

GUJARAT TECHNOLOGICAL UNIVERSITY

Local Inspection Committee Report for the Academic Year : 20__ - 20__

(Ref. order of GTU No : _____)

TITLE PAGE

(1) Purpose Of Visit : **Approval of Affiliation of New Institute / Extension of Affiliation / Additional course in existing institute / Variation in existing intake for the Year : 20__ - 20__**

(2) Date of Visit :

(3) Type of Institute : (a) Govt. (b) GIA (c) SFI

(4) Course Applied for :
(a) Degree Engineering / M.E. / M.B.A. / M.C.A.
(b) Diploma Engineering
(c) Degree Pharmacy / M.Pharm
(d) Diploma Pharmacy
(e) MBA
(f) MCA

(3) Details of Institute / Trust :

Sr. No.	Particular	Institute	Trust
1	Name		
2	Address		
3	Phone No. Fax No. Web side. Email		
4	LOA / Registration no		
5	Name of Principal / Trustee		
6	Personnel Contact no./mobile no.		
7	Other (if any)		

(4) Academic Programmes for which affiliation is sought.

Sr. No.	Name of Course	Intake (approved by AICTE)	Entry Level	Duration
	Total			

CHECK LIST

(As per AICTE norms for establishment of new technical institutions with max. permissible annual intake in Engineering /Technology : 300, Pharmacy : 120, PGDM/MBA :120, MCA : 120, Hotel Mgt.& Catering Tech. : 120.)

[A] LAND AND BUILDING

Sr. No	Particulars	As per AICTE	Actual at Institute	Deficiency (if any)
1	Original land documents	In the name of Trust		
2	Available land for the particular institute (in acre) Engineering /Technology Pharmacy PGDM/MBA MCA Hotel Mgt.& Catering Tech.	Mega/ Metro/Others 2.50 / 4.00 / 10.0 0.75 / 1.25 / 2.0 0.5 / 0.5 / 1.0 0.5 / 0.75 / 1.5 1.0 / 1.5 / 2.5		
3	Land use certificate and NA permission order	By competent Authority		
4	Detailed Building plans	Prepared by architect and approved by concerned statutory authority		
5	Built up area (in Sq.m.) Engineering /Technology Pharmacy PGDM/MBA MCA Hotel Mgt.& Catering Tech.	Instru. /Adm. /Total 2770 / 535 /4300 652 / 200 / 982 502 / 155 / 772 552 / 155 / 822 852 / 200 / 1182		

[B] ACADEMIC REQUIREMENT

Sr. No	Particulars	As per AICTE	Actual at Institute	Deficiency (if any)
1	Instructional Area & Nos. • Class Room (66 sq.m.) • Tutorial Room(33 sq.m.) • Drawing Hall(175 sq.m.) • Computer Centre(150sq.m) • Library (400 / 150 sq.m.) • Laboratories • Work shop • Conference / Seminar Rooms • Multi Media Room	Intake x 0.75 / 60 Intake x 0.50 / 60 Minimum 01 Minimum 01 Minimum 01		
2	Faculty position - Teaching			

	<ul style="list-style-type: none"> • Principal/ Director • Professor • Asso.Prof. / HOD • Assi.Proff./ Lecturer • Lab. Assi. • Instructor Faculty Position –Non Tech <ul style="list-style-type: none"> • Office Superint. • Head Clerk • Librarian • Accountant • Sr.Clerk • Jr. Clerk • Peon / Hamal 	01 { intake / 135}-1 2 x intake / 135 6 x intake / 135 01 per Lab. Minimum 01 Minimum 01 Minimum 01 Minimum 01 02 04 05		
3	Teacher student ratio	1:15		
4	Faculty Cadre ratio	1:2:6		
5	Computers and Software No.of Computer terminals Licensed software Peripherals	1:4 (terminal: student) 1:2 (-do- for MBA/MCA) System software : 02 Application software:04 1:10 (printer : terminals)		

[C] ADMISSION STATUS

Sr no	Year	Intake Approved by AICTE	Nos of Students Admitted	Nos of Students Enrolled	Nos of Students Left / Tran.	Remarks
1	2009-10					
2	2008-09					
3	2007-08					
4	2006-07					

[D] RESULT ANALYSIS

Srn o	Year	Sem.	Nos of Students Enrolled	Nos of Students Passed	Nos of Students Passed with CPI > 8	Nos of Students Passed with CPI > 7	Nos of Students Passed with CPI > 6	Nos of Students Passed with CPI > 5
1	2008-09	1						
		2						
		3						
		4						
2	2009-10	1						
		2						

[E] CO-CURRICULAR ACTIVITIES (Give details of following on separate sheet)

- (a) Details of Faculty Deputed for higher studies
- (b) Faculty participation in Seminars / Conferences (National / International)
- (c) Details of Paper presented by Faculty in the last academic year

[F] OTHER ACHIEVEMENTS (Give details of following on separate sheet)

- (a) By Institute
- (b) By Faculty
- (c) By Students

[G] Institute has to furnish the Faculty details in given tabulated Performa.

Sr. no	Name of Faculty	Dept.	Degn.	Educational Qualification	Date of Joining

[H] LIBRARY / BOOKS AND JOURNALS (Minimum as per AICTE norms)

Sr. No	Particulars	As per AICTE	Actual at Institute	Deficiency (if any)
1	Books per course (Tech.) 1. No of Titles 2. No of Volumes 3. No of Volumes (general)	Engg / Pharm/others 300 / 200 / 200 3000 / 1000 / 1000 1000 / 250 / 100		
2	Journals per course 1. National 2. International	Min. 06 Min. 03		
3	No.of LR's and e-books	Preferred		
4	1. Availability of library software 2. Reprography 3. Accession Register 4. Digital library	Essential Essential Bar coding Multi media PC 1%of total students		
5	LAN facility.....	Atleast 50% of the total computers should be in LAN		
6	Reading hall with capacity	Seating capacity 15%of total students		

[I] OTHER ESSENTIAL AMENITIES (As per AICTE norms)

Sr. No	Particulars	As per AICTE	Actual at Institute	Deficiency (if any)
1	Student Canteen	100 Sq.m.		
2	Girls common Room	100 Sq.m.		
3	Boys common Room	100 Sq.m.		
4	Language Lab.	Min. for 30 students		
5	Parking Facility	200 Sq.m.		
6	Play Ground	2000 Sq.m.		
7	Auditorium	Min Cap. Of 250		
8	Public Telephone	Essential		
9	Safety provisions against calamities	Essential		
10	Medical Centre / First aid	Essential		
11	Hostel for Boys	Essential		
12	Hostel for Girls	Essential		

[J] MANDATORY REQUIREMENT FOR GTU (Clearly mentioned the availability)

- (1) Internet Line (minimum 256 kbps (**shared/dedicated**)) Yes / No
- (2) High end copier Machine with minimum 75 pages per minute capability. Yes / No
- (3) Generator/Inverter/UPS with six hours battery back-up to support computer systems and copier machine. Yes / No

[K] DETAILS OF FEES COLLECTED AT INSTITUTE

(Attached separate sheet along with the Fee Regulatory Committee approval)

[L] OBSERVATIONS OF INSPECTION COMMITTEE

[M] RECOMMENDATIONS FOR AFFILIATION

[N] REASON FOR REJECTION (If any)

Date :

Place :