



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE - 632 115

FORMAT OF THE INSPECTION COMMISSION REPORT

GRANT OF AFFILIATION TO NEW COLLEGE / ADDITIONAL PROGRAMMES / ADDITIONAL SECTIONS / PERMANENT AFFILIATION

1.	a) Name and permanent address of the college (with phone number and Email)	
	b) Name of the Principal (enclose copy of the Principal approval issued by the University)	
2.	a) Name of the trust / organization which manages the college	
	b) Name of the Chairman/Secretary	
3.	Date and Time of Inspection	
4.	Copy of the Government Order (applicable for New college)	
5.	Land Details (Copy of the document registered under the Trust may be enclosed).	

6. Programmes which are already being conducted in Shift I/ Shift II to be shown separately (Applicable only for the existing affiliated colleges)

Sl. No	Name of the Programmes offered			Number of seats sanctioned	commencement year	Please state whether the Programme is financially aided by the Govt. or unaided
	Degree/Main Subject	Allied subject	Application oriented / Elective subject			
Shift –I Programmes						
a)						
b)						
c)						
d)						
e)						
Shift –II Programmes						
a)						
b)						
c)						
d)						

(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)	
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8. Programmes for which affiliation is sought:

A. Aided or Self financing:

Under Graduate Programmes

Sl. No.	Name of the Programme(s)
a)	
b)	
c)	
d)	
e)	

Post Graduate Programmes

Sl. No.	Name of the Programme(s)
a)	
b)	
c)	
d)	
e)	

9. Purpose of Inspection Commission:

Sl. No.	Purpose	Name of the Programme(s)	Strength	
			Requested	Sanctioned
1.	Starting of New College / New Programmes / Additional Section			
2.	Permanent Affiliation			

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10. Laboratory space, equipment, ventilation for the proposed Programme(s):
(Inspection commission 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 Programme	No. of Students	Name of the Lab	Area of the Lab	Equipments Available	Recommendations
1.						
2.						
3.						
4.						
5.						

(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 10 sq.ft per student for under graduate Programmes. A list of equipment and sketch plan of work benches, etc. be provided in an Annexure).

11. Classroom facilities for the proposed programme(s)

Particulars	Required	Already Available	Additionally required	Recommendations
Classrooms (Area)				
Furniture				
a) Benches (No's)				
b) Desks (No's)				

12. Computer Facilities: Applicable for Computer based Programmes.

Sl. No.	Particulars	Available facilities		Recommendations	
1.	No. of Computer terminals (Nos)				
2.	Hardware Specification				
3.	No. of terminals of LAN/WAN				
4.	Relevant Legal Software	Application	System	Application	System
5.	Peripheral(s)				
	Printers				
	Scanners				
	LCD Projectors				
6.	Internet Accessibility (Minimum of 50 mbps)				
7.	Campus Wi-Fi facility				
8.	Power backup (UPS)				
9.	Furniture				
	a) Table				
	b) Chairs				

13. 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		
14.	In the Shift- II Programmes please state the number of hours per day the college will work, the commencement and closing hours.		

15. Programme-wise details of teacher requirements for the proposed Programmes: (Please calculate on the basis of the number of hours per subject workload norms and specify requirements).

Sl. No.	Name of the Programmes	Number of teaching faculties required for core/ elective/Skill Enhancement			Total number of teachers		
		I year	II year	III year	Required	Already appointed	To be appointed
a)							
b)							
c)							
d)							
e)							
f)							

(Teaching faculties should possess the norms laid down by the UGC)

16. Programme-wise details of the teachers requirements for the languages offered as foundation Programme in under graduate Programmes

Sl. No.	Name of the Programmes	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)

17. In respect of Programmes in the Shift-II, please specify the number of permanent/separate staff required, exclusively for the Shift-II Programme. (details may be furnished in a separate sheet)

18. Details of Technical/Administrative/supporting staff

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

19. Number of seats recommended for each Programme:

Sl. No.	Name of the Programme	Specify Shift I / Shift II	Number of seats already sanctioned if any	Recommendations
a)				
b)				
c)				
d)				
e)				
f)				

Maximum strength permissible for B.Sc. Degree Programme is 50 except Mathematics Main.

Maximum strength permissible for B.A. B.Com and B.Sc. Mathematics Degree Programme is 70.

Maximum strength permissible for M.Sc. Degree except M.Sc. Mathematics is 26.

Maximum strength permissible for M.A, M.Com and M.Sc. Mathematics is 40.

20. Fee proposed by the college for each Programme (please consider the norms if any, prescribed by the Government)

Sl. No.	Name of the Programme	Tuition fee per year	Comments of the commission
a)			
b)			
c)			
d)			
e)			

21. Assessment and recommendation regarding other common facilities, listing deficiencies if any: (Specific item wise recommendations to be furnished)

a) Staff rooms

1. Male	
2. Female	
3. Restroom	

b) Special facilities for women

1. Day care	
2. Mother feeding room	

c) Canteen, Hostel, Medical facilities

d) Physical Director, Playground

1. Ground Area	
2. Volley Ball Court	
3. Shuttle Court	
4. Basket ball	
5. Indoor game	
6. Required sports accessories	

e) Transport facility

No. of Buses	
No. of Van	

f) Others, if any

Examination Hall	
Auditorium	

22. Specific report on the following documents:

a) Clearance from the Town and Country Planning department is attached

Yes / No

b) Adequate arrangements for effluent discharge system are available

Yes / No

c) Impact of traffic around College Premises

d) Whether Provision of ramps for the Differently Abled Persons is available.

