(Delete which ever is not applicable)

#### Undergraduate courses

Sl. No.	Degree / Main subject	Allied subject	Elective/ application oriented subject	Language(s) to be offered
a)				
b)				
c)				
d)				
e)				

#### Post graduate courses

Sl. No.	Degree / Main subject	Elective/ optional subjects	Language(s) to be offered
a)			
b)			
c)			
d)			
e)			

### B. In the evening college as a self financing course

#### Undergraduate courses

Sl. No.	Degree / Main subject	Allied subject	Elective/ application oriented subject	Language(s) to be offered
a)				
b)				
c)				
d)				
e)				

#### Post graduate courses

Sl. No.	Degree / Main subject	Elective/ optional subjects	Language(s) to be offered
a)			
b)			
c)			
d)			
e)			

**9. Laboratory space, equipment, ventilation for the proposed course(s): (commission's assessment and recommendations for additions / changes to be made if any. In case additional expenditure is required for equipment, please indicate the appropriate cost of such expenditure / name of the equipment and the time limit within which it must be procured and installed)**

Sl. No.	Name of the course	No. of Students	Name of the Lab	Area of the Lab	Equipments Available	Recommendations
a)						
b)						
c)						
d)						
e)						

(Note: Laboratory space of 50 sq.ft. per student for main and 36 sq.ft. per student for allied and application oriented subjects are advisable. For class room 20 sq.ft per student for under graduate courses. Language classes are also to be considered. A list of equipment and sketch plan of work benches, etc. be provided in an Annexure).

**10. Classroom facilities for the proposed programme(s)**

Particulars	Required	Already Available	Additionally Available	Recommendations
Classrooms				
Furniture				

**11. Computer Facilities: Applicable for Computer based courses.**

Sl. No.	Particulars	Available facilities		Recommendations	
1.	No. of Computer terminals				
2.	Hardware Specification				
3.	No. of terminals of LAN/WAN				
4.	Relevant Legal Software	Application	System	Application	System
5.	Peripheral(s)				
	Printers				
	DVD Writers				
	Scanners				
	LCD Projectors				
6.	Internet Accessibility (in kbps & hrs)				
7.	Power backup (UPS)				

**12. Library Facilities:**

Sl. No.	Resources	Available	Remarks (adequate/not adequate)
1.	Librarian		
	Assistant Librarian		
	Library Assistants		
2.	Area of the Library		
3.	Seating capacity of the Library		
4.	Books-Number of Titles		
5.	Books-Number of Volumes		
6.	Journals		
7.	Magazines		
8.	Computers-Net access		

**13. In the case of evening college courses please state the number of hours per day the college will work, the commencement and closing hours.**

**14. The details of teacher requirement for the courses offered for which continuation of provisional affiliation is sought: (Please calculate on the basis of the number of hours per subject workload norms and specialty requirements).**

Sl. No.	Name of the courses	Number of teaching faculties required for main/allied/elective/application oriented subjects			Total number of teachers		
		I year	II year	III year	Required	Already appointed	To be appointed
a)							
b)							
c)							
d)							
e)							

**15. Course-wise details of the teachers requirements for the languages offered as foundation course in under graduate courses**

Sl. No.	Name of the courses	Number of teaching faculties required for foundation subjects		Total number of teachers		
		I year	II year	Required	Already appointed	To be appointed
a)						
b)						
c)						
d)						
e)						

(Please calculate on the basis of the workload and class strength norms)

**16. In respect of courses in the evening college, please specify the number of permanent / separate staff required, exclusively for the evening college course. (details may be furnished in a separate sheet)**

**17. Details of Technical/Administrative/supporting staff**

Sl.No.	Staff Category	Remarks (adequate/not adequate)
1.	Technical staff	
2.	Administrative staff	
3.	Supporting staff	

**18. Assessment and recommendation regarding other common facilities, listing deficiencies if any:**

**a) Staff rooms**

**b) Special facilities for women**

**c) Canteen, Hostel, Medical facilities**

**d) Physical director, Playground**

**e) Transport facility**

**f) Others, if any**

**19. Specific report on the following documents (as per the decision of the Syndicate dated 03.06.2011):**

**a) Clearance from the Town and Country Planning department**

**b) Adequate arrangements for effluent discharge system**

**c) Impact of traffic around College Premises**

**d) Provision of ramps for the Differently Abled Persons.**

**20. Overall assessment and specific recommendations regarding affiliation in respect of each course**



## 21. Recommendations (delete the ones not applicable)

i) Recommended for continuation of provisional affiliation in the following course(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
for the academic year\_\_\_\_\_.

ii) Recommended for continuation of provisional affiliation in the following course(s) subject to the college fulfilling the conditions mentioned below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
for the academic year\_\_\_\_\_.

iii) Not recommended for continuation of provisional affiliation in the following course(s) for the reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
for the academic year\_\_\_\_\_.

### Name and signature of the members of the inspection commission

Sl. No.	Name, designation and address	Signature
1.		
2.		
3.		
4.		