Yes / No

23. Overall assessment and specific recommendations regarding affiliation in respect of each Programme. (specific remarks by the Committee)

24.Recommendations

A. Starting of New Programmes/Additional Sections:

Sl.No.	Name of the Programme(s)	Recommended/Not Recommended	Recommended Strength
1.			
2.			
3.			
4.			
5.			
6.			

B. Permanent Affiliation:

S.No.	Name of the Programme(s)	Recommended/Not Recommended
1.		
2.		
3.		
4.		
5.		
6.		

25.Conditional recommendations (if necessary):

26.Specific reasons for the denial of the requests:

27. Name and signature of the members of the inspection commission:

Sl. No.	Name, Designation and Address	Signature
1.		
2.		
3.		
4.		
5.		

Place:

Date:

Certificate

This is to certify that as per the guidelines of the University the details and particulars provided by the college are checked, verified and found correct.

Signature of the Inspection Commission Team

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**ENCLOSURES TO BE ATTACHED WITH INSPECTION COMMISSION REPORT FOR
AFFILIATION TO START NEW COLLEGE/ADDITIONAL UG/PG PROGRAMMES IN THE
FOLLOWING ANNEXURE**

S. No.	PARTICULARS	ANNEXURE	Page No.
1.	Photo copy of the NOC obtained from the Government of Tamil Nadu	Annexure-1	
2.	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-2	
3.	Photo copy of Affiliation orders issued by the university in previous years.	Annexure-3	
4.	Full minutes of the college committee / Governing Council to start new Programmes.	Annexure-4	
5.	List of Governing Council of the College	Annexure-5	
6.	List of Existing Programmes and additional sections (with details of date of affiliation order, sanctioned strength, academic year of affiliation)	Annexure-6	
7.	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 new Programmes/additional sections. (with Details of qualifications, Date of appointment, Date of joining, Date of Teacher's Qualification approval order issued by the University) (Major and Allied subjects). c) Photo copy of Teacher's Qualification approval order issued by the University (existing and for New Programmes-newly appointed teachers)	Annexure-7	
8.	Photo copies of appointment order, joining report and proof of qualification certificates of newly appointed teachers for each new Programmes/additional sections. (major and allied subjects).	Annexure-8	
9.	Separate Workload calculation for Department wise-New Programmes for which fresh affiliation is sought	Annexure-9	
10.	Workload for each Staff - Department wise -New Programmes for which fresh affiliation is sought	Annexure-10	
11.	Separate Workload for each Staff for the languages for other UG Programmes.	Annexure-11	
12.	Separate Workload for each Staff for its Allied subjects for which affiliation is sought.	Annexure-12	
13.	List of Non-Teaching staff for Existing Programmes	Annexure-13	
14.	Evening College - List of Existing Programmes (with date of affiliation order, sanctioned strength, academic year of affiliation. (If not applicable mark as 'NA')	Annexure-14	
15.	Evening College - For new Programmes (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 New Programmes/additional sections. (with Details of qualifications,	Annexure-15	

	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)		
16.	Separate Workload for Evening College Programmes-Existing (If not applicable mark as 'NA')	Annexure-16	
17.	Workload for Evening College Programmes-Department wise -New Programmes for which fresh affiliation is sought (If not applicable mark as 'NA')	Annexure-17	
18.	Workload for each Staff - Evening College - Department wise- New Programmes for which fresh affiliation is sought (If not applicable mark as 'NA')	Annexure-18	
19.	Separate Workload for each Staff for the languages for other UG Programmes- Evening College (If not applicable mark as 'NA')	Annexure-19	
20.	Separate Workload for each Staff for its Allied subjects for which affiliation is sought-Evening College (If not applicable mark as 'NA')	Annexure-20	
21.	Approved Building sketch plan of the entire college - Existing Programmes	Annexure-21	
22.	Approved Building Sketch plan of classrooms (Shaded) showing the allotment of each Programme by indicating year of each Programme, labs and Library - New Programmes	Annexure-22	
23.	PHOTOS of Computer Labs UG/PG showing the inner arrangements of the labs - for which fresh affiliation is sought	Annexure-23	
24.	Photo copy of Bills and payment receipts for the purchase of Furniture- New Programmes	Annexure-24	
25.	PHOTOS of Labs showing the inner arrangements of the labs-New Science Programmes	Annexure-25	
26.	List of equipments for New Science Programmes with photo copy of Bills and payment receipts for the current academic year.	Annexure-26	
27.	List of equipments to be added for New Programme/Allied Subjects	Annexure-27	
28.	List of Chemicals for New Programmes with photo copy of payment acknowledgment for the current academic year.	Annexure-28	
29.	List of Chemicals for New Programmes and Allied subjects	Annexure-29	
30.	List of Computers & Accessories for Existing Programme	Annexure-30	
31.	List of Computers, Accessories & softwares purchased for New Programme for the current academic year.	Annexure-31	
32.	Photo copy of Bills and payment receipts for the purchase of Computers, Accessories & softwares for New Programme for the current academic year.	Annexure-32	
33.	List of books for New Programmes (at least 200 books per Programme)	Annexure-33	
34.	Photo copy of Bills and payment receipts for the purchase of books to be added for New Programmes (at least 200 books per Programme) for the current academic year	Annexure-34	
35.	List of Journals for Existing Programme (2 Journals / Programme)	Annexure-35	
36.	Photo copy of Bills and payment receipts for the purchase of Journals to be added for New Programme for the current academic year.	Annexure-36	

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