Place:

Date:

### **ENCLOSURES TO BE ATTACHED WITH INSPECTION COMMISSION REPORT FOR CONTINUATION OF PROVISIONAL AFFILIATION IN THE FOLLOWING ANNEXURE**

S.No.	PARTICULARS	ANNEXURE	Page No.
1.	Photo copy of the Principal's Qualification approval order issued by the university with appointment order, joining report and certificates related to qualification approval. (State the reason if not enclosed.)	Annexure-1	
2.	Photo copy of Affiliation orders issued by the university in previous years.	Annexure-2	

3.	List of Existing Courses and additional sections (with details of date of affiliation order, sanctioned strength, academic year of affiliation)	Annexure-3	
4.	a) Separate list of existing teaching staff (with Details of qualifications, Date of appointment, Date of joining, Date of Teacher's Qualification approval order issued by the University) b) Separate list of newly appointed teachers for Continuation of courses/additional sections. (with Details of qualifications, Date of appointment, Date of joining, Date of Teacher's Qualification approval order issued by the University)	Annexure-4	
5.	Photo copies of appointment order, joining report and proof of qualification certificates of newly appointed teachers for Continuation of courses/additional sections (Major and Allied subjects).	Annexure-5	
6.	Photo copy of Teacher's Qualification approval order issued by the University (existing and for New Courses-newly appointed teachers)	Annexure-6	
7.	Separate Workload calculation for Department wise- Continuation of courses for which affiliation is sought	Annexure-7	
8.	Workload for each Staff -Department wise - Continuation of courses for which affiliation is sought	Annexure-8	
9.	List of Non-Teaching staff for Existing Courses	Annexure-9	
10.	List of Existing Courses -Evening College. (with details of date of affiliation order, sanctioned strength, academic year of affiliation) (If not applicable mark as 'NA')	Annexure-10	
11.	Evening College-Existing course (Major and Allied subjects). (If not applicable mark as 'NA') a) Separate list of teaching staff (with Details of qualifications, Date of appointment, Date of joining, Date of Teacher's Qualification approval order issued by the University) b) Photo copy of Teacher's Qualification approval order issued by the University	Annexure-11	
12.	Evening College - For Continuation of courses. (If not applicable mark as 'NA') a) Separate list of existing teaching staff (with Details of qualifications, Date of appointment, Date of joining, Date of Teacher's Qualification approval order issued by the University) b) Separate list of newly appointed teachers for Continuation of courses/additional sections. (with Details of qualifications, Date of appointment, Date of joining, Date of Teacher's Qualification approval order issued by the University) c) Photo copy of Teacher's Qualification approval order issued by the University (existing and newly appointed teachers)	Annexure-12	
13.	Photo copies of appointment order, joining report and proof of qualification certificates of newly appointed teachers for Continuation of courses (major and allied subjects) -Evening College. (If not applicable mark as 'NA')	Annexure-13	
14.	Separate Workload for Evening College Existing Courses- Department wise - (If not applicable mark as 'NA')	Annexure-14	
15.	Separate Workload for Evening College -Department wise -for which continuation of affiliation is sought - (If not applicable mark as 'NA')	Annexure-15	

16.	Workload for each Staff - Evening College -Department wise - Continuation of courses for which affiliation is sought (If not applicable mark as 'NA')	Annexure-16	
17.	Approved Building sketch plan of the entire college - Existing courses	Annexure-17	
18.	Approved Building Sketch plan of classrooms (shaded) showing the allotment of each course by indicating year of each course, labs and Library - for which continuation of affiliation is sought	Annexure-18	
19.	Approved Building Sketch plan for the computer lab separately for UG and PG courses (If not applicable mark as 'NA')	Annexure-19	
20.	PHOTOS of Computer Labs UG/PG showing the inner arrangements of the labs - for which continuation of affiliation is sought	Annexure-20	
21.	Photo copy of Bills and payment receipts for the purchase of Furniture- for continuation of affiliation courses	Annexure-21	
22.	PHOTOS of Science course Labs showing the inner arrangements of the labs- for which continuation of affiliation is sought	Annexure-22	
23.	List of equipments for continuation of affiliation for Science Courses with photo copy of payment acknowledgment for the current academic year. (If not applicable mark as 'NA')	Annexure-23	
24.	List of equipments to be added for continuation of affiliation courses. (If not applicable mark as 'NA')	Annexure-24	
25.	List of Chemicals for continuation of affiliation courses with photo copy of payment acknowledgment for the current academic year. (If not applicable mark as 'NA')	Annexure-25	
26.	List of Computers & Accessories for Existing Course	Annexure-26	
27.	List of Computers, Accessories & softwares purchased for continuation of affiliation courses for the current academic year. (If not applicable mark as 'NA')	Annexure-27	
28.	Photo copy of Bills and payment receipts for the purchase of Computers, Accessories & softwares for continuation of affiliation courses for the current academic year. (If not applicable mark as 'NA')	Annexure-28	
29.	List of books for continuation of affiliation courses	Annexure-29	
30.	Photo copy of Bills and payment receipts for the purchase of books to be added (to be increased at least 100 books per course every year) for continuation of affiliation courses for the current academic year.	Annexure-30	
31.	List of Journals for Existing courses	Annexure-31	
32.	Photo copy of Bills and payment receipts for the purchase of Journals to be added for continuation of affiliation courses for the current academic year.	Annexure-32	

**All the ANNEXURE should be attested by the Secretary/Principal of the College.**